PeopleSoft®

EnterpriseOne B73.3.1 Human Resources & Payroll Foundation PeopleBook

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HR and Payroll Foundation Overview

The Human Resources and Payroll Foundation system provides a versatile, cost-effective, and time-saving solution for managing your employee information and accounting for employees' time worked. You use this foundation to track information that HR and payroll users typically share. If you are not using the J.D. Edwards Payroll system, you can use Human Resources and Payroll Foundation as a standalone time accounting system.

You can use this foundation to do the following tasks:

- Track employee and employee job information
- Enter time for employees
- Manage your worldwide labor expenses and billings
- Track job costs by creating journal entries for the general ledger
- Streamline your hiring processes
- Set up the deductions, benefits, and accruals (DBAs) you use during payroll processing and benefits administration

System Integration

The HR and Payroll Foundation system contains the central databases for all information that human resources and payroll users typically share. For example, you use the foundation system to track the following information:

- Complete employee information
- Job information
- Pay type, deduction, benefit, and accrual (PDBA) information
- Time accounting information

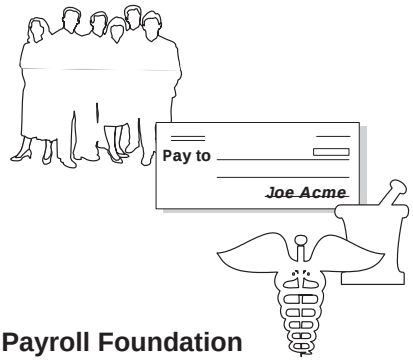
An integrated, central database means that, when the human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

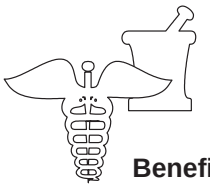
- Eliminates redundant data entry
- Maintains current and accurate information across all your business operations
- Improves communication among departments

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

The following graphic shows how the HR and Payroll Foundation system supports human resources, benefits administration, and payroll:

HR and Payroll System Integration





Benefits

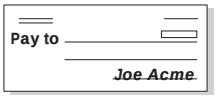
- Benefits Administration
- Benefits Set–up
- Employee Self–Service

HR and Payroll Foundation

- Quick Hire **(HR)**
- Pay Types, Deductions, Benefits, and Accrual Set–up **(B, P)**
- Time Entry **(P)**
- Automatic Accounting Instructions **(P)**
- Job Information **(B, HR, P)**
- Employee Information **(B, HR, P)**
- Employee Self–Service
- Employee History and Turnover Tracking

Human Resources

- Applicant Information
- Position Control **(GA)**
- Requisitions



Payroll

Key

B = Integrates with Benefits

HR = Integrates with Human Resources

P = Integrates with Payroll

GA = Integrates with General Accounting

To simplify your processes and facilitate communication within your organization, the HR and Payroll Foundation system also integrates with these additional J.D. Edwards systems:

Address Book

The Address Book system contains employees' names, addresses, and tax IDs.

General Accounting

If you are using the foundation system for standalone time accounting (that is, you are creating timecards but not processing them using J.D. Edwards Payroll), you can set up the foundation system to integrate with the General Accounting system. This integration allows you to update general ledger transactions and account balances. The foundation system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and summarize your liabilities and cash accounts.

Job Cost

You can use the HR and Payroll Foundation system to enter labor and equipment time by day. Then, you can use the Job Cost system to analyze the labor and equipment costs for a job.

Service/Contract Billing

You can use the HR and Payroll Foundation system to enter labor and equipment time by job (business unit). Then, you can use the Service/Contract Billing system to do the following:

- Bill customers for the labor and equipment expenses associated with the job
- Bill customers for payroll burden expenses
- Bill customers for contract time associated with the job

Equipment/Plant Maintenance

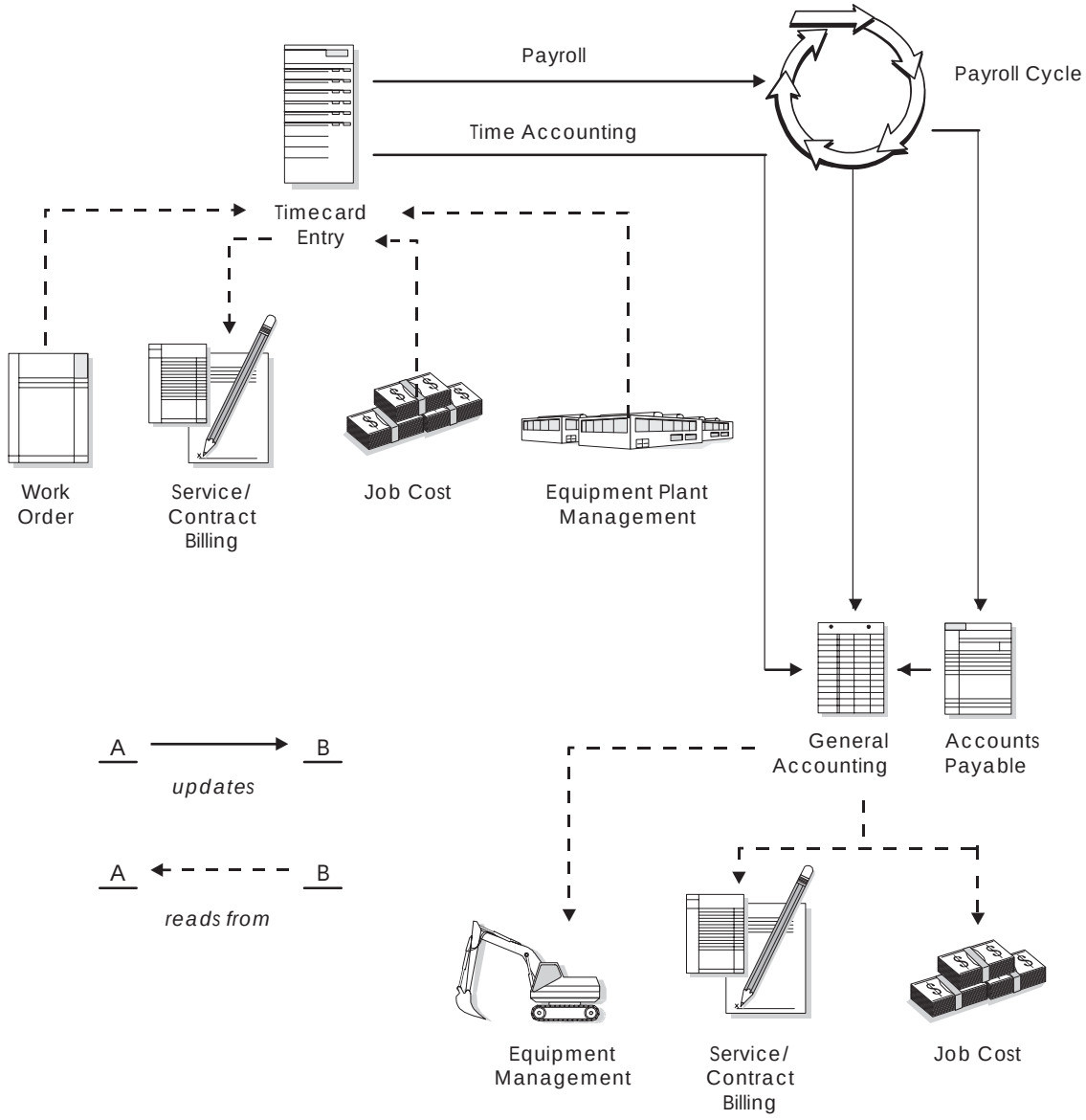
You can use the HR and Payroll Foundation system to enter labor and equipment time. Then, you can use the Equipment/Plant Maintenance system to do the following:

- Charge a job for use of equipment
- Track labor for equipment maintenance
- Track labor for work orders

Work Orders

You can use the HR and Payroll Foundation system to enter labor and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.

The following graphic shows how HR and Payroll Foundation integrates with other J.D. Edwards systems:



System Features

The HR and Payroll Foundation system provides the following:

- Comprehensive employee information
- Integrated employee history and turnover analysis
- Complete job information
- Complete time accounting

- Parent/child relationship reporting
- Self-service
- Enterprise Workflow Management
- Employee Quick Hire

You can also perform convenient functions such as the following:

- Future data changes
- Mass changes

Comprehensive Employee Information

You can use your HR and Payroll Foundation system to track comprehensive employee information such as the following:

- Employee pay status
- Equal Employment Opportunity (EEO) job category
- Department
- Tax area
- Benefit group

You can also track any additional information your organization needs, including information that is specific to your business, your industry, or the country in which an employee works. Examples of the type of information you can track include:

- Job skills
- Education
- Work experience
- Foreign language competency
- Professional licenses
- Government-required information, such as EEO reporting for employees who work in the United States

When management requests information, you can rapidly respond to their needs by creating reports of employee data by department, supervisor, job, or other categories. Or managers can access the database to create their own reports.

Integrated Employee History and Turnover Analysis

You can set up your system so that each time you add or change employee information, the system automatically creates a historical record of the new information.

You can also set up your system to track employee turnover. Turnover is a change that involves movement, such as a promotion, a change in business unit, or employees leaving your company for any reason.

You can use history and turnover information to perform the following tasks:

- Review an employee's salary increases over time
- Perform turnover analysis for a department or job
- Track the reason for each change

You can create activity reports to monitor history and turnover, and if a trend develops, take steps to identify and resolve the issues.

Complete Job Information

You can track complete job information, including job descriptions and job evaluation information.

You can use job information to perform the following tasks:

- Match individuals to appropriate job openings
- Compare job and pay ranges
- Meet the standards that support equal pay for equal work
- Post job descriptions from the database to your internal job listings
- Analyze jobs to determine appropriate wage and salary ranges

Complete Time Accounting

You can enter as much or as little timecard information as your organization needs. You can simplify time entry in the following ways:

- Define default job information at the employee or group level
- Automatically create overtime pay from regular hours
- Upload time entry information from a third-party source to create timecards

Parent/Child Relationship Reporting

You can document the structure of your organization and report on the parent/child relationships between employees. For example, a report for top management might show a broad organizational structure, such as branch offices that report to the main headquarters. Individual departments might need a report that shows each employee who reports to a single manager.

Self-Service

Self-service allows employees to complete tasks online through a company intranet site. Self-service reduces the handling of documents between employees and the human resources department by allowing employees to access information, forms, and services through desktop computers. For example, employees can use self-service to review and update personal data and enroll in benefits online. When employees update information through self-service, the system automatically updates the company's employee database.

You can set up a place on your intranet site for employees to enter and review the following information online:

- Name and address
- Emergency contacts
- Verification-of-employment letter requests
- Paid time off
- Benefits enrollment
- Dependents and beneficiaries
- Timecards
- W-4 form

You can have a system administrator set up only the information that is appropriate for your organization's self-service site.

Managers, supervisors, or administrators can use self-service to review and update the following information online:

- Upcoming employee reviews
- Requests for verification-of-employment letters
- Employee setup process

An individual who is set up in the system to access these programs can review employees who have upcoming review dates, process verification-of-employment letters, and initiate the employee setup process. The employee setup process is a Workflow-based process that sends a series of approvals and work orders to set up a new hire's equipment.

Enterprise Workflow Management

Enterprise Workflow Management is a OneWorld system that provides a way of automating tasks, such as notifying a manager that a requistion is waiting for approval, using an e-mail-based process flow across a network. Workflow can send messages and approval forms to employees as a part of the process. Workflow can also message one person or a group of people, or it can escalate a message that hasn't been answered

within a certain time frame to another employee's mailbox. You can set up each Workflow process to meet your business needs.

Workflow automates the following tasks in the HR-Benefits and HR and Payroll Foundation systems:

- Terminating an employee
- Approving a requisition
- Changing an employee's salary
- Initiating new employee setup
- Reviewing upcoming employee reviews by supervisor
- Processing verification-of-employment letters
- Approving a W-4 form

When you hire an employee or change an employee's salary, you can set up Workflow to send a message to the appropriate manager for an approval when you enter a salary over a specified amount. You can also initiate a setup process for a new employee where Workflow messages a list of people for approvals so that all paper work and equipment installs are complete by an employee's start date.

Workflow can also help terminate an employee by terminating the employee's benefits and creating a final paycheck.

When set up correctly, Workflow can message supervisors about employees who have upcoming reviews according to the employee's review date. Workflow can also message employees and human resource personnel about completed W-4 forms, the processing of verification-of-employment letters, and requisition approvals.

Important Tables and Descriptions

The following list includes the important tables in the HR and Payroll Foundation system:

Address Book Master (F0101)	Contains name and address information for all employees. This information has a search type of E (Employee).
Employee Master (F060116)	Contains detailed information about employees, such as salary, pay grade, birthdate, and job type.
Employee Additional Information (F060120)	Contains additional information about each employee.

Employee International Data (F060117)	Contains country-specific information about each employee.
Future Employee Master Data Changes (F06042)	Contains future changes to employee master records.
Job Information (F08001)	Contains information for job ID and for the job evaluation. The job ID is the combination of the job type and job step.
HR History (F08042)	Contains employee history records for each employee master field.
Supplemental Database Types of Data (F00090)	Contains data types and their respective column headings. Use these data types to specify the types of supplemental information you want to track for jobs, employees, applicants, and requisitions.
Supplemental Data (F00092)	Contains multiple values with a specific type of data for individual applicants, employees, jobs, and requisitions.
System Options (F05001)	Contains default information that applies to all records in the system. This table also contains default information that applies to specific modules.

Employee Information

Employee Information

Before you can analyze and report on employee information, you must create a record for each employee. This record contains personal, company, job, and pay information about the employee. You also need to enter certain employee information so that employees can receive their payments.

After you create a record of employee information, you can complete the following:

- Make changes, corrections, or updates
- Review the information as necessary
- Terminate the employee
- Rehire the employee
- Process a timecard for the employee
- Process the employee in a payroll

To simplify the process of managing employee information, you can set up your system for employee self-service. Employee self-service enables employees to update certain information in their employee records, such as addresses and emergency contacts.

Processing employee information includes the following tasks:

- ❑ Adding employee records one at a time
- ❑ Adding employee records using Employee Quick Hire
- ❑ Entering additional employee information
- ❑ Understanding employee compensation
- ❑ Entering employee instructions
- ❑ Revising employee information
- ❑ Working with supplemental data
- ❑ Understanding parent/child relationships
- ❑ Creating parent/child relationships by employee
- ❑ Reviewing employee information

- ❑ Running employee reports
- ❑ Running Equal Employment Opportunity reports

Hiring Employees with J.D. Edwards HR & Payroll Foundation

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

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

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

Adding employee records one at a time	Adding employee records one at a time takes you through a list of forms to hire an employee. This option is preferable if you hire individuals with very diverse employee information so that hiring in groups is not applicable. You can add new employee and terminated employee (rehire) records to the Employee Master table (F060116).
Adding multiple employee records	Adding multiple employee and applicant records with the Employee Quick Hire program saves data entry time because you add records in groups based on similar job information. You can add new employee, terminated employee (rehire), and applicant records to the Employee Master table (F060116). Adding applicant records with the Employee Quick Hire program is an alternative to adding applicant records with Applicant Information (P08401) in the Human Resources module. See *Entering Applicant Information* in the *Human Resources* guide for more information.

Adding Employee Records One at a Time

You add an employee record to the database when you hire an employee that is new to the organization. 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)

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

You can include the following information in an employee record:

Basic employee information	Basic employee information includes general identification information about the employee. You need this information to include the employee in payroll processing.
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 that information to locate the employee in the database when you do not know the employee number.
Personal information	Personal information includes items such as marital status, gender, and birth date. Use this information to track employee-specific information for reporting and analysis.
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.

Basic compensation information	Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.
Country-specific information	Country-specific information includes information that is required only in the country in which the employee works. For example, in the United States, country-specific information includes I-9 status.
Employee history information	You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the Employee History table (F08042).
Employee assignment information	Employee assignment information updates headcount, requisition activity, and position information when a new hire fills a position.

Adding a new employee includes the following tasks:

- Entering basic employee information
- Entering address book information
- Entering employee personal information
- Entering organizational assignment information
- Entering basic compensation information
- Entering country-specific information for an employee
- Entering employee history information
- Updating position and requisition information

Before You Begin

❑ Review the related processing options. They 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.

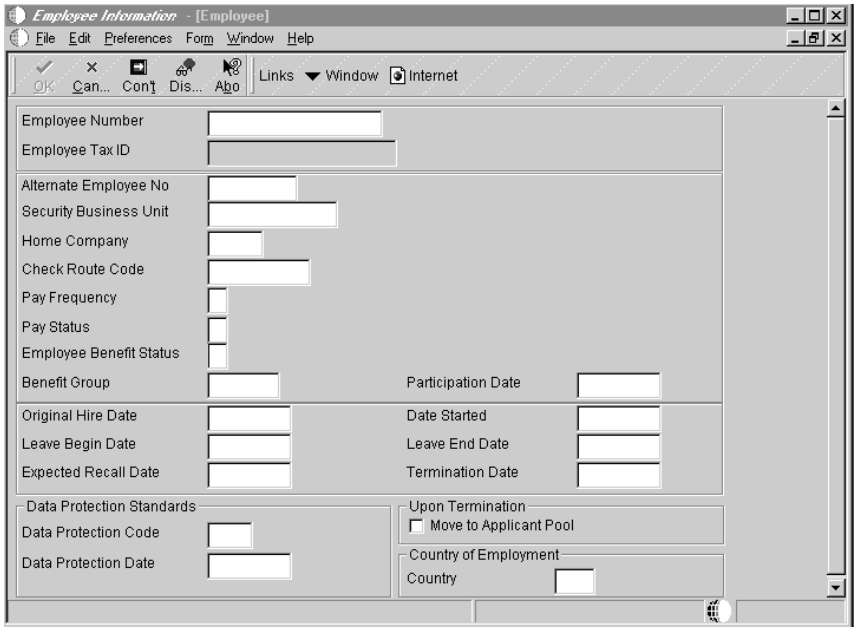
❑ In the Address Book system, review the processing options for Address Book Revisions to ensure that the tax ID is set to appear.

To enter basic employee information

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

On Work With Employee Information

1. Click Add.



2. On Employee, complete the following employee identification fields that are not already supplied by the system:
   - Security Business Unit
   - Home Company
   - Pay Frequency
   - Pay Status
   - Original Hire Date
   - Date Started
   - Country
3. To enter benefits information, complete any of the following fields that are not already supplied by the system:
   - Employee Benefit Status
   - Benefit Group
   - Participation Date

4. To include additional employee identification information, complete the following optional fields:
   - Alternate Employee No
   - Check Route Code
   - 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 tables 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	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table. . . . . . *Form-specific information* . . . . . . 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.
Home Company	The company number in which the employee generally resides.

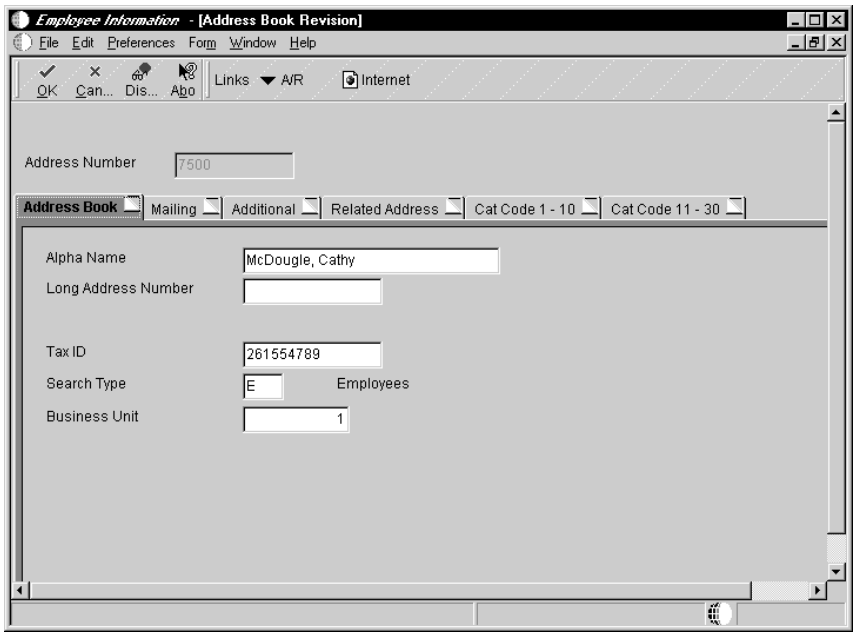
Field	Explanation
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.
Pay Status	A code that indicates whether an employee's pay status is active or inactive. 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. 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.
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	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. 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.

Field	Explanation
Country	A user defined code 00/CN that indicates the country in which the employee resides. . . . . . *Form-specific information* . . . . . 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.
Employee Benefit Status	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. Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Benefit Group	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.
Participation Date	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.
Alternate Employee No	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. To search using this number, preface the number with a slash (/).
Check Route Code	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.
Data Protection Code	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.
Data Protection Date	The date on which the data protection code was last updated.

To enter address book information

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

On Address Book Revision



If there is an existing address book record for this employee, all the following information is automatically supplied by the system.

1. Complete the following fields on the Address Book tab:
   - Alpha Name
   - Tax ID
2. Review the following fields:
   - Search Type
   - Business Unit
3. Click the Mailing tab and complete the following fields:
   - Mailing Name
   - Address Line 1
   - City
   - State
   - Country
   - County

- Postal Code

4. Complete the following fields if necessary:
   - Address Line 2
   - Address Line 3
   - Address Line 4
5. Click the Additional tab and complete the following optional fields:
   - Employee Y/N
   - Person/Corporation Code
   - Tax Exempt Certificate
   - Language
   - Add'l Ind Tax ID
   - Miscellaneous Code
6. Click a Category Code tab and complete one or more of the Category Code fields.
7. Click OK.

   The Personal form appears.

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

See Also

- *Entering User Defined Information for Employees* for more information about entering category codes

Field	Explanation
Alpha Name	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. . . . . . *Form-specific information* . . . . . . 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.

Field	Explanation
Tax ID	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. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
Search Type	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.
Mailing Name	The company or person to whom billing or correspondence is addressed.
Address Line 1	The first line of the mailing address for an employee, customer, or supplier in the Address Book system. 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: • 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.
Address Line 2	The second line of the mailing address for an employee, customer, or supplier in the Address Book system. 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.
Country	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.

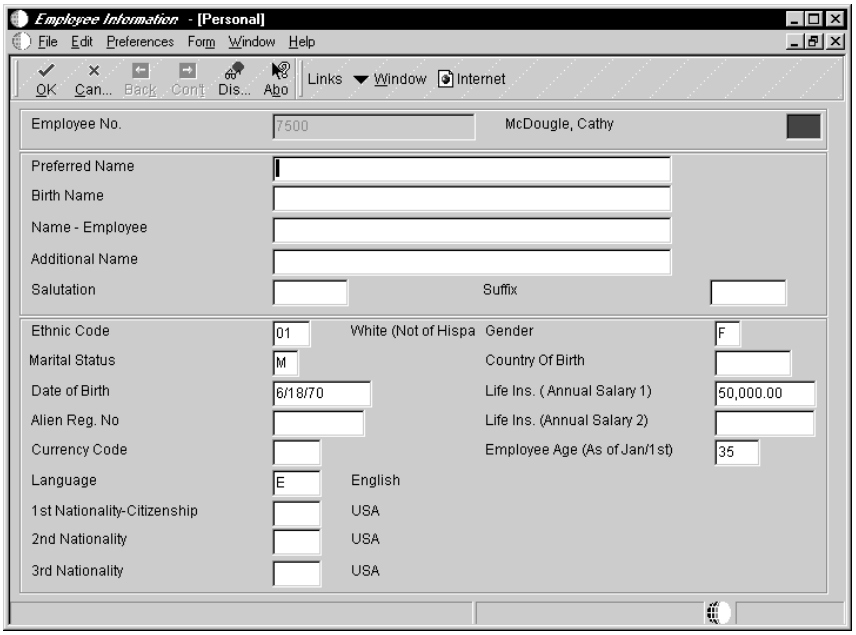
Field	Explanation
Employee Y/N	A code in WorldSoftware, or an option in OneWorld software, that indicates whether this address is an employee. Valid codes for WorldSoftware are: Y Yes, this is an employee. N No, this is not an employee. This code is informational only. It has no predetermined use in the Address Book system. For OneWorld software: On This is an employee. Off This is not an employee.
Person/Corporation Code	A code that designates the type of taxpayer. Valid values for U.S. entities are: 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 Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Non-corporate entity 5 Customs authority For 1099 reporting, the system selects suppliers with codes of P and N.
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
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.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.

Field	Explanation
Miscellaneous Code	A user defined code (01/EP) that designates from where a user sends and receives messages. Values include: 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.
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

▶ To enter employee personal information

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

On Personal



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 – Actual
    - Country
    - Alien Reg. No
    - Language
    - Life Ins. (Annual Salary 1)
    - Life Ins. (Annual Salary 2)
    - Currency Code
    - Employee Age (As of Jan/1st)

- 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.

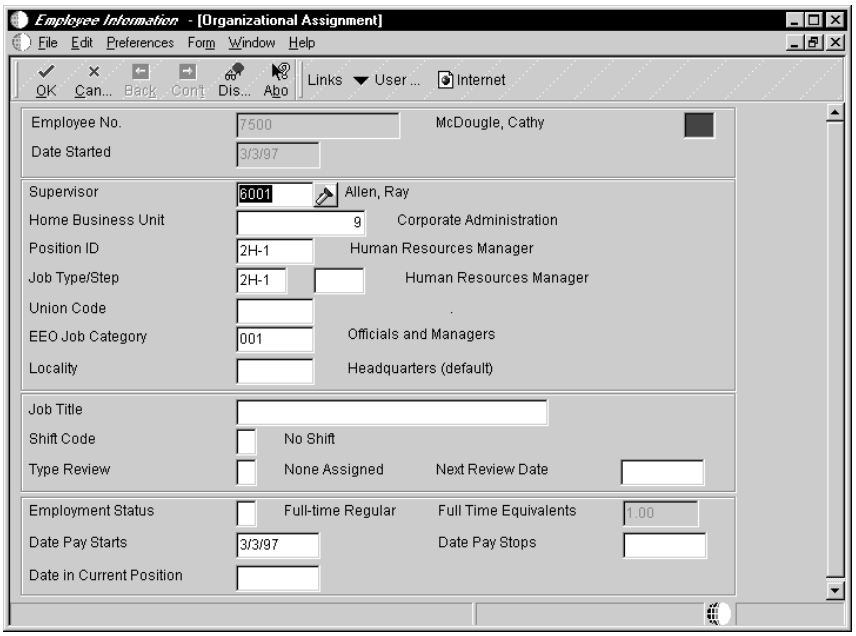
Field	Explanation
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that J.D. Edwards provides are hard-coded. The system 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.
Birth Name	A female employee's maiden name. If this employee is a resident of Canada, this field is mandatory. This information is used for all government reports.
Marital Status – Actual	This is the marital status of the employee.
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.
Currency Code4	A code that indicates the currency of a customer's or a supplier's transactions. NOTE: The currency code that you set up for your component tables must correspond to the currency code that you set up for any related markup tables.
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.
Alien Registration Number	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.

Field	Explanation
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.
Employee Age (As of Jan/1st)	For World: The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or update it each year using the future data facility. For One World: The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or the system can update this field when you run the Update Employee Master Age report (R083495).

▶ To enter organizational assignment information

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

On Organizational Assignment

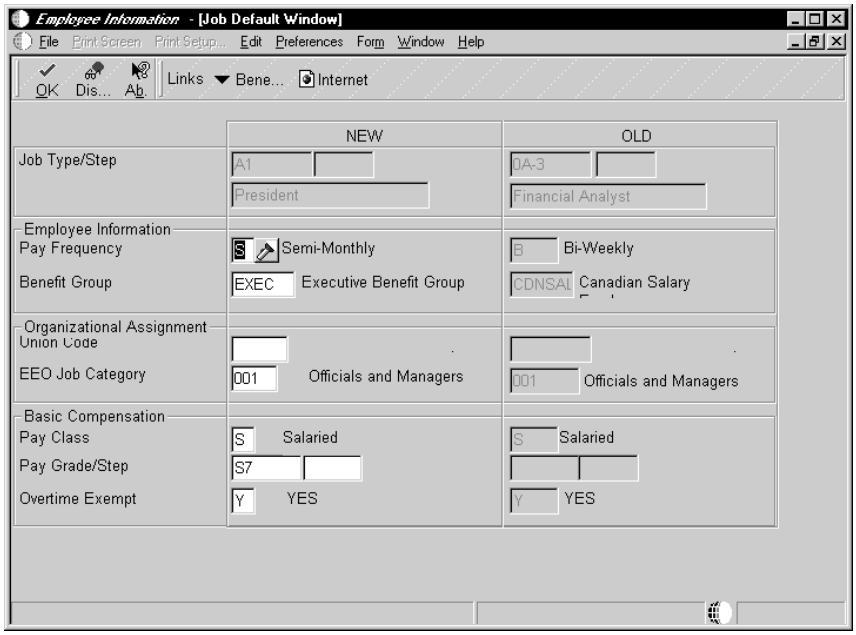


1. Complete the following fields that are not already supplied by the system:
   - Supervisor
   - Home Business Unit

- Job Type/Step
- Locality
- EEO Job Category
- 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 fields:
   - Position ID
4. Complete the following optional fields and click Continue:
   - Union Code
   - Job Title
   - Shift Code
   - Date Pay Stops

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



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 (Craft) Code	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.
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.
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.
Employment Status	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: 1 Full-time temporary 2 Part-time temporary 3 Part-time regular 4 Seasonal 5 Casual
Date Pay Starts	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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).
Date in Current Position	The date the employee started the current position.

Field	Explanation
Date Pay Stops	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. It may also be the date that a deduction, benefit, or accrual instruction stops.
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.
Position ID	A code that you use for budgetary (position) control purposes. The position ID consists of: • Position (position code and its description) • Fiscal year • Home business unit For example, you can identify position A0–1 as Accounting Manager for fiscal year 2005–2006, for home business unit 41. 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.
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 Title	A title associated with an employee's job.
Shift Code	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. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.

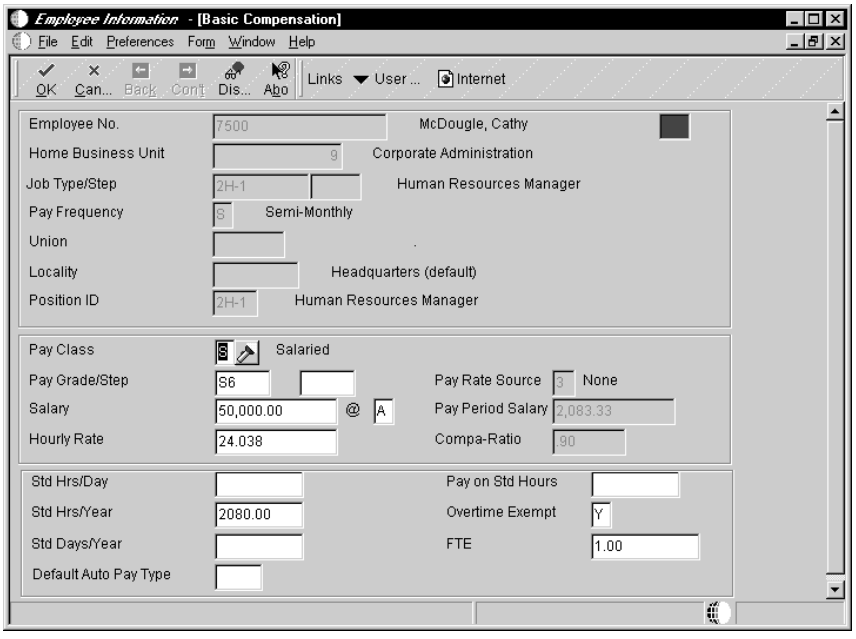
Processing Options for Employee Organizational Assignments

```
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
```

▶ To enter basic compensation information

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

On Basic Compensation



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
   - Full Time Equivalents
4. Complete the following fields if your processing options are not set up to use the default job information:
   - Pay Class (H/S/P)
   - Pay Grade
   - Pay Grade Step
   - FLSA Exempt Y/N
5. Click Continue.

   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 tables 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	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For World: 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). Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: • 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) 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. . . . . . *Form-specific information* . . . . . . When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following: • Standard hours per year entered at the employee level • Standard hours per year specified in company options

Field	Explanation
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.
Std Hrs/Day	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). 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.
Std Hrs/Year	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). 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: • 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 . . . . . *Form-specific information* . . . . . When you enter a value in this field, that value overrides the default value from the Pay Grade Step table.
Std Days/Year	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.

Field	Explanation
Pay on Std Hours	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.
Default Auto Pay Type	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. If you leave this field blank, the system uses pay type 001.
FTE	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.
Pay Class	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework . . . . . *Form-specific information* . . . . . 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.
Pay Grade/Step	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year

Field	Explanation
Overtime Exempt	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act (FLSA) and thus does not have to be paid for working overtime. Valid codes are: Y Yes, the employee fits the rules and does not have to be paid for working overtime. N No, the employee does not fit the rules and is to be paid for working overtime.

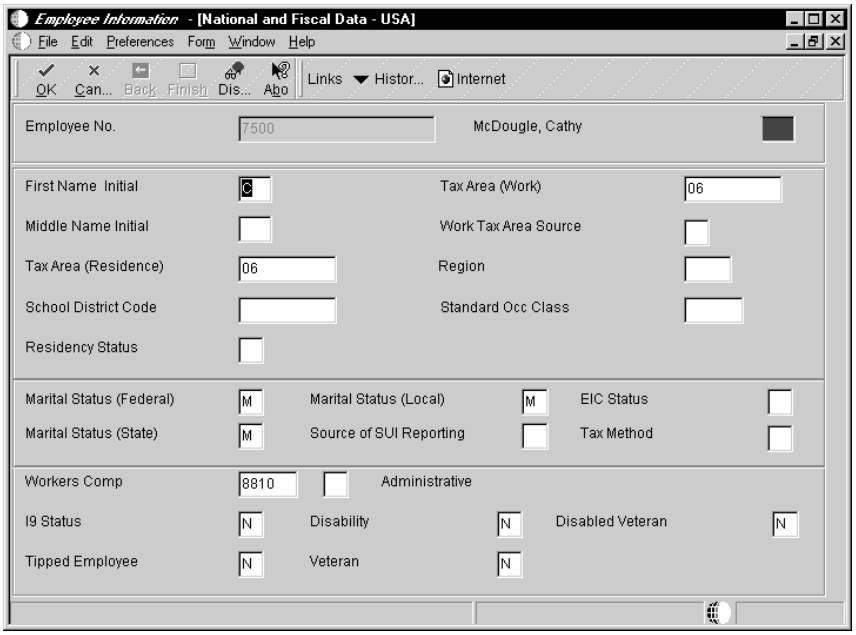
Processing Options for Basic Compensation Information

```
Process

1.  Workflow       Enter a salary
    threshold       Zero = default
         Zero = default

      Rate – Salary, Annual                    _____________

2.  Workflow       Enter salary percent
    change threshold
    threshold

      Percent                                  _____________
```

▶ To enter country-specific information for an employee

After you complete the steps to enter basic compensation information, you must enter country-specific information. When you enter country-specific information, the system displays fields for only the 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 the United States.

On National and Fiscal Data - USA



1. If the processing options for Employee Information are set up to require a tax area, complete the following fields:
   - Tax Area (Work)
   - Tax Area (Residence)
2. To enter additional tax information, complete the following fields:
   - School District Code
   - Work Tax Area Source
   - Marital Status (Local)
   - Marital Status (State)
   - Marital Status (Federal)
   - Tax Method
   - EIC Status
   - Source of SUI Reporting
   - Workers Comp
   - Sub Class – Workers Comp
3. To enter government reporting information, complete the following fields:
   - I9 Status
   - Disability
   - Disabled Veteran

- Veteran

4. Enter any of the following additional fields:
   - Residency Status
   - Region
   - Standard Occ Class
5. To add the current employee record to the Employee Master table (F060116), click Finish.

   The Change Reason form appears.

Follow the steps to enter employee history 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
Tax Area (Work)	A code that identifies a geographical location and the tax authorities for the employee's worksite. 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 (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.
School District Code	A user-defined code from UDC table 06/SD that determines the school district tax for taxation purposes. Vertex automatically calculates the school district tax. Used by the public sector.
Work Tax Area Source	This code is used to determine the source for obtaining the tax area code for the employee's work location. N Use time entry, job master, employee labor rules or employee master to determine Tax Area. E Always use the Work Tax Area from the employee master on time record. When blank the system assumes N.
Marital Status (Federal)	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.

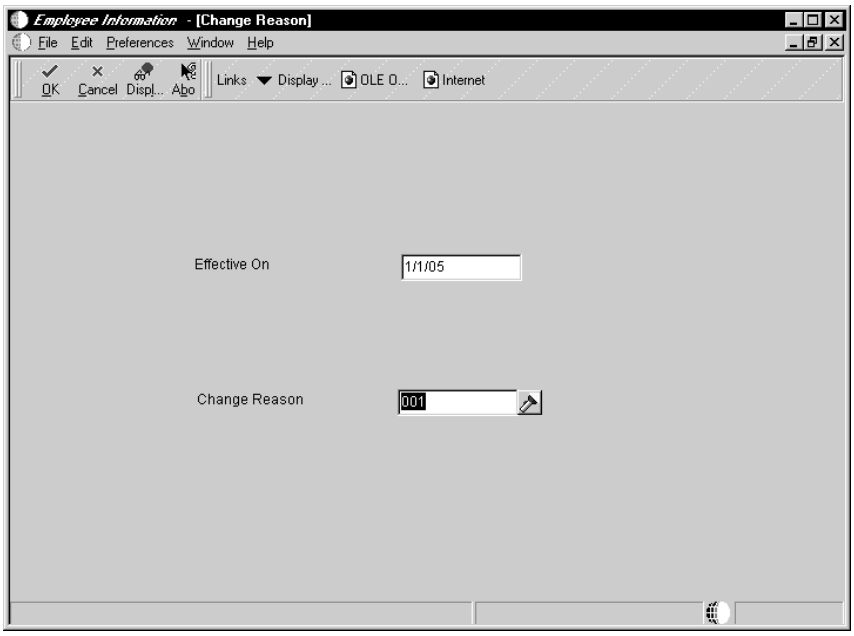
Field	Explanation
Marital Status (State)	The employee's "Work" state marital status code as retrieved from the state W-4. This code is used in the computation of all state payroll taxes associated with the state in which the employee performed work. If you leave this field blank, the Federal status is used.
Marital Status (Local)	The employee's Local marital status code as retrieved from the locality's W-4. This code is used in the computation of all local (city, county) payroll taxes associated with the state in which the employee performed work. If you leave this field blank, the Federal status is used.
Tax Method	This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM.
EIC Status	Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance? N indicates that the employee does not qualify. (default) Y indicates that the employee qualifies. B indicates that the employee qualifies and that his/her spouse also qualifies.
Source of SUI Reporting	This code is used for SUI reporting. An employee master code can be set to R or W to allow taxation either in the resident state or the employee master work state regardless of where the employee worked. FUI will follow the state where SUI is calculated. Weeks Worked will follow the taxed state. N Use the work tax work area in the time record to determine SUI. (Default) R Always use Residence Tax Area from employee master even if time record is different. W Always use Work Tax Area from employee master for SUI reporting even if time record is different.
Sub Class – Workers Comp	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.

Field	Explanation
I9 Status	A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are: Y I9 form on file P Passport used for verification R Resident alien or alien registration card S Social Security card L Driver's license and Social Security card V Visa (worker's permit) B Birth certificate N Waiting for verification
Disability	A code indicating whether this employee has a mental or physical disability. Valid codes are: Y Yes, this employee has a mental or physical disability. N No, this employee does not have a mental or physical disability. U Unknown
Disabled Veteran	A code indicating whether this employee is a disabled veteran. Valid codes are: Y Yes, this employee is a disabled veteran. N No, this employee is not a disabled veteran. This field is used to generate the Veterans Employee (VETS-100) report.
Veteran	A code that indicates the veteran status of the employee. Valid codes are: N No, this employee is not a veteran. Y Yes, this employee is a veteran. V This employee is a Vietnam veteran.
Residency Status	This code is used to identify out-of-state employees for which the employer must withhold tax for the state of residence. The available codes are: W The system uses only the work state to calculate taxes. N The work state has a reciprocal agreement with the employee's state of residence; therefore, the system also calculates the tax based on a reciprocity agreement. (Default) R The system uses only the residence tax area to calculate State Income Tax. SUI/SDI will be calculated in the work state.
Region	A region within a state. This field is intended for use in preparation of unemployment reports for Alaska.
Standard Occ Class	A series of codes that identify occupational titles and their definitions. These codes are used in one or more states in the preparation of unemployment reports.

To enter 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.

On Change Reason



Complete the following fields and click OK:

- Effective On
- Change Reason

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

If your system options are set up to display the Employee Assignment form, the system displays the form after you enter information on the Change Reason form. The Employee Assignment form updates position and requisition information when you add an employee or change an employee's job.

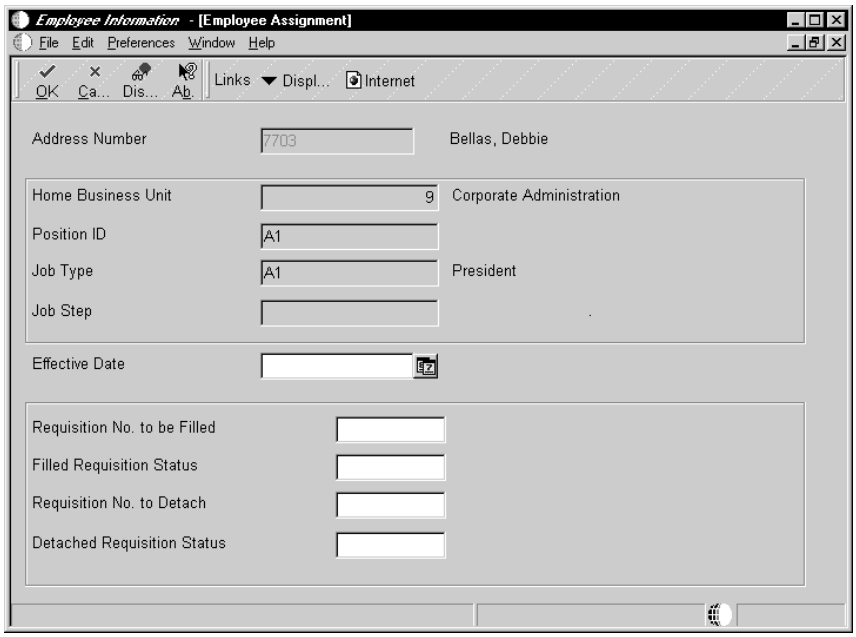
Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you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

Field	Explanation
Effective On	The hire date of the employee . . . . . *Form-specific information* . . . . . 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.
Change Reason	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. 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.

▶ To update position and requisition information

When your system options are set up to display the Employee Assignment form, the Employee Assignment form appears after you complete the Change Reason form. You enter an employee's change of home business unit, job type, or position ID so that the system updates requisition activity and headcount automatically. This is important for forecasting and budgeting.

On Employee Assignment



Complete the following fields and click OK:

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

If the employee fills a requisition with a new position assignment, the system automatically fills the requisition and updates the Requisition table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105). The Employee Master table (F060116) is also updated.

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	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. You can group candidate requisition status codes based on the hard-coded special handling code values in the table. These hard-coded values are: 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 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.”

Field	Explanation
Requisition No. to Detach	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. 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. 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. 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.
Detached Requisition Status	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. You can group candidate requisition status codes based on the hard-coded Special Handling Code values in the table. Valid values are: CAN Any candidate code DET Any code that indicates that the position is detached or no longer filled FIL Any code that indicates that the position has been filled REJ Rejected TMP Temporarily filled 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.”

Processing Options: Employee Master

Defaults Tab

These processing options define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

Use this processing option to define whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

1 Tax area fields are not required. Choose this option only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

0 Tax area fields are required. If you are using the J.D. Edwards Payroll system, choose this option.

Versions Tab

These processing options define the versions that are used for Organizational Assignment and Basic Compensation forms.

1. Organizational Assignment Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

Termination Tab

These processing options define default codes that are supplied to various records when an employee is terminated.

1. Candidate Requisition Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the system uses the code that you define in this processing option to update the candidate requisition status for all of requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS) for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Adding Employee Records Using Employee Quick Hire

You can use Employee Quick Hire to add multiple employee records when you hire groups of individuals that have common job information. Using Employee Quick Hire reduces typing errors and data entry time. You can define the common job information as default information which the system supplies for each employee record that you add. You must also set your processing options to define certain default information and processes related to Employee Quick Hire.

Adding employee records using Employee Quick Hire includes the following tasks:

- ❑ Setting up default information for employee records
- ❑ Adding employee records for applicants, rehires, and new hires
- ❑ Working with new employee information

Position budgeting is not accounted for when you use Employee Quick Hire to add employee records.

Setting Up Default Information for Employee Records

Before you add employee records for individuals with similar job information, you set up the job information as default information to reduce data entry time. Then when you add employee records, Employee Quick Hire supplies the default information. For example, if you are hiring 50 production employees for the same business unit who have the same supervisor, you set up the Job Type, Business Unit, and Supervisor fields as default information.

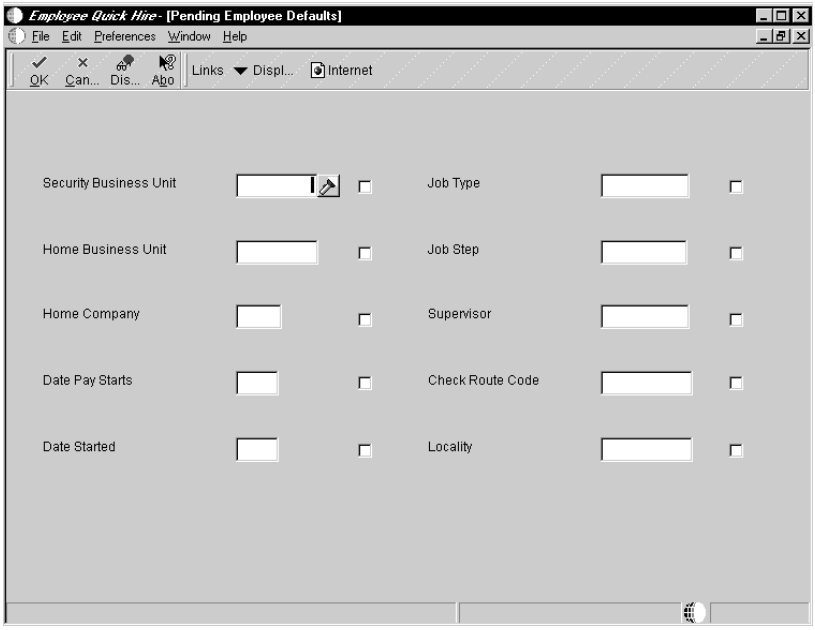
You can change the default information for each group of employees that you are about to enter records for.

▶ To set up default information for employee records

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

On Employee Quick Hire

1. Choose Defaults from the Form menu.



2. On Pending Employee Defaults, complete any of the following fields:
   - Security Business Unit
   - Home Business Unit
   - Home Company
   - Date Pay Starts
   - Date Started
   - Job Type
   - Job Step
   - Supervisor
   - Check Route Code
   - Locality
3. Click the option next to each field you just completed and click OK.

   This activates the field and allows the system to recognize the field as a default value.

   If you activate a blank field, the system overwrites this field for each record entered in the Employee Quick Hire form (W060116QA).

   Now you are ready to add employee records. Proceed to the task *Adding Employee Records for Applicants, Rehires, and New Hires.*

Field	Explanation
Security Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Home Business Unit	The number of the business unit in which the employee generally resides.
Home Company	The company number in which the employee generally resides.
Date Pay Starts	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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).
Date Started	A future date that you want all changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.
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.
Supervisor	The address book number of the supervisor. Note: A processing option for some forms allows you to enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders that you create if the category code criterion is met. You can either accept or override the default value.

Field	Explanation
Check Route Code	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.
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.

Adding Employee Records for Applicants, Rehires, and New Hires

Perform this task after you set up default information for employee records.

After you hire individuals, you can use Employee Quick Hire to add multiple employee records to the Employee Master table (F060116) with minimal data entry if the individuals have common job information. You can add groups of employee records for the following individuals:

- Applicants
- Rehires (previously terminated employees)
- New hires

To add employee records for applicants, you select the applicants from the Applicant Master table (F08401). Employee Quick Hire automatically copies the applicant's information to the Employee Quick Hire form.

You can add employee records for rehires or groups of terminated employees if they have applicant records in the Applicant Master table (F08401). When you select the applicant's record in Employee Quick Hire, the system searches the individual's information in the Employee Master table for a termination date with the associated Tax ID, Employee Number, or Alternate Number. When the system finds this search criteria it copies the applicant's information from the applicant record to the Employee Quick Hire form.

If the system does not find a termination date for the individual in the Employee Master table, it issues an error and stops the process. The system also searches for a duplicate employee number. This process protects the system from duplicating employees and employee numbers in the database.

To add employee records for new hires, you enter employee information in the required fields on the Employee Quick Hire form. The default information and processing options that you already defined minimize the number of fields you need to enter.

When you add employee records with Employee Quick Hire, you can set an Employee Quick Hire processing option to specify whether the new employee information updates the Employee Master (F060116), Address Book (F0101), Requisition Activity (F08105), and Applicant Master (F08401) tables as you complete the process. Or you

can set the processing option to store the new employee information in the Quick Hire Transaction table (F060116Z). Storing the information in this table allows you to review and revise the employee records before running the Process Pending Employees report (R060116P) to update the tables.

Setting the processing option to directly update the Employee Master and other tables updates the Human Resource History table (F08042). Setting the processing option to use the Quick Hire Transaction table (F060116Z) does not update the Human Resource History table until you run the Process Pending Employees report (R060116P).

You can also set an Employee Quick Hire processing option so that the system will copy the applicant's supplemental data to the new employee record. If you do this, you also need to set a processing option in Processing Options for Applicant Information.

Adding employee records using Employee Quick Hire includes the following procedures:

- Adding employee records for applicants
- Adding employee records for rehires
- Adding employee records for new hires

Before You Begin

❑ Set up default information for every new group of individuals you hire with similar job information. See *Setting Up Default Information for Employee Records.*

❑ If you need to initiate the employee setup process after you add employee records, set the processing options for Employee Quick Hire on the Action tab correctly.

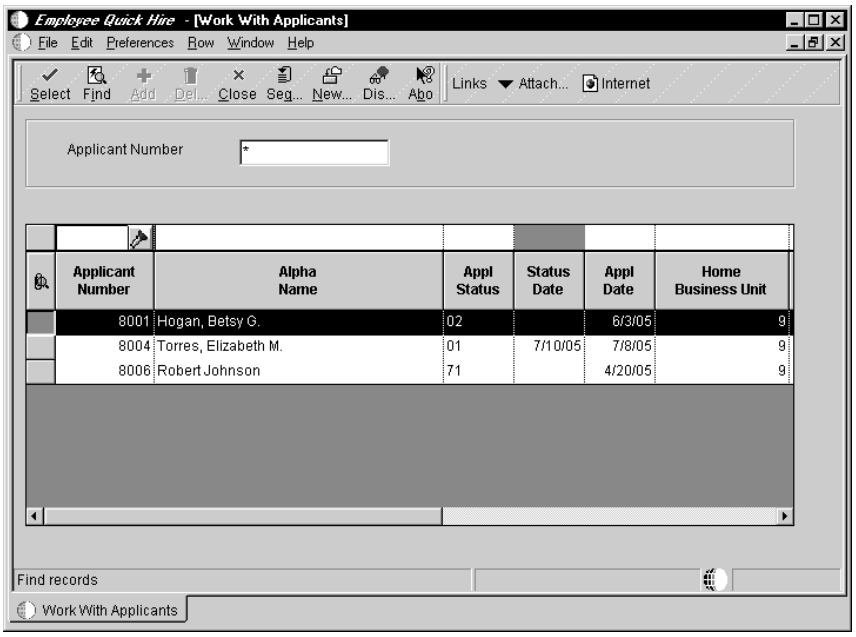
▶ To add employee records for applicants

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

When you use Employee Quick Hire to add employee records for applicants, the system copies applicant information from the Applicant Master table (F08401) to the Employee Quick Hire form.

On Employee Quick Hire

1. Choose Applicant from the Form menu.



2. On Work With Applicants, complete the following field and click Find:
   - Applicant Number
3. Choose applicant records and click Select.

   A check mark appears in each row header.

4. Click Close to return to the Employee Quick Hire form.

   Applicant information from the Applicant Master table (F08401) and the Address Book table (F0101) appear on the Employee Quick Hire form. The system also supplies values from the Pending Employee Defaults form.

5. Complete the following fields on the Employee Quick Hire form to update employee information:
   - Date Started
   - Date Pay Starts
   - Chg Rsn
6. Complete any other fields needed to update employee information and click OK.

   If your processing options are set to update the Quick Hire Transaction table (F060116Z), review the employee information and, if correct, proceed to the task *Working with New Employee Information* to update the Employee Master, Applicant Master, Address Book, and Requisition Activity tables.

Field	Explanation
Applicant Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members. . . . . . *Form-specific information* . . . . . This number becomes the applicant's employee number if the applicant is hired. You can either enter this number or you can leave the field blank and the system automatically assigns the next available number. Each applicant number must be unique. If you enter a number that already exists, the system displays an error message.
Chg Rsn	A user defined code (06/T) that indicates: • The reason that you are changing an active employee's record. • The reason that you are terminating an employee. • The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. Note: The default reason code for new hires is the default value for the Change Reason data item.

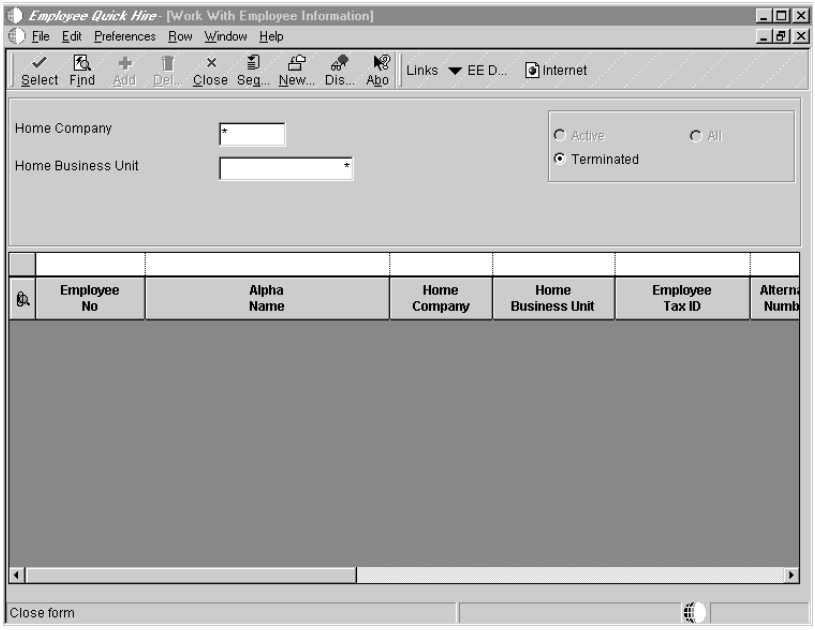
▶ To add employee records for rehires

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

When you use Employee Quick Hire to add employee records for rehires, the system copies the applicant's information from the Applicant Master table (F08401) to the Employee Quick Hire form.

On Employee Quick Hire

1. Choose Rehire from the Form menu.



2. On Work With Employee Information, complete the following fields to help narrow your search and click Find:
   - Home Company
   - Home Business Unit
3. Choose applicant records and click Select.

   A check mark appears in the row header.

4. Click Close to return to the Employee Quick Hire form.

   The employee information from the Applicant Master table (F08401) and the Address Book table (F0101) appear on the Employee Quick Hire form. The system also supplies values from the Pending Employee Defaults form.

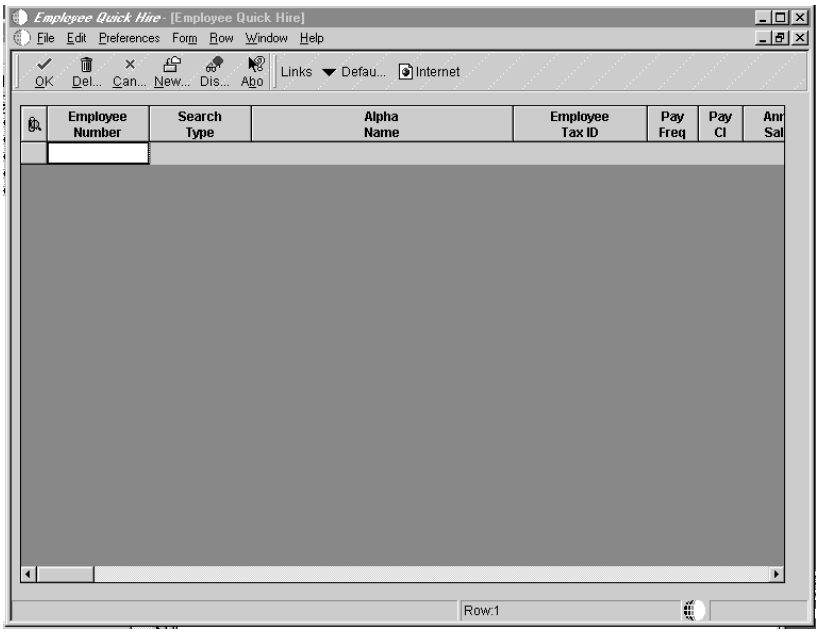
5. Complete the following fields to update employee information:
   - Date Started
   - Date Pay Starts
   - Chg Rsn
6. Complete any other fields needed to update employee information and click OK.
7. If your processing options are set to update the Quick Hire Transaction table (F060116Z), review the employee information and, if correct, proceed to the task *Working with New Employee Information* to update the Employee Master, Applicant Master, Address Book, and Requisition Activity tables.

▶ To add employee records for new hires

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

To add employee records for new hires, you enter job information on the Employee Quick Hire form that is not provided as default information. The system automatically supplies values for the default fields as you tab through each field.

On Employee Quick Hire



1. If a processing option is set to enable the Employee Setup program (P08710), only complete the following required fields:
   - Employee Number
   - Supervisor
   - Date Started
   - Job Typ
   - Job Step
2. If the processing option is not set to enable the Employee Setup program (P08710), complete the following required (grey) fields that are not supplied by default values:
   - Search Type
   - Alpha Name
   - Employee Tax ID
   - Pay Freq

- Pay Cl
- Annual Salary
- Hourly Rate
- EEO Job
- Ethnic Code
- Home Business Unit
- Security Business Unit
- Co
- Gender
- Country of Employment
- Res. Tax Area
- Work Tax Area
- Original Hire Date
- Date Started
- Date Pay Starts

3. To record job information, complete any of the following fields that are not supplied by a default value:
    - Employee Number
    - Supervisor
    - Job Typ
    - Job Step
    - S h
    - Loc
    - Emp St
    - R C
    - B S
    - Pay Grade
    - Grad Step
    - F L
    - WCI Code
    - Benefit Group
    - S C
    - Union Code

- Part Date

4. To record tax information, complete any of the following fields that is not already supplied by a default value:
   - I9
   - MS TX
   - MS ST
   - Pay St
   - R S
   - T S
   - Stat Code
   - SUI Rpt
   - T M
   - Lc St
5. Complete any of the following fields for reporting purposes:
   - Vet
   - Dis Vet
   - Disb
6. To record personal information, complete any of the following fields that are not already supplied by a default value:
   - Birth Date
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - ST
   - Postal Code
   - Country
   - Prefix
   - Phone
   - Salu
   - Suff
   - Mailing Name
   - Contact Name

- Area Code
- Phone Number–3
- Area Code
- Phone Number

7. Complete any of the following fields for administrative purposes and click OK:
   - P C
   - Check Route Code
   - Req No.
   - Candidate Req Status
   - E M
   - Remark 1
   - Days Year

Field	Explanation
Search Type	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 name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Alpha Name	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.
Employee Tax ID	The employee's tax identification number. Enter this number without dashes. In the United States, this is the Social Security number. In Canada, this is the Social Insurance number. The system does not let you enter duplicate tax IDs. If your default company is not Canadian or United States, and the international code is set to Y, you can enter a 16-character identification in the tax ID field. The number you enter in this field can also be used as the employee number.

Field	Explanation
Pay Freq	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized 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.
Pay Cl	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Annual Salary	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For World: 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). Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: • 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) 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.

Field	Explanation
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.
EEO Job	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.
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.
Co	The company number in which the employee generally resides.
Country of Employment	A user defined code 00/CN that indicates the country in which the employee resides.
Res. Tax Area	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.
Work Tax Area	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. 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.

Field	Explanation
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	A future date that you want all changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.
Date Pay Starts	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.
Employee Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Job Typ	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.
S h	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Loc	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.

Field	Explanation
Emp St	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: 1 Full-time temporary 2 Part-time temporary 3 Part-time regular 4 Seasonal 5 Casual
R C	A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are: 1 Payroll Processing Only 2 Payroll and Recharge Processing 3 Recharge Processing Only After a timecard has been added, you cannot change its record type.
B S	A user defined code (06/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An * indicates that the guidelines refer to all employee actions not otherwise specified. Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Pay Grade	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year

Field	Explanation
Grad Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
F L	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act (FLSA) and thus does not have to be paid for working overtime. Valid codes are: Y Yes, the employee fits the rules and does not have to be paid for working overtime. N No, the employee does not fit the rules and is to be paid for working overtime.
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
Benefit Group	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.
S C	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.
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.
Part Date	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.

Field	Explanation
I9	A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are: Y I9 form on file P Passport used for verification R Resident alien or alien registration card S Social Security card L Driver's license and Social Security card V Visa (worker's permit) B Birth certificate N Waiting for verification
MS TX	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.
MS ST	A user defined code (system 06, type MS) that specifies the marital status code for the state of residence. It is used for tax computations. This code is related to specific VERTEX system codes (see the VERTEX Tax Manual for their explanation). Also, two special codes have been provided: one designates single for Federal and married for State, and the other designates married for Federal and single for State.
Pay St	A code that indicates whether an employee's pay status is active or inactive. 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. 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.
R S	This code is used to identify out-of-state employees for which the employer must withhold tax for the state of residence. The available codes are: W The system uses only the work state to calculate taxes. N The work state has a reciprocal agreement with the employee's state of residence; therefore, the system also calculates the tax based on a reciprocity agreement. (Default) R The system uses only the residence tax area to calculate State Income Tax. SUI/SDI will be calculated in the work state.

Field	Explanation
T S	This code is used to determine the source for obtaining the tax area code for the employee's work location. N Use time entry, job master, employee labor rules or employee master to determine Tax Area. E Always use the Work Tax Area from the employee master on time record. When blank the system assumes N.
Stat Code	This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax. 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.
SUI Rpt	This code is used for SUI reporting. An employee master code can be set to R or W to allow taxation either in the resident state or the employee master work state regardless of where the employee worked. FUI will follow the state where SUI is calculated. Weeks Worked will follow the taxed state. N Use the work tax work area in the time record to determine SUI. (Default) R Always use Residence Tax Area from employee master even if time record is different. W Always use Work Tax Area from employee master for SUI reporting even if time record is different.
T M	This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM.
Lc St	The employee's Local marital status code as retrieved from the locality's W-4. This code is used in the computation of all local (city, county) payroll taxes associated with the state in which the employee performed work. If you leave this field blank, the Federal status is used.
Vet	A code that indicates the veteran status of the employee. Valid codes are: N No, this employee is not a veteran. Y Yes, this employee is a veteran. V This employee is a Vietnam veteran.
Dis Vet	A code indicating whether this employee is a disabled veteran. Valid codes are: Y Yes, this employee is a disabled veteran. N No, this employee is not a disabled veteran. This field is used to generate the Veterans Employee (VETS-100) report.

Field	Explanation
Disb	A code indicating whether this employee has a mental or physical disability. Valid codes are: Y Yes, this employee has a mental or physical disability. N No, this employee does not have a mental or physical disability. U Unknown
Address Line 1	The first line of the mailing address for an employee, customer, or supplier in the Address Book system. The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions: • 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 system writes only the last nonblank address line plus the city, state, and postal code.
Salu	A code that identifies the proper title for a given employee. Some examples are Mr., Ms., Dr., and so on.
Suff	A code that identifies the credentials for a given employee. Some examples are Phd, MD, CPA, and so on.
P C	A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives a check for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field. If you leave this field blank, the system uses the default value of P. If you change an employee's automatic deposit instructions, the system creates a prenote. If you do not want a prenote, you must change the value in the Prenote Flag field to N. You cannot use this field for Canadian employees.
Check Route Code	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.

Field	Explanation
Req No.	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.
Candidate Req Status	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. You can group candidate requisition status codes based on the hard-coded special handling code values in the table. These hard-coded values are: 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 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.”
E M	A code in WorldSoftware, or an option in OneWorld software, that indicates whether this address is an employee. Valid codes for WorldSoftware are: Y Yes, this is an employee. N No, this is not an employee. This code is informational only. It has no predetermined use in the Address Book system. For OneWorld software: On This is an employee. Off This is not an employee.
Remark 1	A 40-character field that you can use to enter free-form text.
Days Year	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) and you 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.

Processing Options for Employee Quick Hire

```
Defaults

1. Security Business Unit      1 =
    Default Security Business Unit
    0 = Do not default
```

```
        0 = Do not default

2. Tax Areas      1 = Fields not
    required      0 = Fields required
        0 = Fields required

3. Job information      1 = Default Job
    Information      0 = Do not default
        0 = Do not default

4. Job Category Codes      1 = Default
    Category Codes      0 = Do not
    default

5. Emergency Contact Type      Enter UDC
    Code

Versions

1. Applicant Information Version

2. Address Book MBF Version

3. Address Book Search Form Version

Action

1. Update Master Files      1 = Update
    Employee Master and Address Book
    0 = Update Pending Employee
    Worktable
    Worktable

2. New Hire      1 = Enabled      0 =
    Disabled
        0 = Disabled
```

Working with New Employee Information

When you add employee records with Employee Quick Hire, you can set an Employee Quick Hire processing option to specify whether the new employee information

updates the Employee Master (F060116), Address Book (F0101), Requisition Activity (F08105), and Applicant Master (F08401) tables as you complete the process. Or you can set the processing option to store the new employee information in the Quick Hire Transaction table (F060116Z). Storing the information in this table allows you to review and revise the information before running the Process Pending Employees report (R060116P) to update the other tables.

If your Employee Quick Hire processing option is set to update the Quick Hire Transaction table (F060116Z), you must complete one or more of the following tasks after you add the employee records:

- Running the Process Pending Employees report
- Revising new employee records
- Purging pending employee information

The Process Pending Employees report updates the Employee Master and Address Book tables after you review and revise the new employee records.

You can add, change, or delete the new employee records from the Quick Hire Transaction table (F060116Z). This process is mandatory if you find errors in the Process Pending Employees report. You must correct the errors and rerun the report to update the Employee Master and Address Book tables with the new employee information.

After you update the Employee Master and Address Book tables with batches of new employee records, you need to purge the information from the Quick Hire Transaction table occasionally to free up space in the table. Purging the table deletes the pending employee records so that you can continue to add new employee records. You can run this process if you are experiencing performance problems with Employee Quick Hire or if you want to avoid scrolling through many processed employee records to view the ones you are looking for.

Running the Process Pending Employees Report

From the Employee Quick Hire menu (G05BE11), choose Process Pending Employees.

The Process Pending Employees report updates the Employee Master and Address Book tables.

If the system finds errors or incomplete employee records, error messages are routed to your message center and the databases are not updated with the new employee information.

If you receive error messages, you must correct employee records with the Employee Work File Revisions program (P060116P) and rerun the report to update the Employee Master and Address Book tables with the new employee records. Your entire batch of records does not update the Employee Master and Address Book tables until the report runs successfully. When the report runs successfully, your batch is marked as

processed, and Employee Master and Address Book tables are updated with the new employee information.

Processing Options for Process Pending Employees Report

Defaults

1. Security Business Unit 1 =
Default Security Business Unit
0 = Do not default
0 = Do not default

2. Tax Areas 1 = Fields required
0 = Fields not required
0 = Fields not required

3. Job Information 1 = Default Job
Information 0 = Do not default
0 = Do not default

4. Job Category Codes 1 = Defaulr
Job Category Codes 0 = Do not
default

5. Country Code Enter UDC Code
Enter UDC Code

6. Contact Type Enter UDC Code
Enter UDC Code

7. Home Phone Type Enter UDC Code
Enter UDC Code

8. Work Phone Type Enter UDC Code
Enter UDC Code

Versions

1. Applicant Information Version

2. Address Book MBF Version

Action

```
1. Update Master Files      1 = Update
    Employee Master and Address Book
    0 = Do not update
        0 = Do not update
```

_____

```
2. Purge successfully processed records
    1 = Purge      0 = Do not purge
    0 = Do not purge
```

_____

Revising New Employee Records

To ensure accuracy of your new employee records, you can add, change, or delete records from the Quick Hire Transaction table (F060116Z) before or after running the Process Pending Employees report to update the Process Pending Employees report.

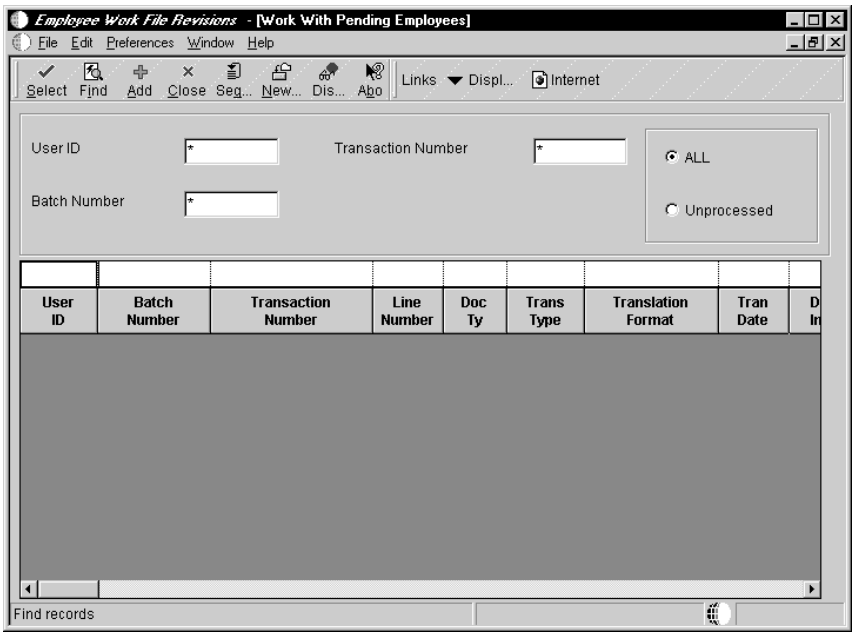
If you entered the incorrect information when you added employee records, you can revise the records that you just added or correct any errors in the new records as indicated in the Process Pending Employees report.

If you run the Process Pending Employees report, you need to correct the errors in the Quick Hire Transaction table (F060116Z) and then rerun the report to update the Employee Master and Address Book tables with the corrections. Your entire batch of records does not update the Employee Master and Address Book tables until the report runs successfully. When the report runs successfully, your batch is marked as processed, and the Employee Master and Address Book tables are updated.

▶ To revise new employee records

From the Employee Quick Hire menu (G05BE11), choose Employee Work File Revisions.

On Work With Pending Employees



1. Complete the following fields:
   - User ID
   - Batch Number
   - Transaction Number
2. Click one of the following options and click Find:
   - ALL
   - Unprocessed
3. If you need to add a record, click Add.
4. Choose a record or a group of records that need changes and click Select.
5. On Pending Employee Revisions, change the appropriate fields.
6. Click OK.
7. Rerun the Pending Employee report and repeat this task as many times as necessary until your batch runs successfully.

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.

Field	Explanation
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
ALL Unprocessed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values for WorldSoftware are: Y Unprocessed only N Processed and unprocessed For OneWorld software: On The system shows records that have been successfully processed. Off The system shows records that have not yet been processed.

Purging Pending Employee Information

From the Employee Quick Hire menu (G05BE11), choose Purge Pending Employees.

After you update the Employee Master and Address Book tables with batches of new employee records, you need to purge the information from the Quick Hire Transaction table occasionally to free up space in the table. Purging the table deletes the information so that you can continue to add new employee records. You can run this process if you are experiencing performance problems with Employee Quick Hire or if you want to avoid scrolling through many processed employee records to view the ones you are looking for.

Entering Additional Employee Information

You can use the HR and Payroll Foundation system to track detailed information about your employees. Use this information to analyze and report on your employees and to meet government reporting requirements. Additional employee information consists of user defined information, including information that is unique to your organization or your industry.

Entering additional employee information includes the following tasks:

- ❑ Entering payroll information for employees
- ❑ Entering tax withholding and override information
- ❑ Entering additional benefits information for employees
- ❑ Entering user defined information for employees

You must enter payroll information for new employees to include your new employees in a payroll. Entering additional benefits and user-defined information is optional.

Entering Payroll Information for Employees

You must enter payroll information for employees before you can process a payroll for them. You enter payroll information to identify information that the system needs in order to calculate an employees pay. This information includes items such as the following:

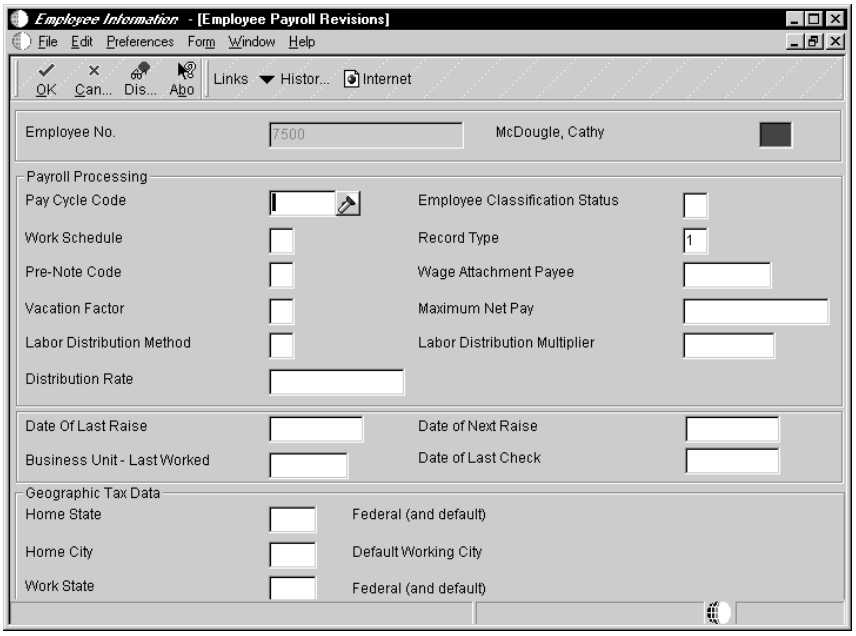
- Geographic information
- Labor distribution information
- Wage attachment payees
- Pay cycle code

To enter payroll information for employees

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

On Work With Employee Information

1. Complete the following field and click Find:
   - Employee No
2. Choose the employee record and choose Payroll from the Row menu.



3. On Employee Payroll Revisions, complete the following fields:
   - Pay Cycle Code
   - Employee Classification Status
4. To enter geographic tax information, complete the following fields:
   - Home State
   - Home City
   - Work State
5. To enter labor distribution instructions, complete the following fields:
   - Labor Distribution Method
   - Labor Distribution Multiplier
   - Distribution Rate
6. Complete any of the following additional fields and click OK:

- Work Schedule
- Record Type
- Pre–Note Code
- Wage Attachment Payee
- Vacation Factor
- Maximum Net Pay
- Date of Next Raise
- Business Unit – Last Worked

Some of the definitions in the following field tables 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
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Employee Classification Status	A code that represents the employee's classification status. Valid values are: Y Eligible N Not Eligible
Home State	The employee's home state for tax reporting purposes. This code designates the state in which the employee resides. Note: For W-2 reporting, use the numeric value equivalent of the designated state. For example: 06 - Colorado, 05 - California. Otherwise, the system produces undesirable report results. If you leave this field blank, the system uses the value in the Tax Area (Resident) field on Pay and Tax Information as the employee's resident (base) state.
Home City	The location or city where the employee resides.
Work State	The employee's work state for tax reporting purposes. This code indicates the state in which the employee normally works. The system uses this code to compute state income tax withholding. You can override this code during time entry, if necessary.
Labor Distribution Method	Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid values are: 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor is always greater than or equal to 1.0000, so the labor costs include a flat burden.

Field	Explanation
Labor Distribution Multiplier	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Distribution Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Work Schedule	A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example: A Monday through Friday B Saturday through Wednesday C Monday through Thursday (4 x 10 hrs)
Record Type	A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are: 1 Payroll Processing Only 2 Payroll and Recharge Processing 3 Recharge Processing Only After a timecard has been added, you cannot change its record type.

Field	Explanation
Pre–Note Code	A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives a check for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field. If you leave this field blank, the system uses the default value of P. You cannot use this field for Canadian employees.
Wage Attachment Payee	The address book number for the supplier who receives the final payment. In benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. 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.
Vacation Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.
Maximum Net Pay	The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.
Business Unit – Last Worked	The last business unit (job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries. When you process a payroll cycle that includes the employee, the system automatically updates this field.

Entering Tax Withholding and Override Information

After you enter history and turnover information, use the employee's W-4 form to enter tax withholding information for the employee. The system provides the tax area and tax type for federal income tax (tax type A) with no exemptions and no override withholding amount. If the employee has any exemptions, you must enter the number of exemptions. The system uses the number of federal exemptions to calculate all taxes unless you enter separate records for state and local taxes.

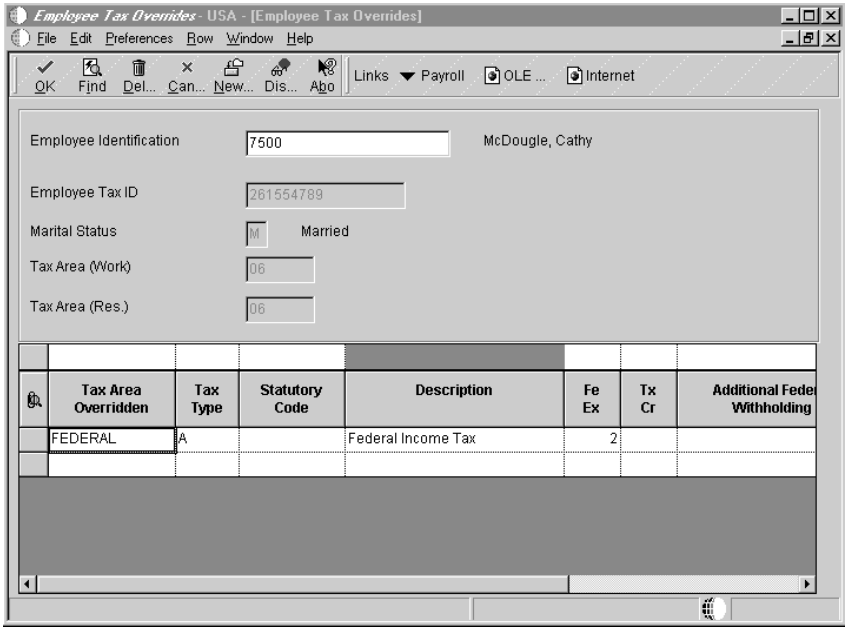
If you use a flat dollar override of zero for the Federal A tax type, the system marks the W-2 for the employee as "Statutory Exempt." To prevent the system from calculating federal income taxes without indicating that the employee is exempt from the tax, change the employee's exemption to 99.

Quantum for Payroll Tax, the tax program that integrates with the J.D. Edwards Payroll system, currently supports percentages or additional dollar overrides (not flat dollar overrides) of federal tax calculations for supplemental pay. Flat dollar overrides add to the supplemental rate for federal taxes. All override methods are supported for state taxes. To override an employee's taxes on supplemental pay, leave the Tax Area and Tax Type fields blank. Tax overrides for supplemental pay functions only if the supplemental pay is a payment by itself.

▶ To enter tax withholding and override information

From the Employee Management menu (G05BE1), choose Employee Tax Overrides.

1. On Employee Tax Overrides, complete the following field and click Find:
   - Employee Identification



2. Complete the following fields:
   - Fe Ex
3. Complete the following optional field for state or local taxes:
   - Tx Cr
4. Complete the following optional fields for federal and state income taxes and click OK:
   - Additional Federal Withholding
   - F T
   - E O

Field	Explanation
Fe Ex	The number of payroll tax withholding exemptions claimed on the employee's W-4. If this field is left blank on federal exemptions, zero exemptions will be used. The number of federal exemptions will also be used for state and local tax calculations unless separate entries are created for state and local tax areas. SPECIAL CONDITIONS: For the state of Arizona, this field is used to specify the level of tax (Percentages of Federal Income Tax): 0 (10%) 1 (20%) 2 (22%) 3 (28%) 4 (32%) 5 (0%) 6 (17%) For the state of Connecticut, leave this field blank. On Employee Entry, use the following values in the Marital Status field: For CT W4 code A, enter S For CT W4 code B, enter H For CT W4 code C, enter M For CT W4 code D, enter J For the state of Louisiana, enter the number of credits. On Employee Entry, enter the number of exemptions in the Marital Status field: For 0 exemptions, enter H For 1 exemptions, enter S or Q For 2 exemptions, enter M or P

Field	Explanation
Tx Cr	U.S. Payroll: For the state of New Jersey, this field is used to specify which withholding table to use: 0 table B 1 table A 2 table C 3 table D 4 table E For the state of Mississippi, this field represents the number of dependents claimed on form 62-420. You must enter 25 in the Tax Area field and F in the Tax Type field for this deduction to work. Note: If secondary credits are used in any other state, you may put a value here in combination with the state code and F tax type. Canadian Payroll: This field is used to override the number of weeks worked for Employment Insurance Premiums (if the Tax Type entry on this line equals CC). If you enter this field, you should also manually compute and enter the premium in the amount field on this line.
Additional Federal Withholding	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.
F T	Based on the value of this field the corresponding additional/flat amount field has one of the following functions: % A percentage to replace the tax rate from the table. A An amount to be added to the tax computed from the table. F An amount to replace the tax computed from the table. X An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay. Y An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.
E O	Use this field to override the 125 cash option at the company level. Enter a 1 in this field to indicate that the employee is taking a cash option. This field can only be used with SUI and SDI taxes (G, H, I, and J).

Entering Additional Benefits Information for Employees

Additional benefits information includes information related to the following:

- Benefits eligibility
- Nondiscrimination testing (NDT) (Available in a future release)
- Benefits participation

You enter this information only if you are using your OneWorld system in conjunction with the Payroll and Human Resources systems for World software.

To track additional eligibility information that is specific to your organization, you can enter eligibility codes. Eligibility codes are one-digit codes that you can use to track any type of additional eligibility information that your organization needs.

If your organization offers 401(k) plans as part of its employee benefit package, the government requires that you perform nondiscrimination testing. You use nondiscrimination testing to demonstrate that your organization's highly compensated employees do not take unfair advantage of 401(k) contributions.

To specify whether employees are participating in certain benefit plans, you enter participation information.

Before You Begin

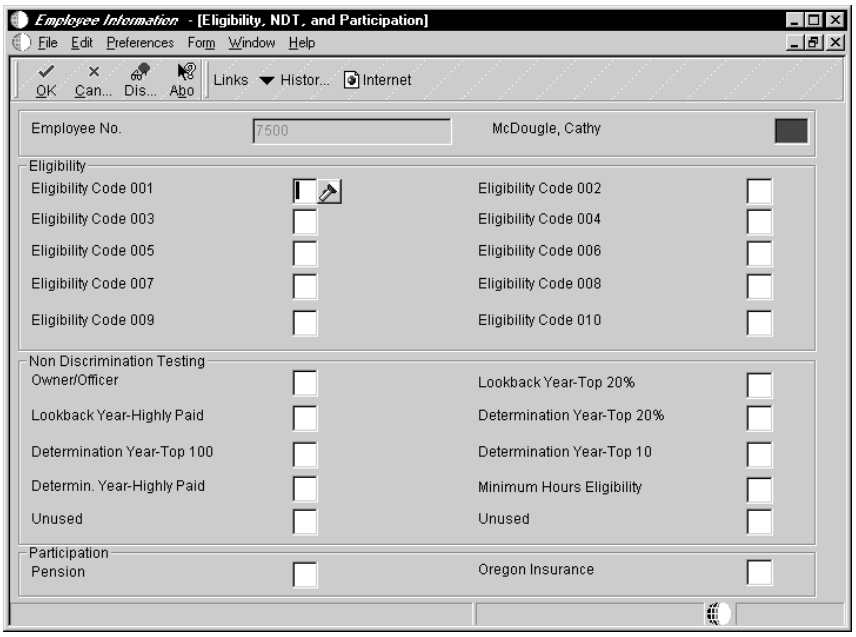
❑ Set up eligibility codes in user defined codes table 05/YB

▶ To enter additional benefits information for employees

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

On Work With Employee Information

1. Complete the following field and click Find:
   - Employee No
2. Choose the employee record and then select Eligibility/NDT from the Row menu.



3. On Eligibility/NDT/Participation, complete the following field to specify user-defined eligibility information:
   - Eligibility Code 001
4. To enter participation information, complete the following fields and click OK:
   - Oregon Insurance
   - Pension

Some of the definitions in the following field tables 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
Eligibility Code 001	A code to specify an employee's eligibility for or participation in various user defined plans or programs. For example, these codes can be used to designate the following: Voluntary Accidental Death & Dismemberment Insurance Overtime Call Up Profit Sharing Political Action Committee Coffee Fund U.S. Citizen
Owner/Officer	The non-discrimination testing code that you use to identify owners and officers of the company.
Lookback Year–Top 20%	The non-discrimination testing code that identifies the top 20% most highly compensated employees for the previous year.

Field	Explanation
Lookback Year–Highly Paid	The non-discrimination testing code that identifies the employees who were highly-compensated in the previous year.
Determination Year–Top 20%	The non-discrimination testing code that identifies the top 20% most highly compensated employees for the determination year.
Determination Year–Top 100	The non-discrimination testing code that identifies the 100 employees who were paid the most during the determination year.
Determination Year–Top 10	The non-discrimination testing code that identifies the 10 employees who were paid the most during the determination year.
Determin. Year–Highly Paid	The non-discrimination testing code that identifies the employees who were highly-compensated in the determination year.
Minimum Hours Eligibility	A code that indicates an employee has worked the minimum number of hours required for participating in your organization's 401(k) plan. When you run the Determine Eligibility by Hours program (P083675), the system automatically completes this field with "yes" for each employee who has worked at least the minimum number of hours.
Pension	A code that specifies whether the employee participates in the company's pension or 401(k) plan. When you process W-2 information for employees, the code that you enter in this field determines whether the system places an X, indicating employee participation, in the pension box of the employee's W-2 form.
Oregon Insurance	A code to specify whether an employee is participating in the Oregon Industrial Insurance program. The Oregon SUI continuation report uses the code in this field to determine what to enter in the appropriate box on the tax return.

Entering User Defined Information for Employees

After you add an employee record, you can enter additional information for the employee that is unique to your organization or industry. For example, you might need to track the date that employees' drivers licenses expire.

J.D. Edwards provides user-defined category codes and user-defined dates that make it easy for you to track this information. You define these codes and dates when you set up your system. You can use this information for reporting and analysis purposes. For example, you can set up geographic data codes that you use to prepare unemployment reports.

When you define category codes and dates, you enter a name (label) for the information you want to track. For example, you might enter drivers-license expiration date for user defined date field 1.

When you enter employee information, you attach a value from a category code or a date to the employee.

Entering user defined information for employees includes the following tasks:

- Entering information in category codes
- Entering user defined dates

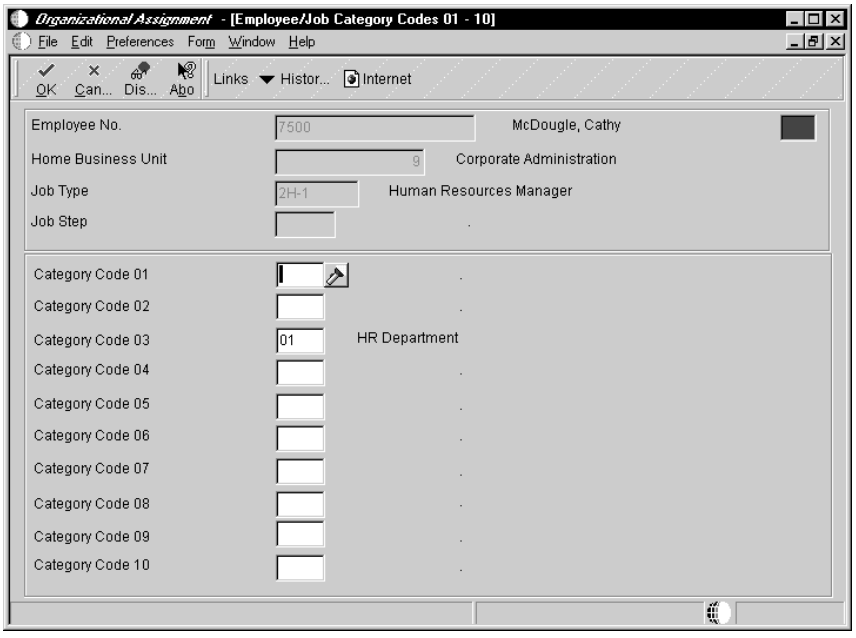
▶ To enter information in category codes

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

You use Work With Employee Information to access category codes 11 through 20. You use Work With Organizational Assignment to access category codes 1 through 10. Category codes 1 through 4 are reserved for Time Entry information.

On Work With Employee Information or Work With Organizational Assignments

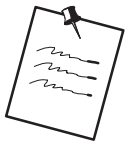
1. Complete the following field and click Find:
   - Employee No
2. Choose the employee record and then choose the applicable user-defined category-codes option from the Row menu.



3. On either the Employee/Job Category Codes form or the User Defined Category Codes form, complete any applicable fields and click OK.

▶ To enter user defined dates

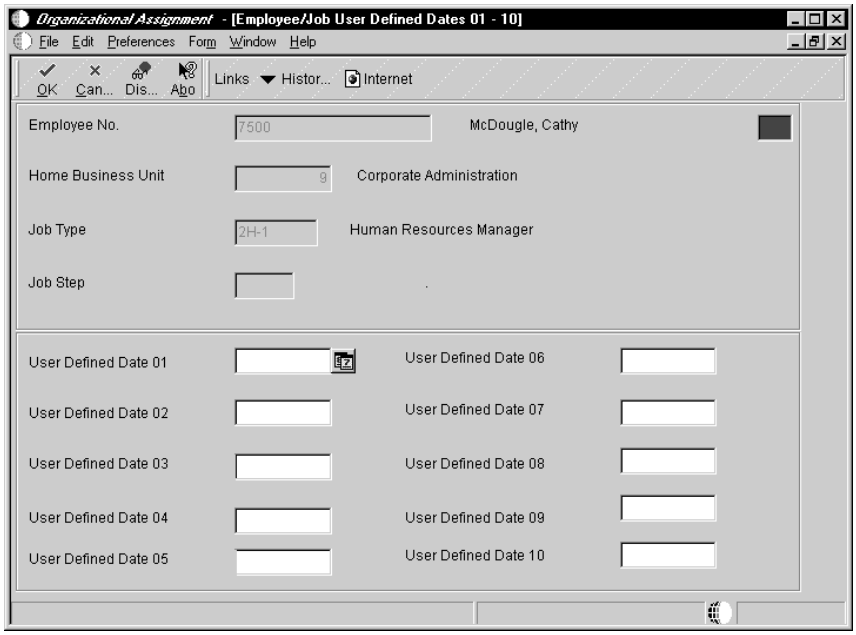
From the Employee Management menu (G05BE1), choose Employee Information or Organizational Assignment.



You use Work with Employee Information to access user defined dates 11 through 20. You use Work with Organizational Assignments to access user defined dates 1 through 10.

On Work with Employee Information or Work with Organizational Assignments

1. Complete the following field and click Find:
   - Employee No
2. Choose the employee record and then select the applicable user defined dates option from the Row menu.



3. On User Defined Dates, complete any applicable fields and click OK.

Understanding Employee Compensation

The type of compensation information that you must enter for each employee and how the system calculates salaries or hourly rates depends on the pay rate source that you have set up in your system options.

The pay rate sources that you can choose from in system options include the following:

- Pay Rate table
- Pay Grade Step table
- None (no default pay rate source)

The pay rate source that you choose depends on the nature of your work force and the planning and budgeting requirements of your organization. The pay rate source also affects how the system calculates salary and hourly rates for employees.

To understand how the pay rate source affects salary and hourly calculations, you first need to understand how the system identifies the following components:

Salary	The amount of money that the employee earns in one year.
Hourly rate	The amount of money that an employee earns in one hour.
Standard hours per year	The number of hours per year that an employee works.

The following equations explain how the system calculates a salary and hourly rate:

- Annual salary divided by standard hours per year equals hourly rate
- Hourly rate multiplied by standard hours per year equals annual salary

The following three scenarios describe, for each default pay rate source, the interaction among annual salary, hourly rate, and standard hours per year.

- Scenario 1: The Pay Rate table as the default pay rate source
- Scenario 2: The Pay Grade Step table as the default pay rate source
- Scenario 3: No pay rate source as the default pay rate source

Scenario 1: The Pay Rate Table as the Default Pay Rate Source

If your chosen pay rate source is the Pay Rate table, you need to set up Pay Rate tables on the Union Rates Master Revisions program (P059121). The compensation information you enter in this program is copied to the forms you use when hiring employees.

To use the information in the Pay Rate table when you add an employee record, you complete the Job Type, Job Step, and Union Code fields, and leave the Salary and Hourly Rate fields blank. The system automatically supplies the salary and hourly rate values for the corresponding Job Type, Job Step, and Union Code found on the Pay Rate table.

On the Basic Compensation form, the system supplies a default value for standard hours per year, which you can override if necessary. Overriding the standard hours per year does not affect an employee's hourly rate.

The following list provides the guidelines for changing the values on the Basic Compensation form (W0801CMPB):

Hourly rate	You cannot change the hourly rate for an employee. The system supplies the default hourly rate from the pay rate table.
Standard hours per year	When you change the standard hours per year for an employee, the hourly rate does not change. The system recalculates the annual salary for the employee.
Full-time equivalents (FTE)	When you change the FTE field for the employee on the Basic Compensation form, you must also remove the value entered for standard hours per year. The system adjusts the employee's standard hours per year. The hourly rate remains the same.

Overriding the Default Pay Rate Source

To override the Pay Rate table as the default pay rate source when you add an employee record, you must enter either a salary or an hourly rate for the employee and do one of the following:

- Leave the Union Code field blank
- Enter a union code that is not included in the Pay Rate table

See Also

- *Scenario 3: No Pay Rate Source as the Default Pay Rate Source* for information about salary and hourly rate calculations

- *Understanding Pay Rate Source Setup* and *Setting Up Pay Rate Table Information* for more information about the Pay Rate table

Scenario 2: The Pay Grade Step Table as the Default Pay Rate Source

If your chosen pay rate source is the Pay Grade Step table, you must use the Pay Grades Step Table (P082003) and Pay Grades By Class (P082001) programs to set up pay grades and pay grade steps. The compensation information you provide in these programs is copied to the forms you use when hiring employees.

When you hire an employee, do not enter the Job Type or Job Step fields on the Organizational Assignment form (P0801ORG). Enter the Pay Grade and Pay Step fields on the Job Default form (P08JD), and leave the Salary, Hourly Rate, and Standard Hours Per Year fields blank. The appropriate salary, hourly rate, and hours per year automatically populate the Basic Compensation form from the Pay Grade Step table.

The following list provides the guidelines for changing the values on the Basic Compensation form (W0801CMPB):

Pay grade step
When you change the employee's pay grade step, the system replaces the employee's hourly rate, salary, and standard hours per year with the corresponding information from the Pay Grade Step table.

Hourly rate
You cannot change the hourly rate for an employee. The system supplies the default hourly rate from the table.

Standard hours per year
When you change the standard hours per year for an employee, you must also delete the employee's salary. The employee's hourly rate does not change. The system recalculates the employee's salary, based on the new standard hours per year and the hourly rate for the pay grade step.

Salary
When you change the employee's salary, the hourly rate does not change. The system recalculates the employee's standard hours per year, based on the new salary and the hourly rate for the pay grade step.

FTE
When you change the FTE for an employee, you must also delete the employee's salary and standard hours per year. The system adjusts the employee's standard hours per year and salary, based on the pay grade step.

Overriding the Default Pay Rate Source

To override the Pay Grade Step table as the default pay rate source when you hire an employee, you must enter either a salary or hourly rate for the employee and leave the Pay Grade Step field blank.

See *Scenario 3: No Pay Rate Source as the Default Pay Rate Source* for information about salary and hourly rate calculations for such employees.

See Also

- *Understanding Pay Rate Source Setup, Setting Up Pay Grades* and *Setting Up Pay-Grade Steps* for more information about pay grade tables

Scenario 3: No Pay Rate Source as the Default Pay Rate Source

If your organization consists of employees whose salaries and hourly rates are based on a pay range rather than specific amounts for a job or pay grade step, you can choose not to use a default pay rate source.

When you add a new employee, you must enter either a salary or an hourly rate on the Basic Compensation form. The system provides a default value for standard hours per year, which you can override if necessary. When you enter a salary for an employee, the system calculates an hourly rate, based on the salary and standard hours per year. Conversely, when you enter an hourly rate, the system calculates the salary.

The following list provides the guidelines for changing the values on the Basic Compensation form (W0801CMPB):

Salary	When you change the employee's salary, the system recalculates the hourly rate, based on the new salary and the standard hours per year for the employee.
Standard hours per year	When you change the standard hours per year for an employee, the system recalculates the hourly rate, based on the new standard hours per year and the existing salary.
FTE	Changing the FTE for an employee has no effect on salary and hourly rate calculations.

The following list provides the guidelines for changing the values on the Basic Compensation form (W0801CMPB):

Hourly rate	Changing the hourly rate for an employee has no effect on standard hours per year. The system recalculates the annual salary for the employee, based on the new hourly rate and the standard hours per year for the employee.
Standard hours per year	When you change the standard hours per year for an employee, the system recalculates the salary, based on the new standard hours per year and the employee's hourly rate.
FTE	Changing the FTE field for an employee has no effect on salary and hourly rate calculations.

See Also

- Before entering compensation information, you must choose a default pay rate source. See *Setting Up System Options* and *Understanding Pay Rate Source Setup*.

Entering Employee Instructions

After you enter employee information, you can enter instructions that apply to your employees, depending on the needs of your company and employees.

Entering employee instructions includes the following tasks:

- ❑ Entering employee deduction, benefit, and accrual instructions
- ❑ Entering labor distribution instructions
- ❑ Entering automatic-deposit instructions

The information you enter provides instructions to the system and your department about how to process individual employees or groups of employees for reporting or payment purposes.

Entering Employee Deduction, Benefit, and Accrual Instructions

After you set up your deductions, benefits and accruals (DBAs), you enter DBA instructions to assign DBAs to employees. You can enter DBAs at the following levels:

1. One-time DBA override in Time Entry
2. Employee DBA instructions
3 Group DBAs
4. DBA setup

After you assign DBAs, the system calculates them during the payroll cycle in the same search sequence.

You enter DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

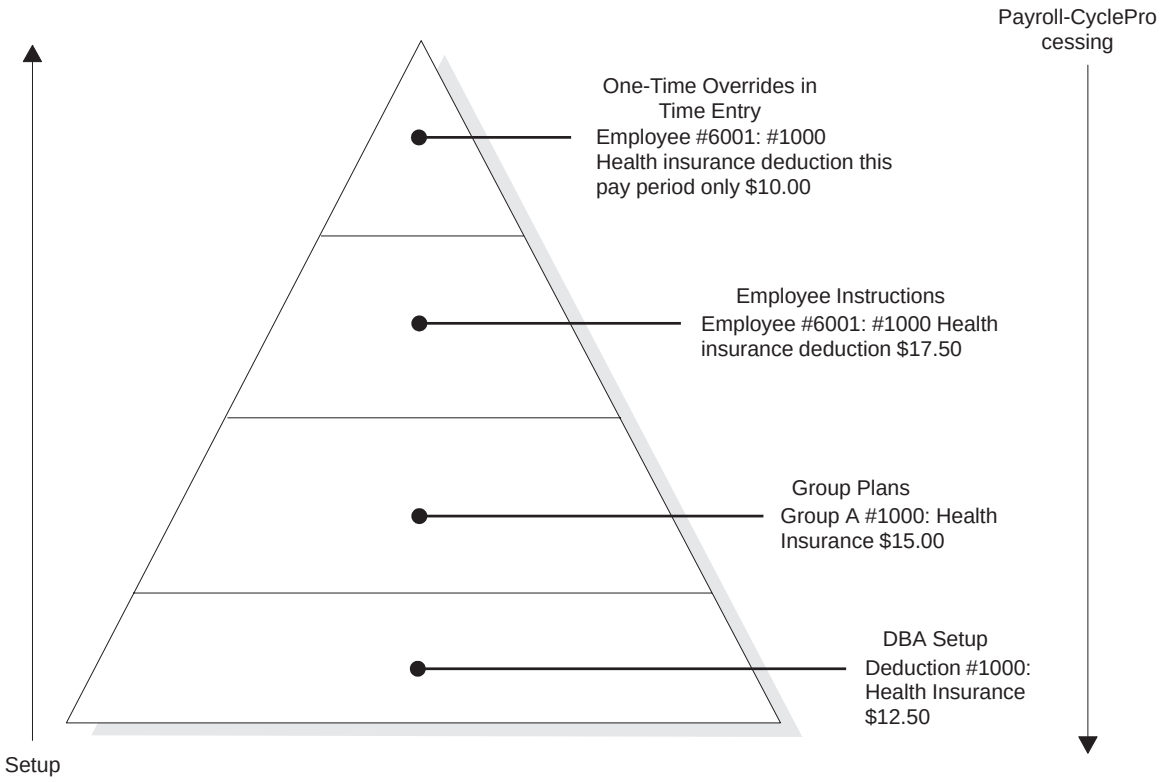
To help you understand assigning DBAs, the following graphic illustrates the order in which the system handles DBA setup and DBA calculations:

DBA setup

When you set up DBAs, you first set up general DBAs that apply to the majority of your employees. Then you set up DBAs that apply to specific groups of employees or specific employees. Finally, you can apply one-time DBA overrides for specific employees for any one pay period.

DBA calculations

During the payroll-cycle processing, the system first calculates one-time DBA overrides. If there are no DBA overrides, then the system searches for DBAs that apply to the individual employee or employee groups. If there are no employee-specific DBAs or group plan DBAs, the system calculates any general DBAs.



The information that you enter on the DBA Instructions form represents the third level of DBA assignment, the employee level.

When you assign DBA instructions at the employee level, you can do the following:

- Enter exceptions by employee for a group of DBAs

- Enter overrides for DBA amounts, dates, and limitations
- Set up start and stop dates for a DBA
- View expired or cleared DBA transactions

To simplify the handling of DBAs among employees, you can use benefit groups to avoid entering identical lists of DBAs for each employee. The system refers to groups of DBAs as group plans. Group plans are defined by union codes or group codes. The system automatically assigns group plans to the employee when you enter a Union Code on the Organizational Assignment form (W0801ORGA) when hiring the employee.

You can review existing DBAs assigned to an employee before adding more DBAs with the Employee DBA Inquiry form. You can also review the DBA itself before assigning it to an employee.

Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, J.D. Edwards recommends that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans.

You can override a DBA in a group plan on the DBA Instructions form, as well as add DBAs to an employee record.

If you are using the HR-Benefits module, the system automatically assigns DBA codes to an employee record when you enroll the employee in benefit plans. The DBA codes for these benefit plans appear on Employee DBA Instructions.

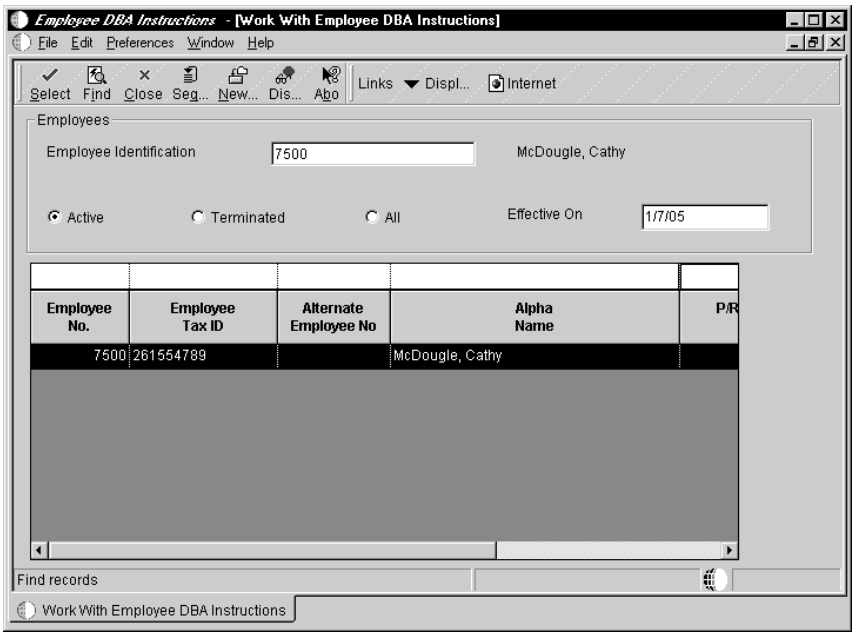
See Also

- *Understanding Deductions, Benefits, and Accruals*, *Setting Up Deductions, Benefits and Accruals,* and *Setting Up Group Plan DBAs* for more information

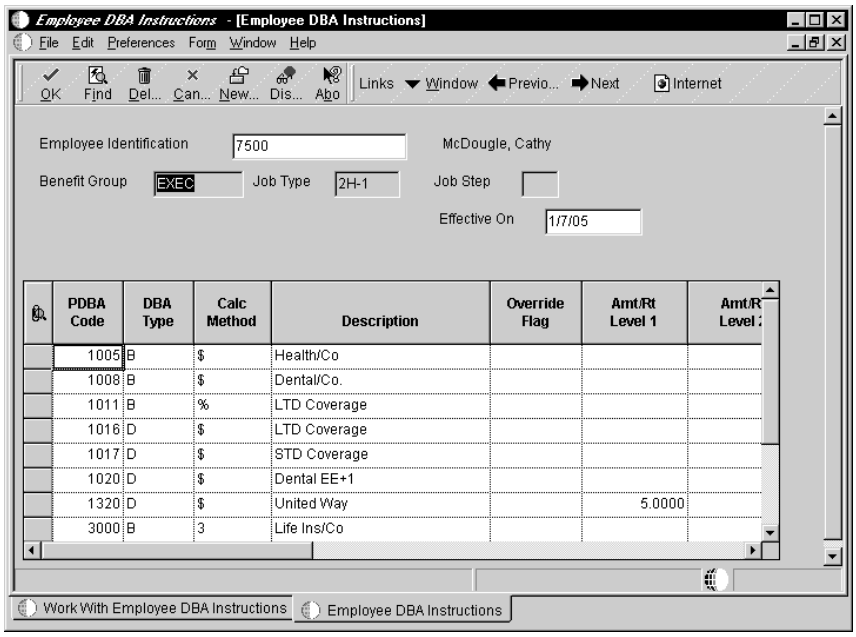
To enter employee DBA instructions

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

On Work With Employee DBA Instructions

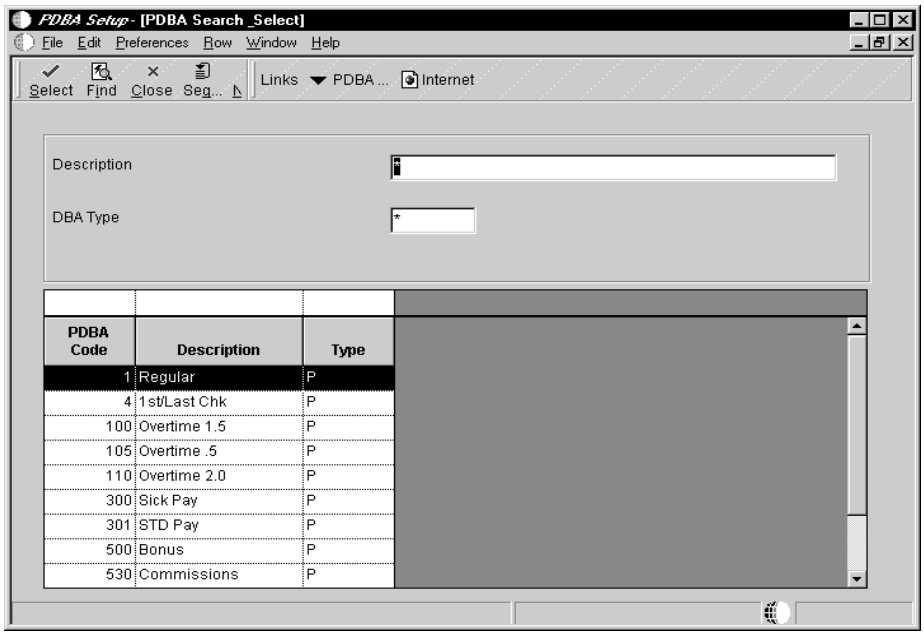


1. Complete any of the following fields:
   - Employee Identification
   - Effective On
2. Choose one the following fields to narrow your search and click Find:
   - Active
   - Terminated
   - All
3. On Work With Employee DBA Instructions, choose a record or many records and click Select.



On Employee DBA Instructions, the system displays information for the employee record first selected.

4. To review DBAs already assigned to employees, choose EE DBA Inquiry from the Form menu.
5. On Work With Employee DBA Review, review the information and click Close.
6. To review a deduction, benefit, or accrual before assigning DBA instructions, click the visual assist in the following field:
    - PDBA Code



7. On PDBA Search and Select, choose a DBA and then select PDBA Recap from the Row menu.
8. On DBA Recap, review the information and then click Cancel.

   The system returns you to the PDBA Search and Select form.

9. Choose a DBA and click Select.

   The system displays the Employee DBA Instructions form again with the DBA code.

10. On Employee DBA Instructions, continue assigning a DBA and complete the following optional fields:
    - Amt/Rt Level 1
    - Amt/Rt Level 2
    - Pay Start Date
    - Pay Stop Date
11. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this employee, complete the following field:
    - Voucher Flag
12. To specify a payee for the voucher, complete the following field:
    - Payee No
13. Review the default information in the following fields and, if necessary, enter override information:
    - DBA Type
    - Calc Method
    - Description
    - Override Flag
    - Group Code
    - Table Code
    - Amount Due
    - Prior DBA
    - Ded Per 1
    - Nbr Per
    - Union Code
    - Job Type
    - Job Step
    - Explanation –Remark–

- Limit $ Pay Period
- Limit $ Monthly
- Limit $ Quarterly
- Limit $ A/L1
- Limit $ A/L2
- Limit % Period

14. To obtain the next employee record, click Next and repeat steps 4–13.
15. When you are finished assigning DBA instructions to employees click OK.

    If any of the DBAs that you entered are for wage attachments, the system displays the Work with Wage Attachments form. See *Entering Wage Attachments for Employees* in the *Payroll Guide*.

Field	Explanation
PDBA Code	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.
Amt/Rt Level 1	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used: 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. 2 For a pay type, amounts entered in this field override the hourly rate.
Amt/Rt Level 2	The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached. This field works in conjunction with the annual limit fields. The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.

Field	Explanation
Pay Start Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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). . . . . . *Form-specific information* . . . . . . Enter the date an instruction starts, for example, the date the system should start a deduction. The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle,make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.
Pay Stop Date	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. It may also be the date that a deduction, benefit, or accrual instruction stops. . . . . . *Form-specific information* . . . . . . The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Field	Explanation
Voucher Flag	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: N No, do not generate a voucher Y Yes, generate a voucher
Payee No	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. 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.
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
Calc Method	A user defined code (07/DM) that indicates the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers-compensation insurance.
Description	A name or remark that describes an element in the J.D. Edwards systems.
Override Flag	A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.

Field	Explanation
Group Code	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. Example: 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 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. When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.
Table Code	The table used if the calculation requires table values.
Amount Due	The balance or amount due on an open invoice or voucher. In the Address Book Master file (F0101) this is a memo amount field used to determine if a particular order exceeds a credit limit. See Order Processing system.
Prior DBA	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. The DBA number of the predecessor must be lower than the successor's number.

Field	Explanation
Ded Per 1	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are: Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period. M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.
Nbr Per	The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken. You must enter a value in this field if you automate the Number of Periods field. For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).
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.
–Remark–	A name or remark that describes an element in the J.D. Edwards systems.
Limit $ Pay Period	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.

Field	Explanation
Limit $ Monthly	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 $ Quarterly	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.
Limit $ A/L1	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field. NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Limit $ A/L2	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field. NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.
Limit % Period	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.

Entering Labor Distribution Instructions

You enter labor distribution instructions for individual employees to automate the process of distributing an employee's work time to multiple general ledger accounts. You can enter labor distribution instructions for hourly and salaried employees.

Labor distribution instructions simplify time entry. If you enter distribution instructions for an employee who is not set up for autopay, you can obtain the instructions when you enter timecards manually. The system uses the labor distribution instructions you enter when it creates timecards for autopay employees.

You use labor distribution instructions to complete the following procedures:

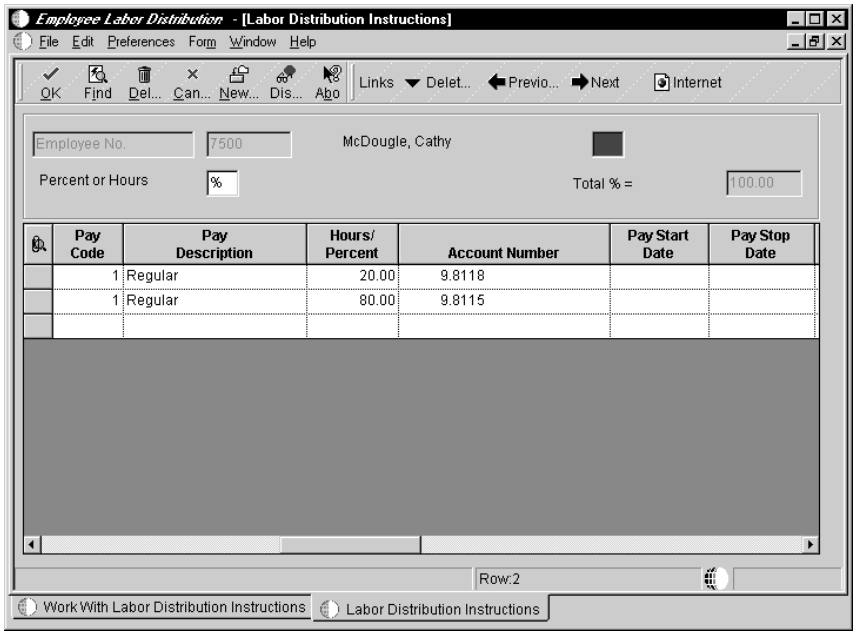
- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Define job type information when the employee has more than one job
- Override position ID and AAI accounts for an employee

▶ To enter labor distribution instructions

From the Employee Management menu (G05BE1), choose Employee Labor Distribution.

On Work With Labor Distribution Instructions

1. Click Add.



2. On Labor Distribution Instructions, complete the following fields:
   - Employee Identification
   - Percent or Hours
   - Pay Code
   - Account Number
3. If an employee has more than one job, complete the following fields:

- Job Type
- Job Step
- Home Business Unit

4. To override default job, pay, or tax information, complete any of the following optional fields:
   - Pay Start Date
   - Pay Stop Date
   - WCI Code
   - WCI Class
   - Hourly Rate
   - Billing Rate
   - Burden Rate
5. Click OK to save the record.

Field	Explanation
Employee Identification	This field may hold the employee number, TAX ID or Alternate number. The value this field holds, depends on the employee number mode setup in the Payroll Constants for Company 00000.
Percent or Hours	A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are: H The amount in the Shift Differential field is added to the hourly rate. % The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate. % Percentage (must equal 100 percent). H Hours. . . . . . *Form-specific information* . . . . . This field represents the method of distribution used for employee labor (either percentage or hours). Valid values are:
Pay Code	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.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit. object .subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
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.
Home Business Unit	The number of the business unit in which the employee generally resides.
Pay Start Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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). . . . . . *Form-specific information* . . . . . . You can use this field only if the method you are using is based on hours. You can set a range of pay period ending dates during which a particular labor distribution instruction is effective. Leave these fields blank for any standard, continuous distribution instructions.
Pay Stop Date	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. It may also be the date that a deduction, benefit, or accrual instruction stops. . . . . . *Form-specific information* . . . . . . You can use this field only if the method you are using is based on hours. You can set a range of pay period ending dates during which a particular labor distribution instruction is effective. Leave these fields blank for any standard, continuous distribution instructions.

Field	Explanation
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
WCI Class	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.
Billing Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Burden Rate	An hourly rate to be used when charging 'burden' associated with the actual billing (recharge) amounts.

Processing Options for Employee Labor Distribution Instructions

```
Labor Distrb'n

      Choose how you wish the Worker's                _____________
      Comp Code to default :



'1' =  From the Employee Master file
    regardless of  the EE Labor
    Distribution Entry.
'2' = From the Employee Master file only
    if the field is left blank.
'3' = From the Data Dictionary if the
    field is left blank.  ( Default )
```

Entering Automatic-Deposit Instructions

You can identify any of the following three methods of payment for each employee:

- Check
- Automatic deposit
- Cash

You enter automatic-deposit instructions for any employee who wants all or part of each payment deposited directly in a bank account.

You can perform the following additional functions:

- Set up a combination of automatic deposit, check, or cash payments
- Set up multiple bank accounts for an employee
- Start and stop automatic deposits by period
- Start and stop automatic deposits by date
- Set up a remainder code to automatically process any money remaining when an employee chooses different ways to distribute a payment

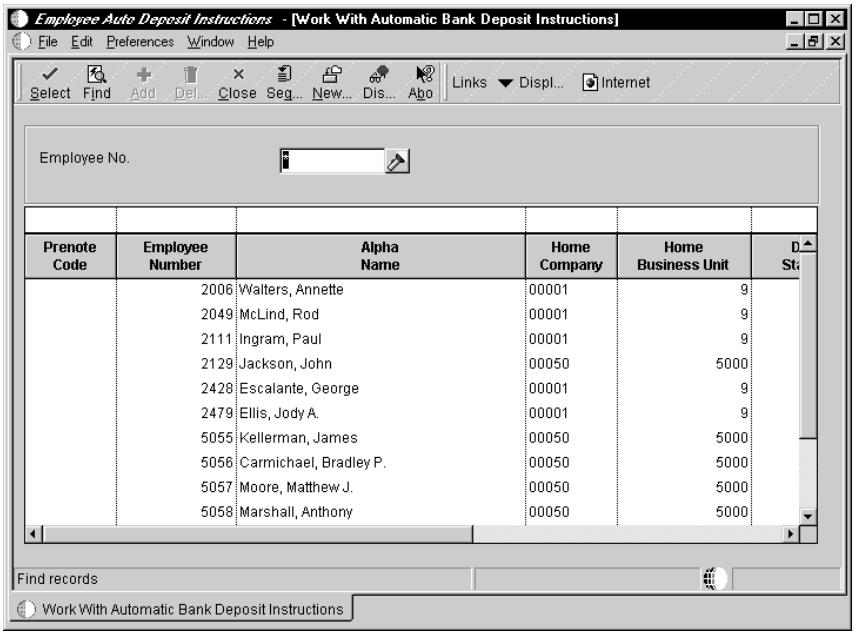
Before You Begin

❑ Set up the processing options that provide the originating bank number, service class code, and standard entry class

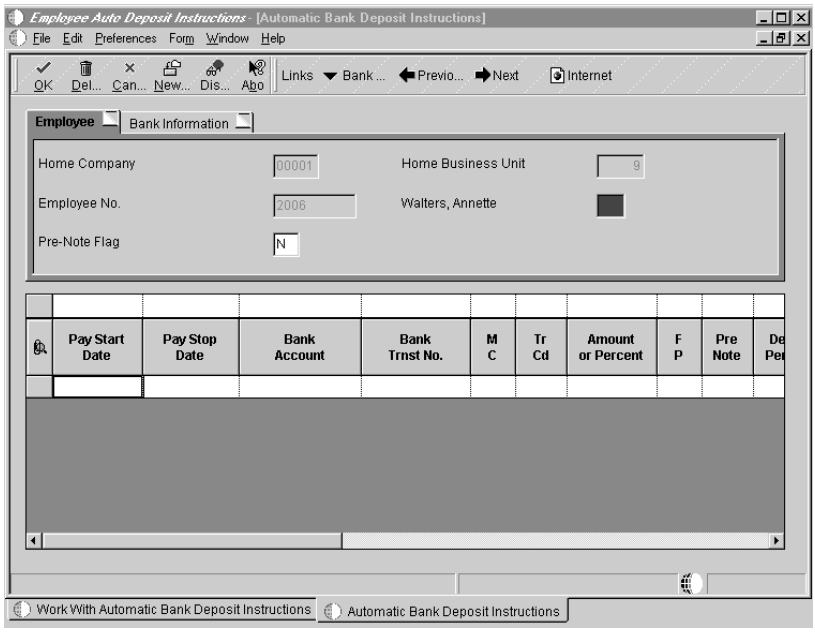
To enter automatic-deposit instructions

From the Employee Management menu (G05BE1), choose Employee Auto Deposit Instructions.

1. On Work With Automatic Bank Deposit Instructions, complete the following field and click Find:
   - Employee Identification



2. Choose one or more employees and click Select.



3. On Automatic Bank Deposit Instructions, complete the following fields:
   - Bank Account
   - Bank Trnst No.
   - M C
   - Amount or Percent
   - Tr Cd
4. Complete the following optional fields:
   - Pay Start Date
   - Pay Stop Date

   The system supplies values for the following field on the Employee tab:

   - Pre–Note Flag

   The system supplies values for the following fields on the Bank Information tab that you defined in your processing options:

   - Originating Bank
   - SCC
   - SEC

5. Review the values supplied by the system for the following fields and click OK, or click Next to enter information for the next employee:

   - F P
   - Pre Note
   - Ded Per 1
   - Ded Per 2
   - Ded Per 3
   - Ded Per 4
   - Ded Per 5

Field	Explanation
Bank Account	The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789. If you change this number, the system automatically prenotes the employee's auto deposit record again. Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables: F06560 - Bank Reconciliation - Issue Table F06561 - Bank Reconciliation - Paid Table

Field	Explanation
Bank Trnst No.	The bank transit number for the employee's financial institution. Banks might refer to this number as the ABA or payment routing number. This number can be obtained from the employee's check or deposit slip. It is located between the MICR colons (:) at the bottom of the check. For U.S. banks, this number contains 9 digits. If this number does not contain nine digits, you must contact the employee's financial institution to obtain the correct number. For Canadian banks, this number contains 8 digits. Therefore, Canadian clients must enter the bank transit number with a leading zero. If you change this number for an employee, the system creates a prenote for the employee's next auto deposit.
M C	An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed: A — A specific amount is to be deposited. % — A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals. C — A specific amount is to be generated as a payroll check. P — A specific amount is to be generated as cash. R — The remainder of the net pay, after % and/or specific amount segments are processed, is to be deposited in the bank. This is the default. Q — The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash. D — The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll check. You can have only one R, Q, or D instruction per employee. NOTE: Even if you have only one line, you must designate a remainder record as the last instruction. This code identifies how to distribute any money left over from rounding. You can only use R, Q, or D as the remainder record. You cannot use the Distribution Start Date and Stop Date fields for remainder records.
Amount or Percent	The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY. When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).

Field	Explanation
Tr Cd	A code used to distinguish various types of bank accounts, for example, checking, savings, or credit union. Currently the following codes have been assigned: Demand Account Credits 20 - Reserved 21 - Credit entry to return automated deposit 22 - Automated Deposit Savings Account Credits 30 - Reserved 31 - Credit entry to return automated deposit 32 - Automated Deposit Demand Account Debits 25 – Reserved 26 - Debit entry to return automated payment 27 - Automated Payment Savings Account Debits 35 – Reserved 36 - Debit entry to return automated payment 37 - Automated Payment NOTE: If you leave this field blank, the system uses the default value of 22.
Pay Start Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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).
Pay Stop Date	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. It may also be the date that a deduction, benefit, or accrual instruction stops.

Field	Explanation
Pre–Note Flag	A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives a check for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field. If you leave this field blank, the system uses the default value of P. If you change an employee's automatic deposit instructions, the system creates a prenote. If you do not want a prenote, you must change the value in the Prenote Flag field to N. You cannot use this field for Canadian employees.
Originating Bank	This is the transit routing number used to identify the financial organization to which the deposit tape is being sent for processing. Obtain this code from the bank at which your company's payroll account is maintained. This bank will serve as a clearing house for your employees' automatic deposits' Using the "Individuals Financial Organization No" (IFO#) and "Financial Organization Account Number" (FOA#), this bank will route--through electronic funds transfers (EFT)--each employee's deposit to his own account at his own financial institution.
SCC	This code identifies the general classification of dollar entries to be exchanged. This standard is used to facilitate transmission of data between organizations. Automated Clearing House (ACH) entries required for payroll deposits use the following service class codes: 200 – ACH entries mixed debit and credits; 220 – ACH credits only (batch format); or 225 – ACH debits only (batch format). At the time of this writing only the use of class 200 is recommended.
SEC	This code permits various kinds of paperless entries to be distinguished. The following entry classes have been defined: SIA Single item authorization; and PPD Pre-arranged payments and deposits. At the time of this writing only "PPD" is recommended for the entry class.

Field	Explanation
F P	This code only applies to method code A (see BDM). If there is not enough net pay remaining to process the amount specified in the amount/percentage field, a value of "P" in this field specifies that a partial amount can be generated for the bank and account specified for the segment. A value of "F" specifies that if the full amount cannot be generated, the segment is ignored. If you leave this field blank, the system uses F as the default value.
Pre Note	A code used to distinguish various types of debit and credit nondollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee. Demand Account Credits 23 Prenotification of Credit Authorization 24 Prenotification of Credit/Mailed Authorization Savings Account Credits 33 Prenotification of Credit Authorization 34 Prenotification of Credit/Mailed Authorization Debits are not currently handled by this Payroll system. Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.
Ded Per 1	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are: Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period. M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.

Processing Options for Auto Deposit Instructions

Bank Info.

1. Originating Financial Organization No. _____
2 .Service Class Code _____
3. Standard Entry Class _____

Revising Employee Information

After you add an employee record to the database, you can update the employee's information as necessary. For example, when an employee gets married, you might need to change the employee's marital tax status. When an employee receives a promotion, you typically update the employee's salary, job type, and pay grade.

You have many options for changing an employee's salary. One option is using Enterprise Workflow Management. Workflow is an electronic message delivery system that streamlines the process of getting an approval for a salary change. Workflow automates tasks, such as notifying a manager that a salary change is waiting for approval, using an e-mail-based flow across a network.

You can enter employee changes that take effect either immediately or on a future date. You can also enter changes that apply to a group of employees.

When an employee arranges to be absent from work for an extended period of time, such as to care for a newborn, you can enter leave-of-absence information for the employee.

When an employee stops working for your organization, you need to terminate the employee. You can do this manually or with the help of Workflow.

Revising employee information includes the following tasks:

- ❑ Changing employee salaries
- ❑ Correcting employee information
- ❑ Processing future changes
- ❑ Processing mass changes
- ❑ Updating Employee Master records
- ❑ Entering leave of absence information
- ❑ Terminating an employee
- ❑ Completing a termination using Workflow

Changing Employee Salaries

You might need to change salaries for an employee or a group of employees. For example, you might increase all salaries because of inflation, or you might give an employee a raise to complement a promotion.

You have the following options for changing employee salaries:

- ❑ Changing an employee's salary using Workflow
- ❑ Changing employee salaries using salary planning
- ❑ Changing an employee's salary using pay rate information

Workflow is an electronic message delivery system that you can use to process salary changes automatically. The Workflow process includes obtaining approval for salary increases over a specified limit and updating the Employee Master table (F060116). Workflow is designed to save time and reduce errors to salary changes.

Changing salaries using salary planning is helpful if you want to calculate salary changes for employees using a third-party source, such as a spreadsheet. You can export employee information to a spreadsheet, calculate salary changes, and reimport the information into the HR and Payroll systems. Using salary planning allows you to calculate salary change scenarios before updating the Employee Master table (F060116).

You can also change an employee's salary using pay rate information. This is preferable if you are changing an employee's hourly, billing, or piecework rate. You can also change the employee's salary. You can specify the change as a monetary amount or as a percentage of the employee's current pay rate and you can enter a change that takes effect on a future date. You use pay rate information to update only one employee record at a time. Information entered in the Pay Rate Information program (P060131) updates the Employee Master table (F060116).

Alternatively, you can change employee salaries as follows:

Individual employee changes	You can manually change the Salary field on the Basic Compensation form. See *Correcting Employee Information* for information about how to change an employee's salary manually.
Future date changes	If a salary change will not take effect until a future date, you can enter information using the Future Data EE Master Revisions form. See *Processing Future Changes* for more information about changing salaries for a future date.

High-volume changes

You can reduce data entry time by changing salaries for groups of employees using the Employee Master Mass Changes form.

See *Processing Mass Changes* for more information about changing salaries for groups of employees.

Changing an Employee's Salary Using Workflow

Enterprise Workflow Management automates the process of changing an employee's salary by notifying the appropriate supervisors for salary approval and updating the database with the salary change.

The process of using Workflow to change a salary usually involves more than one supervisor or manager. For example, the employee's supervisor might originally enter the salary change information. But after the supervisor enters this request, the supervisor's manager must approve the change for it to become effective. You can set a salary threshold in your processing options for Basic Compensation so that Workflow obtains approval for a certain percentage or flat-dollar salary increase.

The system initiates Workflow when you enter a salary change that is greater than or equal to the salary threshold or the percent that you define in the processing options for the Workflow Salary Change program. If you leave the processing options blank, Workflow will not function.

Changing an employee's salary using Workflow includes the following procedures:

- Initiating a salary change
- Approving a salary change

Initiating a salary change is completed by a manager. Approving a salary change is a procedure that a manager does after receiving a message about a salary change. Please note which tasks apply to you.

You can review the salary change in the Salary field on the Basic Compensation form.

Before You Begin

❑ Create a congratulatory letter if needed. See *Mailmerge Workbench* in the *OneWorld Foundation Guide.*

❑ Choose a version and set up your processing options for Basic Compensation.

❑ Verify that the Workflow process, EEMAST1 is activated in the Process Master. See *Activating or Deactivating a Workflow Process* in the *Enterprise Workflow Management Guide* for more information.

To initiate a salary change

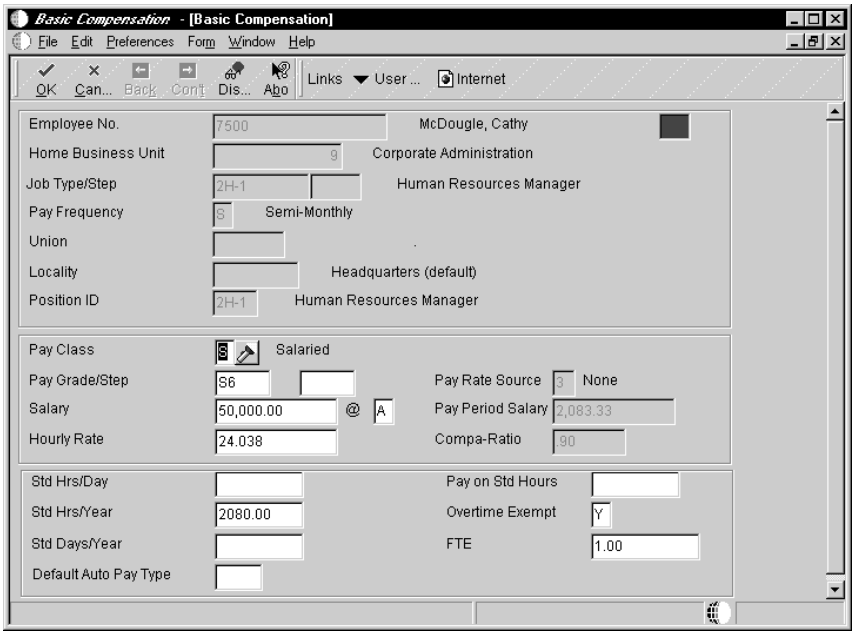
From the Employee Management menu (G05BE1), choose Basic Compensation.

If you are a supervisor or manager who is responsible for initiating a salary change, you can send a message to the person who is responsible for approving the change.

When you initiate a salary change, the pending salary change remains in a supervisor's queue until the supervisor approves or rejects the salary change. When the supervisor approves or rejects the change, Workflow sends you a message.

On Work With Basic Compensation

1. Complete the following field and click Find:
   - Employee No
2. Choose the row containing the employee's record and click Select.



3. On Basic Compensation, complete the following field and click OK:
   - Salary

   There might be a delay after you click OK. The delay indicates that the workflow process has been activated. A message appears to confirm that your changes have been submitted for approval and are pending review.

Field	Explanation
Employee No	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Salary	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For World: 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). Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: • 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) 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. . . . . . *Form-specific information* . . . . . When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following: • Standard hours per year entered at the employee level • Standard hours per year specified in company options

Processing Options for Basic Compensation

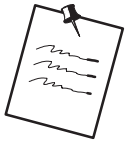
```
Process

1.  Workflow       Enter a salary
    threshold       Zero = default
         Zero = default

      Rate – Salary, Annual                          _____________

2.  Workflow       Enter salary percent
    change threshold
    threshold

      Percent                                        _____________
```

▶ To approve a salary change

From the Workflow Management menu (G02), choose Employee Queue Manager.

If you are a supervisor who is responsible for approving salary changes, you can approve a salary change after you receive a salary change message in your Workflow queue.

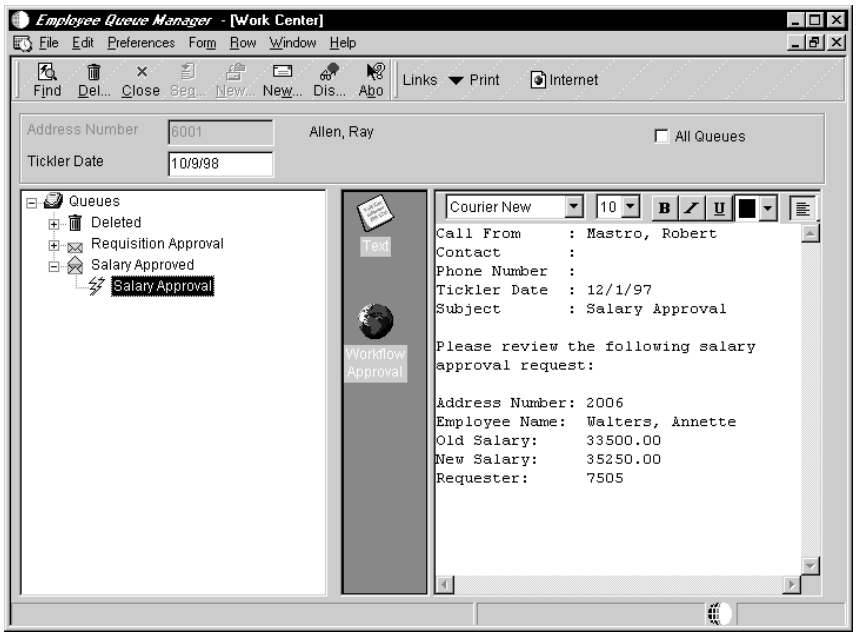
After an employee enters salary change information, Workflow sends the request to your queue for review. You can accept or reject the request. The salary change does not take effect until you respond to the request.



If there is more than one approval needed for a salary change, the change will not take effect until all supervisors respond.

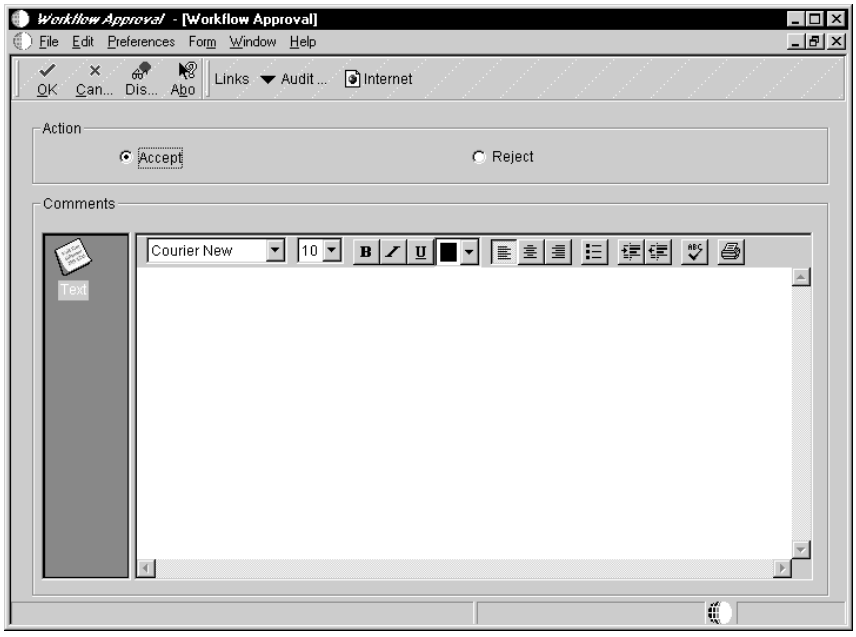
On Work With Employee Queue Manager

1. Complete the following field and click Select:
   - Skip To Name
2. To narrow your search, complete the following field and click Select:
   - Search Type
   - Cat Code 1
3. On Work Center Queue, click the Salary Approval icon in the left queue.



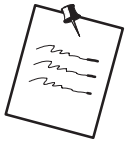
All salary requests pending approval appear in the right queue.

4. To approve or reject a salary change, click the Workflow Approval icon in the middle of the form.



5. On Workflow Approval, click one of the following options to accept or reject the salary change request, add text if applicable, and click OK.
   - Accept
   - Reject

6. On Employee Queue Manager, click Close.



If there is more than one approval needed for a salary change, the change will not take effect until all supervisors respond.

Field	Explanation
Skip To Name	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.
Search Type	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 name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Cat Code 1	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.

Changing Employee Salaries Using Salary Planning

With Salary Planning, you can calculate salary changes for employees using a third-party spreadsheet such as Excel or Lotus. Salary Planning imports the information to update the Salary or Hourly Rate fields on the Basic Compensation form (W0801CMPB) and the Employee Master table (F060116).

If you have your Position Budget option activated in System Options, Salary Planning verifies that your salary changes for positions are within the budgeted salaries.

See Also

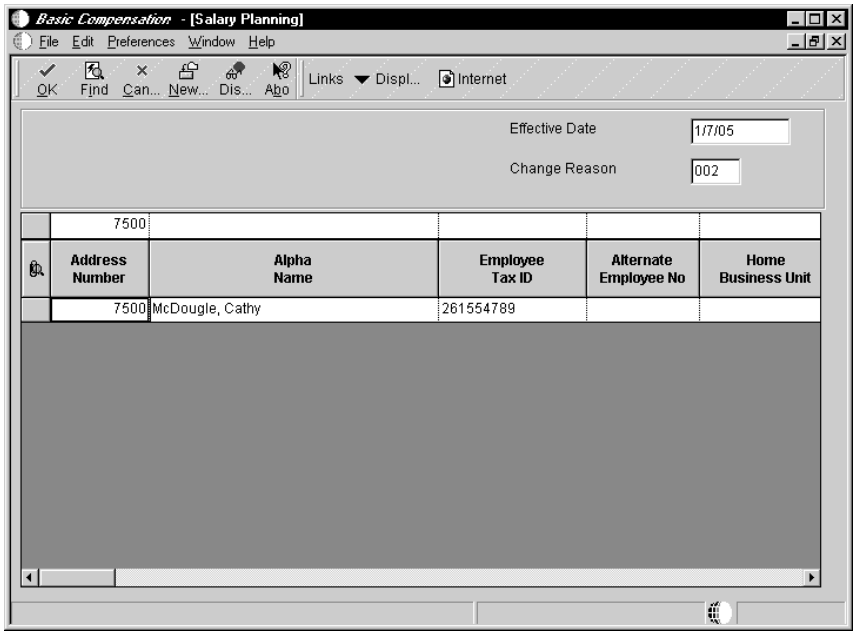
- *Setting Up System Options* for more information about setting up position budget editing.

▶ To change employee salaries using salary planning

From Employee Management (GO5BE1), choose Basic Compensation.

On Work With Basic Compensation

1. Choose Salary Planning from the Form menu.



2. On Salary Planning, complete the following fields and click Find:
   - Address Number
   - Effective Date
   - Change Reason
3. Choose an employee or a group of employees, right click, choose Export, and then the third-party document used for calculating your salary planning information.
4. On Export Assistant, choose the following field:
   - Establish a Hot-Link
5. Choose whether to Export to an Existing workbook or to a New Workbook and specify a range of cells.
6. Click Continue.

   The third party document opens with the information from the Salary Planning form. Calculate any necessary changes and then save and close the file.

7. On Salary Planning, choose the same employee or group of employees as you did in step three.
8. Right click, and then choose Import and the third-party source used for calculating salary planning information.
9. On Open, enter a range of cells and click Open.

Updated employee salary information is imported into the Basic Compensation form.

Changing an Employee's Salary Using Pay Rate Information

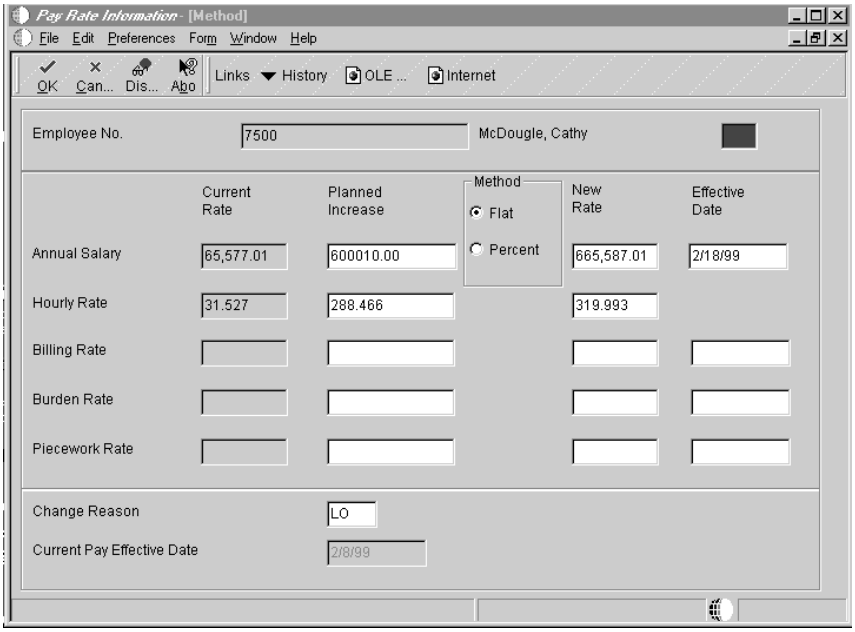
You can change an employee's salary using pay rate information. This is preferable if you are changing an employee's hourly, billing, or piecework rate because you directly enter the change in the rate. You can specify the change as a monetary amount or as a percentage of the employee's current pay rate, and you can enter a change that takes effect on a future date. For example, you enter a future effective date after you enter a pay rate change. When the future date occurs, the system automatically updates the employee's pay rate information. If the effective date falls between pay cycles, the employee will see the new rate in the payment for the first pay period after the effective date.

You use pay rate information to update only one employee record at a time. Information entered in the Pay Rate Information program (P060131) updates the Employee Master table (F060116).

▶ To change an employee's salary using pay rate information

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

1. On Work With Pay Rate Information, complete the following field and click Find:
   - Employee Identification
2. Choose the employee record and click Select.



3. On Pay Rate Information, review the current rates in any of the following fields of the Current Rates column:

   - Annual Salary
   - Hourly Rate
   - Billing Rate
   - Burden Rate
   - Piecework Rate

4. To define a future pay change as a percent or flat amount increase, click either the Flat or the Percent option in the Method area.

5. Complete as many of the fields in as necessary the Planned Increase column for each rate that you are changing.

   Add a monetary amount or a percentage to each field depending on the method you have chosen.

6. Complete as many of the following fields as necessary in the Effective Date column for each rate that you are changing:

   - Next Raise Date
   - New Bill Rate Dt.
   - New Burd Rate Dt.
   - New Piece Rate Date

7. Complete the following field:

   - Change Reason

8. If you do not have J.D.Edwards Payroll system, complete the following field:

   - Last Effective Raise Date

9. Review the new rates in the New Rates column and click OK.

Field	Explanation
Annual Salary	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For World: 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). Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: • 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 the annual salary divided by pay frequency, times periods to pay. 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.
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.

Field	Explanation
Billing Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Burden Rate	An hourly rate to be used when charging 'burden' associated with the actual billing (recharge) amounts.
Piecework Rate	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.
Method for Pay Increase	The method by which the pay increase amount is to be calculated. The increase can either be a percentage of the current amount or a monetary amount.
Date – New Bill Rate	The date on which the new billing rate for an employee goes into effect. The new rates actually go into effect AFTER THE PAYROLL PROCESSING RUN that has a payroll date on or after this date.
Next Raise Date	The date that the hourly or annual pay rate for the employee increases. The new rate goes into effect after a payroll cycle completes with a pay period end date on or after the date of the next raise.
New Bill Rate Dt.	The date on which the new billing rate for an employee goes into effect. The new rates actually go into effect AFTER THE PAYROLL PROCESSING RUN that has a payroll date on or after this date.
New Burd Rate Dt.	The date on which the new burden billing rate for an employee takes effect. The new rates actually go into effect AFTER THE PAYROLL PROCESSING RUN that has a payroll date on or after this date.
New Piece Rate Date	The date on which the new piecework rate for an employee goes into effect. The new rates actually go into effect AFTER THE PAYROLL PROCESSING RUN that has a payroll date on or after this date.

Field	Explanation
Chg Rsn	A user defined code (06/T) that indicates: • The reason that you are changing an active employee's record. • The reason that you are terminating an employee. • The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. Note: The default reason code for new hires is the default value for the Change Reason data item.
Last Effective Raise Date	The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information.

Correcting Employee Information

You can review employee information and update it as necessary. For example, when an employee receives a promotion, you typically update the employee's salary, job type, and pay grade.

If you are tracking employee history and turnover information, the system creates a history record every time you change employee information. After correcting employee information, you typically remove the incorrect entries from the employee's history and turnover records.

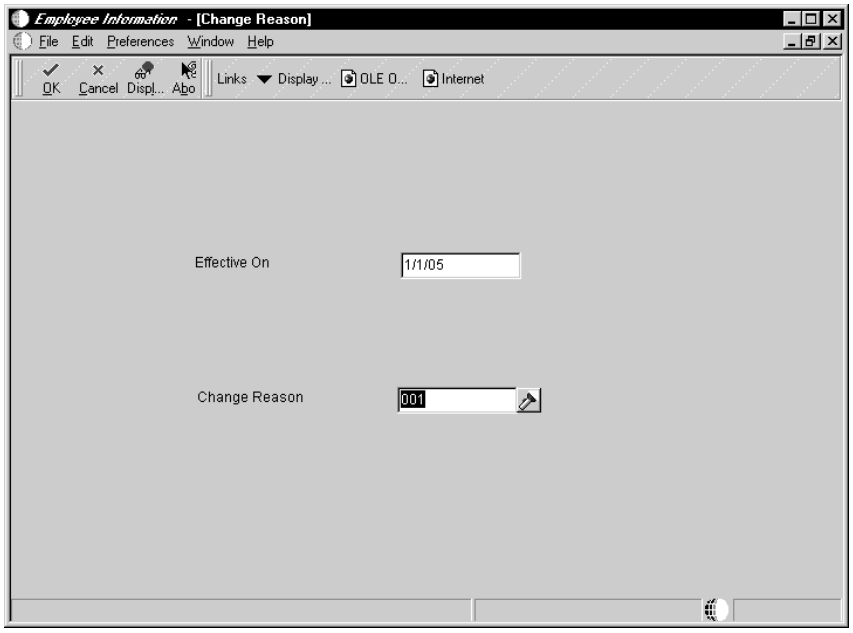
▶ To correct employee information

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

On Work with Employee Information

1. Complete any of the following fields to locate the employee whose information you need to change:
   - Home Company
   - Home Business Unit
2. Click one of the following options and click Select:
   - Active
   - Terminated
   - All
3. Choose the employee record, and choose a menu option from the Row menu.

4. Make the necessary changes on the appropriate form and click OK.



5. If a Change Reason form appears, complete the following fields and click OK:
   - Effective On
   - Change Reason

See Also

- *Correcting Employee History*

Processing Future Changes

You can enter future changes for an individual employee that will take effect on a future date. For example, if an employee will change from one business unit to another on a certain date, you can enter the new information prior to the employee actually changing business units.

You can enter future changes only for information that the system stores in the Employee Master table (F060116). When you set up your system, you can limit the data items (fields) that you allow the update program to change. You can enter changes for changes that apply to a group of employees. For example, you might enter a mass change for all employees whose business unit 32 is changing to business unit 459.

After entering future changes, you must update the Employee Master table for your changes to take effect. You have the following options for updating changes:

- If you are using J.D.Edwards Payroll system, you can allow the final update step of the payroll cycle to automatically update changes.
- You can request a batch job to update the changes.

When you update the changes using the batch job, the system does not update any employee records that are included in a current payroll cycle. Such records are called locked records.

You can enter the following types of future changes:

- Changes to employee information prior to the effective date of the change.
- Multiple changes to the same data item with different effective dates.
- Changes to employee records that are included in a current payroll cycle (locked records).

The future change process updates one or both of the following tables depending on how your processing options are set up:

- Future Employee Master Data Changes table (F06042)
- Employee Master table (F060116)

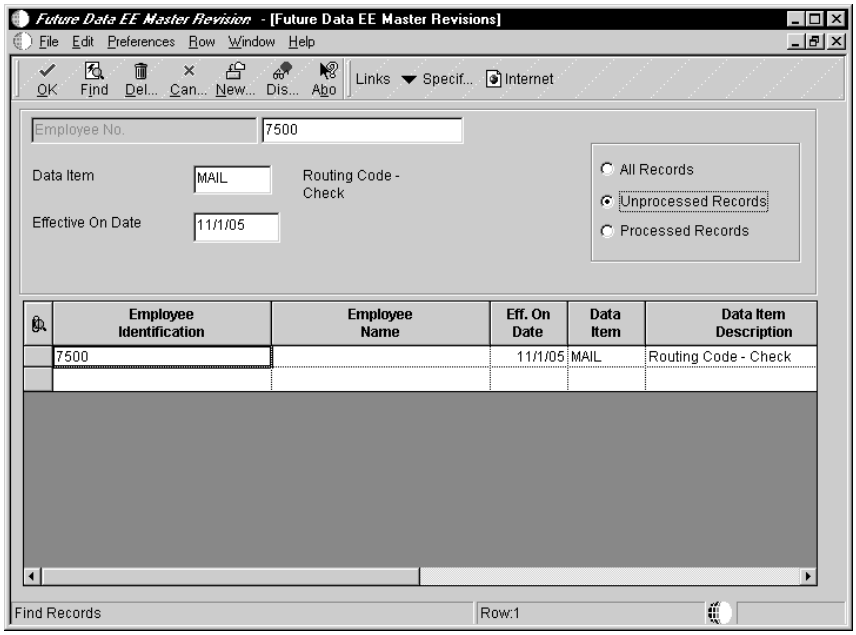
Before You Begin

❑ Choose the data items (fields) that you want the update program to change. See *Choosing Fields for Future Data Revisions*.

▶ To process future changes

From the Employee Advanced and Technical Operations menu (G05BE3), choose Future Data EE Master Revision.

On Future Data EE Master Revisions



1. To review any unprocessed future changes for an employee before you enter any additional future changes, complete the following fields:
   - Employee Number
   - Unprocessed Records
2. To narrow the list of changes that appears, complete one or both of the following fields and click Find:
   - Data Item
   - Effective On Date
3. To enter a future change for an employee, complete the following fields in the detail area:
   - Eff. On Date
   - Data Item
   - Future Value
   - Chg Rsn

   When you enter the future value, you can use the Row menu to access the user defined code table associated with the data item that you entered. For example, if you entered HMCU as the data item, you would choose Business Units from the Row menu to review a list of home business units.
4. To enter a future change for another employee, repeat steps 1–3.

You can enter future changes for as many employees as necessary, and enter different effective dates and data items for each change.

5. When you have finished entering changes, click OK.
6. After you enter future changes, update your Employee Master record.

   If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary.

See Also

- *Updating Employee Master Records*

Field	Explanation
Data Item	For World, the RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes. Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, $. You can create protected data names by using $xxx and @xxx, where you define xxx. For OneWorld, a code that identifies and defines unit of information. It is an 8-character, alphabetical code that does not allow blanks or special characters such as: % & , . +. Create new data items using system codes 55-59. The alias cannot be changed.

Field	Explanation
Effective On	The date to update the employee record with the new information. When updating the Employee Master table using the final update step of the payroll cycle, the system updates any changes with an effective date that is less than or equal to the pay-period end date of the payroll. For example, assume that your company processes a payroll on July 1 for work dates June 16–30 and another payroll on July 16 for work dates July 1–15. You want the system to apply the future data changes to the Employee Master table for the July 16 payroll. Therefore, the effective date that you enter for the future change should be between the dates of the previous payroll (June 16–30, in this case). When you process the 7/16 payroll, the system updates the change to the employee records. The system automatically submits the update program as part of the final update step. Only those employees included in the payroll are processed for future changes. Because informational changes update tables during the final update step of the payroll cycle, the system does not use the updated information until the next payroll cycle. For example, if the current payroll cycle is updating an employee's salary, the employee will not receive the new salary until the next payroll. . . . . . *Form-specific information* . . . . . . For Payroll: Enter the date to apply the change to the employee record. This is not the pay period ending date. You must enter a date that updates the employee record before the payroll when the change is to take effect.
Future Value	A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table. . . . . . *Form-specific information* . . . . . . The new information for the field. You can enter more than one change for the same field if you use different effective dates.
Chg Rsn	A user defined code (07/T) that indicates: • The reason that an active employee's record was changed. • The reason that an employee was terminated. • The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. Note: The default reason code for new hires is the default value for the Change Reason data item.

Processing Mass Changes

You process mass changes to change similar information for groups of employees at one time. For example, you could process mass changes in either of the following situations:

- All employees currently in building 1 are moving to building 2. Because you use the check route code to indicate the location of employees, you must reassign the check route code for employees who are currently in building 1.
- Your company is restructuring departments. You must change the category code for all employees who are currently in department 10 to department 110.

When you are preparing to enroll employees in benefit plans, the mass change feature provides a convenient method for entering or updating the benefit group assignment for many employees.

When you process mass changes, you complete the following procedures:

- Identify employees in the data selection values
- Omit individual employees before the update occurs
- Identify the effective date and reason for the change
- Use percentages or flat amounts when changing salary or hourly rate
- Review both the old and the new data
- Override the mass change data and effective date for specific employees
- Apply changes immediately or at a later date

After you enter mass changes, you must update the Employee Master table for your changes to take effect. You can update changes in the following ways:

- If you are using J.D. Edwards Payroll system, you can allow the final update step of the payroll cycle to automatically update changes.
- You can request a batch job to update the changes.

When you update the changes using the batch job, the system does not update any employee records that are included in a current payroll cycle. Such records are called locked records.

The mass change process updates one or both of the following tables, depending on how your processing options are set up:

- Future Employee Master Data Changes table (F06042)
- Employee Master (F060116)

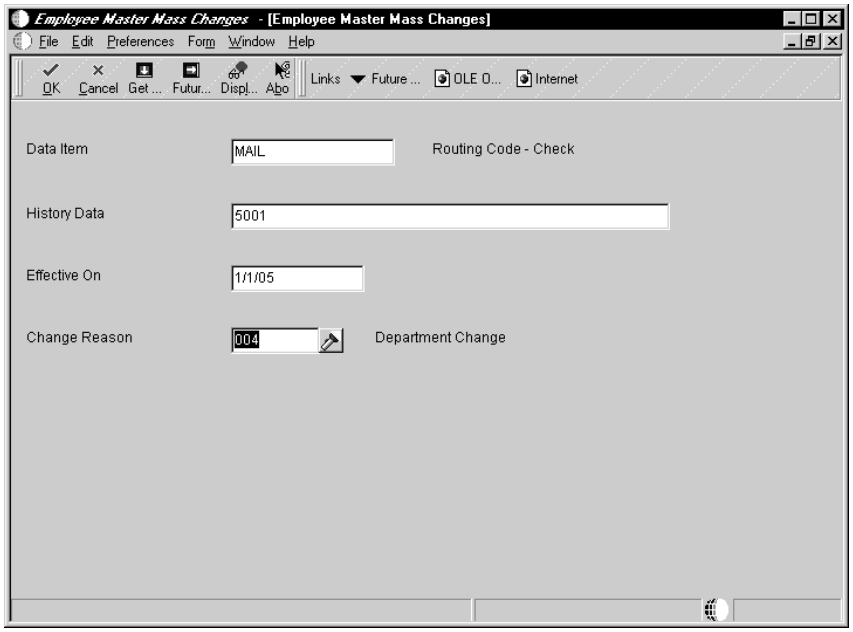
Before You Begin

❑ Choose the data items (fields) that you will allow the update program to change. See *Choosing Fields for Future Data Revisions*.

▶ To process mass changes

From the Employee Advanced and Technical Operations menu (G05BE3), choose Employee Master Mass Changes.

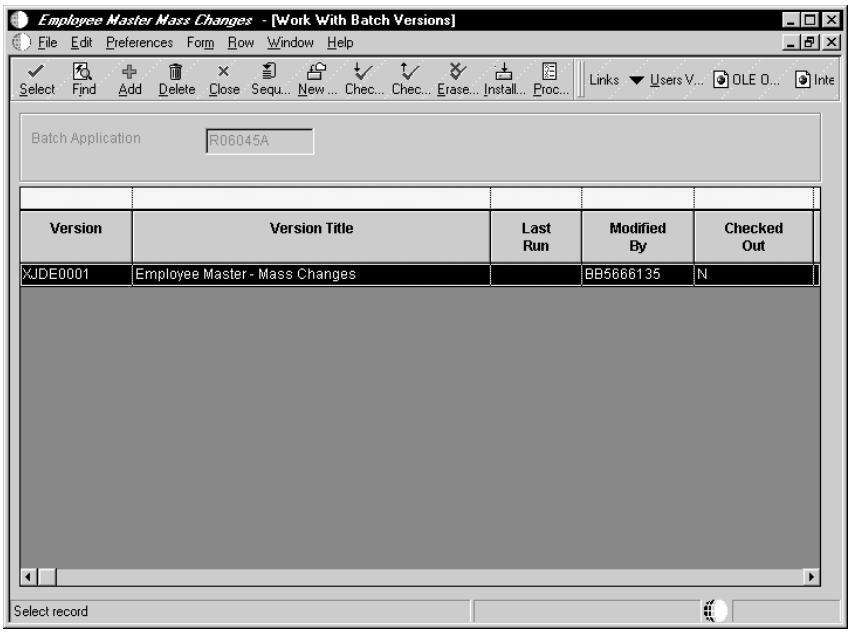
On Employee Master Mass Changes



1. Complete the following fields:
   - Data Item
   - New Value
   - Effective On
   - Change Reason

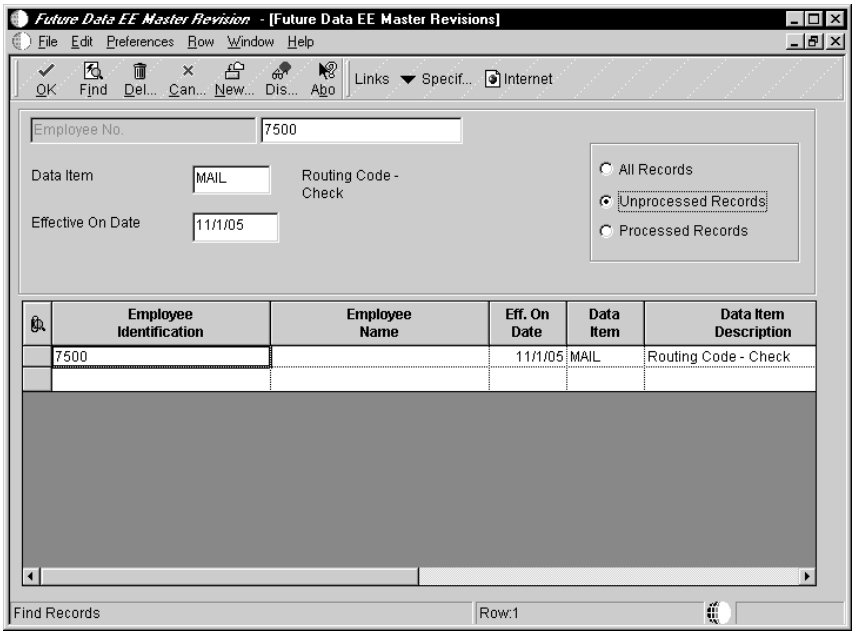
   When you enter the New Value data, you can click Get UDC to access the user defined code table associated with the data item you entered.

2. If you are revising a rate field, complete the following additional field and Click OK:
   - Method for Numeric Change



3. On Work With Batch Versions, click a version, choose your data selection and data sequence, and click Submit.

   When the version has completed processing, the system displays Batch Revisions again. When you exit that form, the system displays Future Data EE Master Revisions.



4. On Future Data EE Master Revisions, change the values in any of the following fields, if necessary:
   - Future Value
   - Eff. On Date
   - Chg Rsn
5. Click OK.

After you enter mass changes, update the Employee Master record.

Field	Explanation
New Value	A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table.
Method for Numeric Change	A method that the system uses to calculate the amount of a numeric increase. When you choose method F (Flat Rate Increase), the final amount is the original amount plus the indicated flat rate increase. When you choose method % (Percentage Increase), the final amount is the original amount multiplied by the indicated percentage plus the original amount. When you leave this field blank the final value is the value entered in the New Value field.

See Also

- *Updating Employee Master Records*

Processing Options for Employee Master Mass Changes

```
Report

1.  Update “Future Data EE Master
    Revision” file F06042?  (1 – Yes, 0
    – No)

      Default is ’0’                                  _____

2.  Would you like a report? (1 – Yes, 0
    – No)

      Default is ’1’                                  _____
```

Updating Employee Master Records

On the Employee Advanced and Technical Operations menu (G05BE3), choose Future Data Employee Master Update.

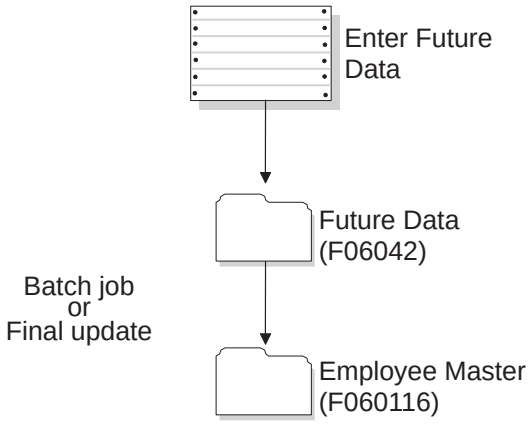
After you enter mass or future changes for one or more employees, you can do one of the following:

- Allow the system to update the Employee Master table during the final update step of the payroll cycle. This method applies only if you are using the J.D. Edwards Payroll system.
- Manually submit the Employee Master Update program to apply changes to the information in the Employee Master table.

When you allow the system to make the changes during the payroll cycle, the system processes future changes only for the employees who are included in the current payroll cycle. When you choose to run the master update, you can choose employees who are included in different payroll cycles. For example, you can choose some employees who are included in the payroll cycle for hourly employees and some employees who are included in the payroll cycle for salaried employees.

Run the update program if you need to control when the update occurs and which records the system updates. You can set the processing options for a specific date. The system updates any records with an effective date on or before that date. You can identify all employees or a specific employee in the data selection values.

The following graphic illustrates how the system processes data changes.



Processing Options for Future Data Employee Master Update

```
Default

1.  Enter the Pay Period Ending Date
    that you would like the Future
    Values Records (in F06042) to be
    “tagged” with.....  (Today’s Date
    Will be used if left blank)

      Pay Period Ending Date                    _____
```

Entering Leave-of-Absence Information

When an employee arranges to be absent from work for an extended period of time, such as to care for a newborn, you can enter leave-of-absence information for the employee.

You can enter the date on which the leave begins and the date on which the employee plans to return. Entering leave-of-absence information allows you to do the following:

- Keep your employee information current
- Indicate whether the employee receives payments while on leave
- Report on inactive employees

▶ To enter leave-of-absence information

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

On Work With Employee Information

1. To locate the employee for whom you need to enter leave-of-absence information, complete the following fields:
   - Home Company
   - Home Business Unit
2. To help narrow your search, choose one of the following options and click Find:
   - Active
   - Terminated
   - All
3. Choose the employee record and click Select.
4. On Employee, complete the following fields:
   - Pay Status
   - Leave Begin Date

- Leave End Date

5. Click OK and review the following field for a color change:
   - Employee Status Flag

Field	Explanation
Pay Status	A code that indicates whether an employee's pay status is active or inactive. 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. 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.
Leave Begin Date	The date on which an employee's paid or unpaid leave of absence begins. Use this date to indicate the leave for the Family and Medical Leave Act. . . . . . *Form-specific information* . . . . . . If you are using Position Control, the system enters a leave of absence as unpaid leave and adjusts the projected year-end calculations accordingly.
Leave End Date	The date on which an employee's paid or unpaid leave of absence expires. . . . . . *Form-specific information* . . . . . . If you are using Position Control, the system enters a leave of absence as unpaid leave and adjusts the projected year-end calculations accordingly.
Employee Status Flag	A color in the box at the top right corner of the form that indicates the current payroll status of an employee. The following colors indicate: Green – Active employee not included in the current payroll cycle. Fuchsia - Active employee included in the current payroll cycle. Red – Terminated employee. The employee's termination date does not equal zero. Yellow – Employee on leave of absence. The employee has a leave of absence begin date less than today's date and an end date that is greater than or equal to today's date.

Terminating an Employee

A terminated employee is an employee who no longer works for your organization.

Entering termination information allows you to do the following:

- Keep your employee information current
- Report on terminated employees
- Prevent the employee from receiving payments (if you are using the J.D. Edwards Payroll system)

You have two options for terminating an employee. You can manually terminate an employee or, if Enterprise Workflow Management is enabled, you can simplify the termination process by using Workflow.

The initial task for terminating an employee is the same for both options. The two options occur with the administrative tasks after you terminate an employee. If you choose to terminate an employee manually, you need to manually perform the following tasks associated with terminating an employee:

- Contact supervisors and benefits administrators
- Calculate the employee's unpaid time, vacation, holiday, and sick accruals

If you use Workflow to terminate an employee, Workflow can automatically notify the appropriate parties of the termination with electronic messages and process any unpaid time and accruals.

The following is a list of administrative tasks that Workflow can complete automatically after you terminate an employee:

- Notifies the HR manager to set up an exit interview.
- Notifies the appropriate managers and supervisors of the termination.
- Notifies the IT manager of the termination so that technical tasks, such as deleting the employee's e-mail address, are completed.
- Determines whether the employee has unprocessed checks.
- Determines whether the employee has outstanding time.
- Determines whether the employee has unpaid sick, holiday, or vacation accruals or declining balances owed.
- Notifies the benefits administrator if the employee has an FSA account or a retirement plan that will be closed.
- Sends a copy of the Enrollment with Eligibility form and the Batch Enrollment report (P08334) to the benefits administrator. The Enrollment with Eligibility form confirms the benefits that the employee has before the termination. The Batch Enrollment report confirms that the program

disengaged the employee from payroll deductions, benefits, and accruals as part of the termination process.

- Creates a COBRA letter if the employee is eligible for COBRA benefits.
- Creates a HIPAA letter if the employee is eligible for HIPAA benefits.
- Creates a copy of an Employee Property report (R080400) to the employee's supervisor if the employee has company property.
- Sends a copy of an Employee Property report (R080400) to the employee's supervisor if the employee has company property.

Before You Begin

Workflow can be set up to complete one or all of the tasks listed previously. For example, Workflow can be set up to pay or not pay for vacation accruals and to notify certain people.

❑ If you use Workflow to terminate an employee, set your processing options for termination workflow (P05W01) to activate or deactivate certain Workflow sub-processes. These processing options must be accessed through the Interactive Versions program (P983051).

❑ Verify that TERMEMP01 and TERMEMP03 are activated in the Process Master (P98800). Depending on how you set your processing options for termination workflow (P05W01), you might also need to verify that the following optional processes are activated or deactivated: TERMNTFY01, TERMTIME, TERMBEN01, TERMUPDATE, TERMEMP05, TERMNTFY01, TERMABNOT, TERMEMP08. See *Activating or Deactivating a Workflow Process* in the *Enterprise Workflow Management* guide.

❑ If you choose to terminate an employee using Workflow, see *Understanding Workflow Setup* to verify that Workflow is set up appropriately for your business needs.

▶ To terminate an employee

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

On Work With Employee Information

1. To locate the employee whom you need to terminate, complete the following field and click Find.
   - Employee No
2. Choose the employee record and click Select.
3. On Employee, complete the following fields:
   - Employee Pay Status

- Termination Date

4. Complete the following fields, if applicable and click OK:
   - Move to Applicant Pool
   - Expected Recall Date
   - Employee Benefit Status

   If you are using Workflow, a small form appears stating that the termination is pending.

Field	Explanation
Termination Date	The date that the employee was terminated, if applicable.
Expected Recall Date	The date on which the employee can be recalled for employment.
Employee Benefit Status	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. Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Move to Applicant Pool	A code that you use to indicate whether a terminated employee should be moved into the applicant pool. When you move an employee is moved to the applicant pool, the system changes the employee search type to applicant (A). If you do not move the employee to the applicant pool, the system changes the employee search type to terminated (X). If the applicant table does not exist, the system always changes the employee search type to terminated (X).

Completing a Termination Using Workflow

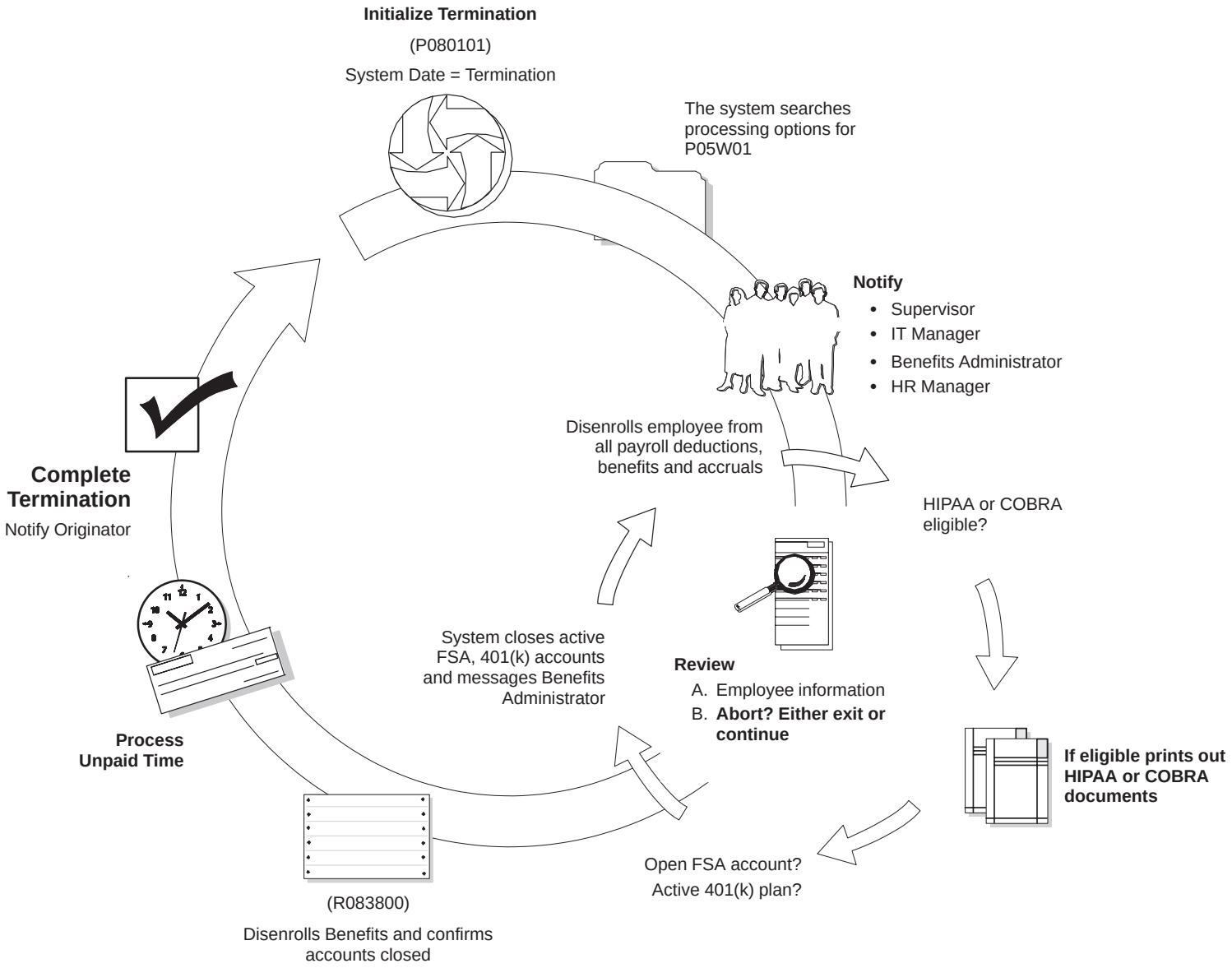
If you use Workflow to help terminate an employee, after you initiate the termination, Workflow completes the subsequent administrative tasks associated with terminations. Most tasks are dependent on how your system is set up. For example, Workflow electronically notifies one person or a group of people on a distribution list about a termination depending on how you define your notification process.

To complete a termination, after you initiate the termination, Workflow completes the following processes:

- ❑ Notifies the appropriate parties
- ❑ Reviews timecards and cleaning up benefits
- ❑ Approves the termination
- ❑ Processes the payment
- ❑ Completes the termination

The following graphic presents the process that Workflow completes after you initiate a termination:

Terminating an Employee Using Workflow



Notifying the Appropriate Parties

Workflow notifies a person or a group of people, as defined during set up, about a termination.

The following is an example of who Workflow might notify about a termination:

- The employee's immediate supervisors
- The IT manager
- The HR manager (to set up an exit interview)

Reviewing Timecards and Cleaning Up Benefits

Depending on which of the following items the system administrator set in the processing options for termination workflow (P05W01), Workflow searches for certain employee information and completes the following processes:

Pays vacation accrual	Pays out vacation and holiday accruals through time entry.
Pays sick accrual	Pays out sick accruals through time entry.
Sends time entry notifications	Sends the time entry records to the originator or the designated person. The time entry records might contain unpaid time.
Sends enrollment with eligibility	Informs the benefits administrator that the employee's FSA, RRSP, or 401K accounts are closing and then continues to close the account automatically with Batch Enrollment.
Sends batch enrollment	Sends Batch Enrollment that disenrolls the employee from all DBAs. A batch enrollment report confirms all actions.

Approving the Termination

If you are a supervisor or a manager who is responsible for approving terminations, you can approve a termination after receiving a termination message in your Workflow queue.

If Workflow is set up to pay sick time, vacation, or holiday accruals, or if the employee has unpaid time and unprocessed checks, Workflow sends a message to the originator's Workflow queue. When opening the Time Entry Workflow icon, the originator is prompted to review the employee's time entry record. The originator can approve or abort the termination process, or skip to time entry to review and adjust the employee's timecard.

Workflow sends an Enrollment with Eligibility form (P08334) to the benefits administrator confirming all the employee's benefits before the termination. If the employee has an active FSA, 401K, or RRSP account, Workflow informs the benefits administrator that the employee's FSA, 401K, or RRSP accounts are closing and then closes the account automatically using Batch Enrollment.

Batch Enrollment also disengages the employee's other benefits, deductions, and accruals. A Batch Enrollment report R083800 is created confirming all the actions and is sent to the benefits administrator.

Workflow also searches for the following employee information:

- Declining balance owed
- COBRA and HIPAA eligibility

If a declining balance is owed, the system creates a record in the Deduction/Benefit/Accrual Ledger table (F0609) so that the balance is deducted from the employee's last paycheck.

If the employee is eligible for HIPAA or COBRA benefits, Workflow creates a HIPAA or COBRA letter and sends the letter to the benefits administrator.

▶ To approve the termination

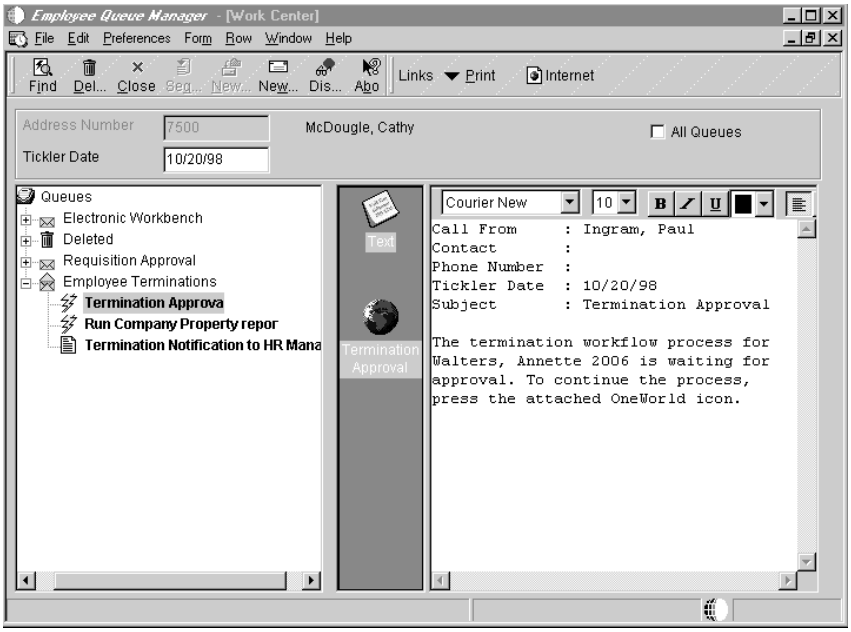
From the Workflow Management menu (G02), choose Employee Queue Manager.

On Work With Employee Queue Manager

1. Complete the following field:
   - Skip To Name
2. To narrow your search, complete one or more of the following fields and click Find:
   - Search Type
   - Code 1
   - Code 2
   - Code 3
   - Code 4

3. Choose a record and click Select.
4. On Work Center Queue, click the Employee Terminations icon in the left queue.

   The tasks that you need to accomplish to complete the termination appear under the icon.



5. Click Termination Approval and review the employee termination request in the right queue.
6. To approve or reject a termination request, click the OneWorld icon.
7. Click the Termination Approval icon in the right cue.
8. On Termination Approval, review the status of the following fields under the Status heading:

   - Unprocessed checks
   - Unpaid time
   - Unpaid Sick, Vacation, Holiday Accrual
   - Unpaid DBA's
   - Pre-Payroll Lockout

   The termination does not proceed until you respond to one of the following options under the Action heading:

   - Continue
   - Abort
   - Skip Time Entry
   - Wait for Payroll Lockout

If the Pre-Payroll Lockout field is marked, you might want to continue with the termination process, or wait until the payroll completes.

If you click Wait for Payroll Lockout, the system temporarily stops the termination process until a payroll completes. If you click Continue, the system continues the termination. If you click the Abort option, the Abort form appears. If you click Skip Time Entry, the employee's time entry record appears on the Time Entry Revisions form (W051131A).

9. If you click Wait for Payroll Lockout and then click OK, you might want to click the Reverify option at a later time to refresh the form and display any status changes.

   For example, if an employee is in a payroll lockout, you might click this option to verify whether the Pre-Payroll lockout status is still checked.

10. If you click Continue and then click OK, Workflow continues the termination process and processes a payment.

    See *Processing the Payment*.

11. If you click Abort and then click OK, the Abort form appears.
12. Click Abort to abort the termination process.
13. If you click Skip Time Entry and then click OK, the Time Entry Revisions form appears.
14. On Time Entry Revisions, make time entry adjustments and click OK.

Processing the Payment

After Workflow receives the originator's approval, the system sends the employee's timecard to payroll to create a payment for the employee. If there is a payroll lockout, the process is put on hold, a message is sent to the originator, and the payment is created after the payroll concludes.

The Employee Master table (F060116) is not updated until the time entry record has been approved. If no time entry record needs to be approved, the Employee Master is updated during the payroll process.

Completing the Termination

After Workflow processes a payment, if you have the following processing option set correctly in the processing options for termination workflow (P05W01), the system sends a message to the originator confirming the termination.

- Send Completion Messages

Working with Supplemental Data

Supplemental data consists of broad categories of information that you can define to accommodate your own unique business requirements. It can include detailed information about employees, such as their education or experience, or information unique to your business requirements, such as foreign languages spoken.

J.D. Edwards provides supplemental databases that you can use to track related types of supplemental data. The HR and Payroll Foundation system contains a supplemental database for each of the following:

- Employees (E)
- Jobs (J)
- Applicants (A)
- Requisitions (R)

When you set up your system, you define the types of supplemental information that you want to track in each of the supplemental databases. You can track different types of supplemental information for each database. For example, you might choose to track professional references for applicants but not for employees.

Working with supplemental data includes the following tasks:

- ❑ Entering supplemental data for employees
- ❑ Copying supplemental data
- ❑ Reviewing supplemental data for a specific employee
- ❑ Reviewing supplemental data by data type
- ❑ Working with multiskill search

Before You Begin

- ❑ Set up supplemental data. See *Setting Up Supplemental Data*.

Entering Supplemental Data for Employees

Supplemental data is any type of information that you want to track that is not already provided for by the system. Supplemental information is not required by the system.

For employees, typical types of supplemental data might include the following:

- Emergency contacts
- Job skills
- Foreign language competencies
- Work history

When you set up your system, you define the types of supplemental data (data types) that you want to track. For each data type, you define the format in which you want to track information. Valid formats include the following:

- Narrative
- Code
- Program

For narrative format data types, you enter free-form text. For code format data types, you enter values in predefined fields. When you enter values in code format, you can attach narrative information to it. Program format data types allow you to group programs in a manner that is convenient for you. For example, you can set up a program format data type that allows you to access Requisition Activity when you are entering supplemental data for applicants.

Entering supplemental data includes the following tasks:

- Entering supplemental data in code format
- Entering supplemental data in narrative format

Entering Supplemental Data in Code Format

When you enter supplemental data in code format, you enter values in predefined fields. For example, the form for entering job skills information might have fields for skill code, number of years of experience, and proficiency level.

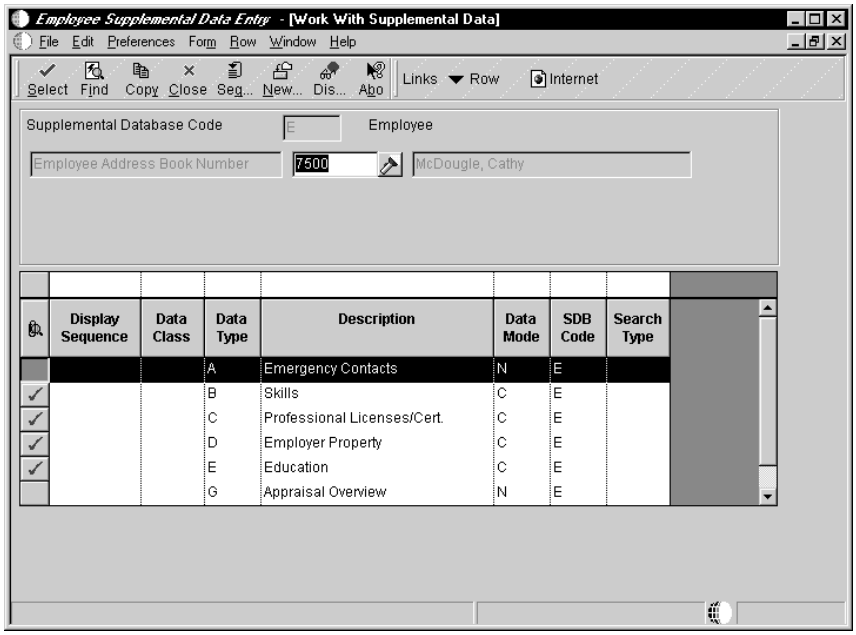
To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be defined in the associated user defined code table.

When you enter values in code format, you can attach narrative information to it.

▶ To enter supplemental data in code format

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

On Work With Supplemental Data

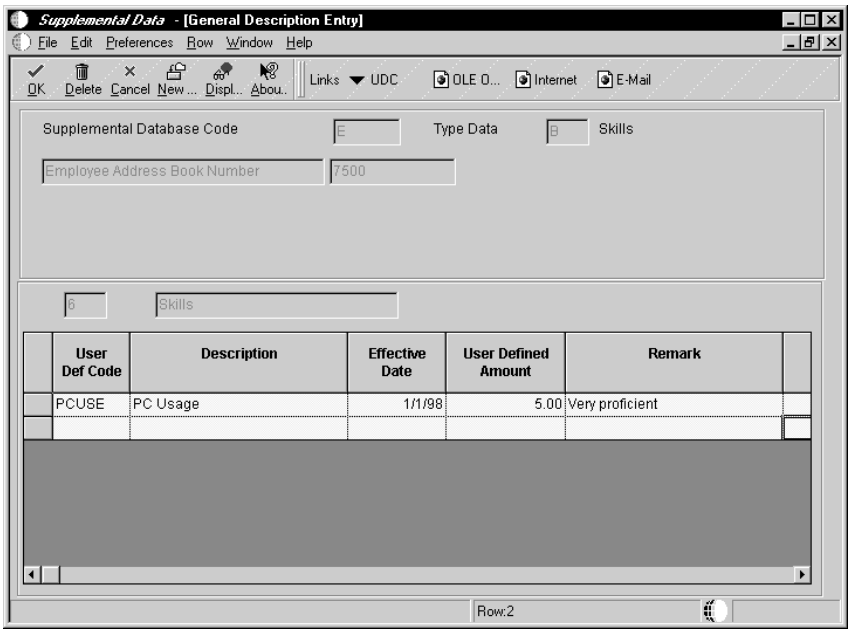


1. To locate the employee for whom you want to enter supplemental data, complete the following field and click Find:

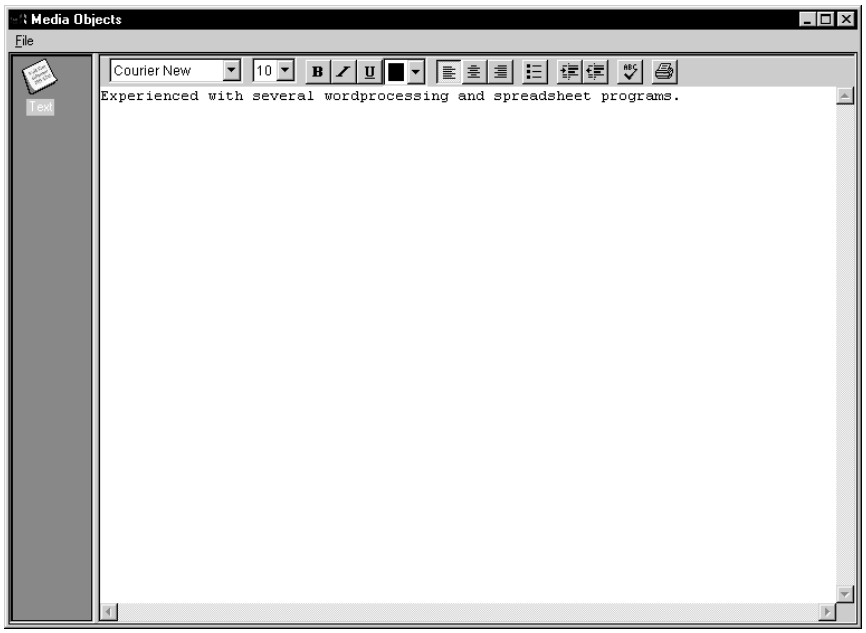
   - Address Number

   The system displays the available types of supplemental data. A check mark in the row header of a supplemental data type indicates that code format data already exists in that data type for the employee. A C in the Data Mode column indicates that the data type is in code format.

2. To determine whether narrative information is associated with a data type, move the cursor to the row header for that data type. If narrative information exists, a paper clip icon appears.
3. Choose a row in the detail area that contains a C in the Data Mode column and click Select.



4. On General Description Entry, complete the following fields:
   - User Def Code
   - Effective Date
5. Complete any of the fields that apply to this data type:
   - User Defined Amount
   - Remark
   - Remarks Line 2
   - User Defined Amount #2
   - Addl Date
   - Ending Date
   - User Def Days
6. To add additional information in narrative format, double click the row header.



7. On Media Objects, choose Add and then Text.
8. Enter the appropriate information and choose Save & Exit from the File menu.

   When General Description Entry reappears, a paper clip icon appears in the row header to indicate that an attachment exists for that data item.

Field	Explanation
User Def Code	This column contains a list of valid codes for a specific user defined code list.
Effective Date	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. . . . . . *Form-specific information* . . . . . . The date on which a supplemental data type takes effect. For example, if you are using supplemental data to track employees' professional licenses and certification, you can enter the expiration date of each license or certification.
User Defined Amount	A quantity that represents the statistical or measurable information related to the code that is defined for the data type. For example, if the data type relates to bid submittals codes, this field could be for bid amounts. Or, if the data type relates to Human Resources Benefits Administration, this field could be for the cost of election coverage. If the data type relates to bonuses, this could be the bonus amount.
Remark	A generic field that you use for a remark, description, name, or address.

Field	Explanation
Remarks Line 2	A generic field used for a remark, description, name, or address.
User Defined Amount #2	The 2nd Amount associated with the code defined for this Supplemental Data Type. For example, if you have a stock option plan, you could track the number of shares in Amount Number 1 and the “strike price” in Amount Number 2.
Addl Date	This is an additional date that may be used with supplemental data information. One use of this date may be as a verification date to show when the information was last reviewed and possibly updated.
Ending Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.
User Def Days	The days associated with the code defined for this supplemental data type. For example, engineering change order leadtime days.

Entering Supplemental Data in Narrative Format

When you enter supplemental data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee. For example, you might use narrative format for performance appraisal information.

▶ To enter supplemental data in narrative format

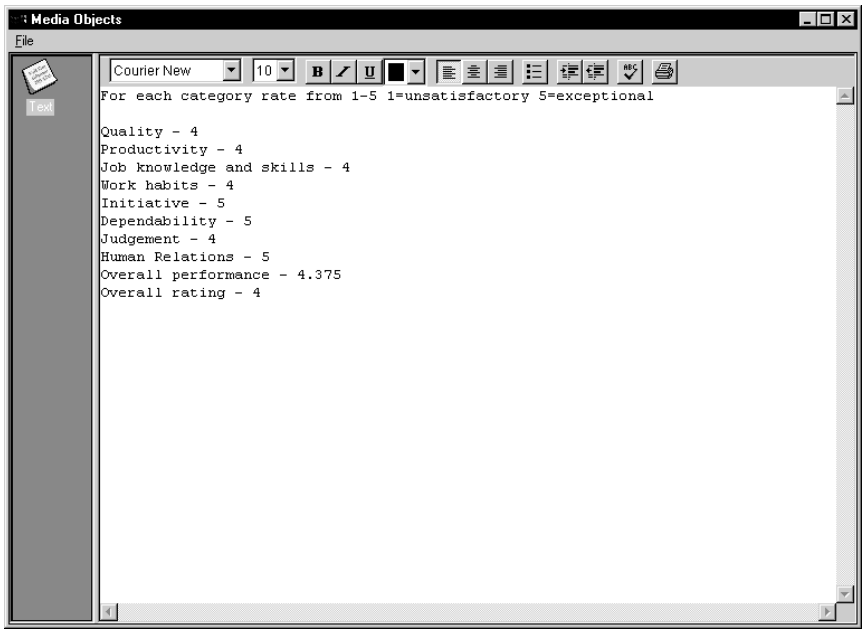
From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

On Work With Supplemental Data

1. To locate the employee for whom you want to enter supplemental data, complete the following field and click Find:
   - Address Number

   The system displays the available types of supplemental data. An N in the Data Mode column indicates that the data type is in narrative format.

2. To determine whether narrative information exists in a particular data type, choose the row in the detail area or move the cursor to its row header. If narrative information exists, a paper clip icon appears.
3. Choose a row in the detail area that contains an N in the Data Mode column and click Select.



4. On Media Objects, choose Add from the File menu and then choose Text.
5. Enter the appropriate information and choose Save & Exit from the File menu.

Processing Options for Work with Supplemental Data

```
Processing

      1.  Select the Supplemental                    _____________
      Database Code for the system you
      would like to create a central
      information index for.
      2.  Enter a '1' if the system                  _____________
      should not assign an ending
      effective date when the field is
      left blank.
```

Copying Supplemental Data

When you need to enter the same supplemental data for two or more employees, you can save time and reduce typing errors by copying information from one employee's supplemental data to another employee's record. You might do this when you need to enter very similar information for two employees. For example, when two employees have the same emergency contact, you can enter the emergency contact for one of the employees and then copy it to the other employee's record. After you copy supplemental data, you can revise it as necessary.

When you copy supplemental data, remember the following guidelines:

- You can copy supplemental data within the same database only. This means that you can copy data from one employee to another, but you cannot copy information from an applicant to an employee.
- You can copy code format information only. You cannot copy narrative text.
- You can copy information from one code-format data type to a different code-format data type. For example, if you have a code-format data type for skills and another code-format data type for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

Before You Begin

❑ Determine the employee number of the employee whose data you are copying and the employee to whom you are copying the data.

▶ To copy supplemental data

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

On Work With Supplemental Data

1. To locate the employee whose supplemental data you want to copy, complete the following field and click Find:
   - Address Number
2. In the detail area, choose the row that contains the information you need to copy and click Copy.
3. On General Description Entry, enter the address number of the employee record to which you are copying the supplemental data in the following field:
   - Address Number
4. Click OK.

Reviewing Supplemental Data for a Specific Employee

Use Supplemental Data Inquiry to review complete information for a specific employee. This program compiles all of an employee's supplemental information into an easy-to-read, resume-style format.

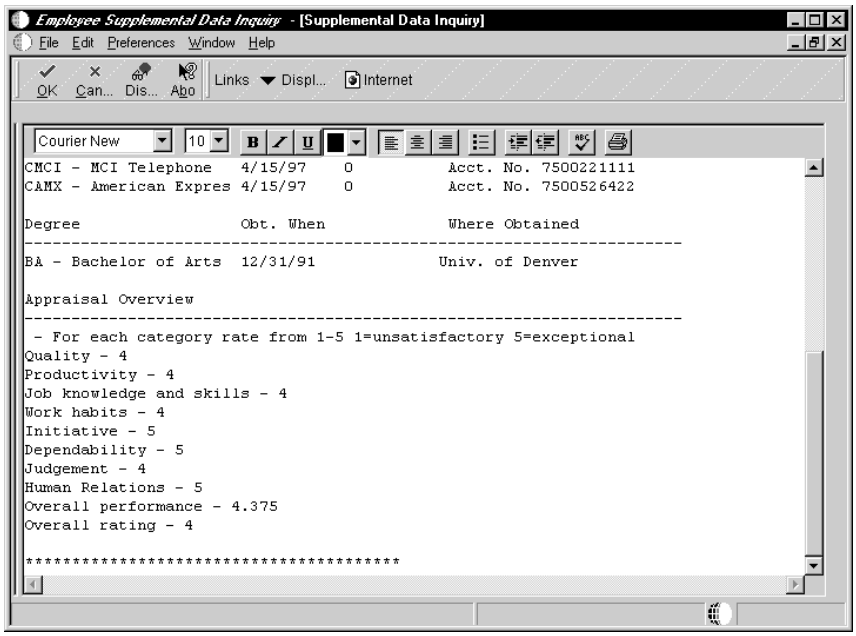
You can also print employee resumes for internal use.

▶ To review supplemental data for a specific employee

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Inquiry.

On Work With Employee Information

1. To locate the employee record, complete any of the following fields and click Find:
   - Employee No
   - Home Company
   - Home Business Unit
   - Active
   - Terminated
   - All
2. Choose the employee record and choose Supplemental Data Inquiry from the Row menu.



3. On Supplemental Data Inquiry, review the information.

Reviewing Supplemental Data by Data Type

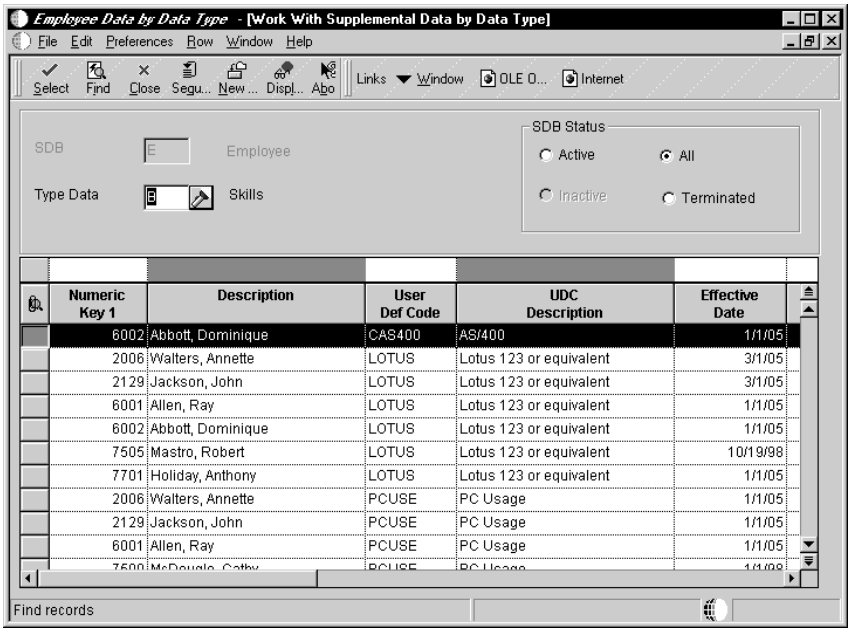
You can review all employees who have information entered for a specific data type. For example, you can review training supplemental information to identify employees

who have had management training. Or you can review professional licenses information to identify which employees need to renew their licenses within the next month.

▶ To review supplemental data by data type

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Data by Data Type.

On Work With Supplemental Data by Data Type



1. Complete the following fields to narrow your search:
   - Type Data
   - Active
   - All
   - Terminated
2. Click Find.

Working with Multiskill Search

You can search your supplemental database for records that meet criteria that you define. You typically use this type of search when you are looking for a person to fill a vacancy within your organization.

For example, you can search for all employees and applicants who meet the following criteria:

- Have an MBA degree
- Speak French
- Are certified public accountants
- Know RPG programming

When you perform the search, the system lists all of the people who meet the multiple criteria. You can enter up to 20 search criteria.

The criteria you enter can be based on either an AND condition or an OR condition. This means that you can search for people who meet either all of the criteria or some of the criteria. For example, you can search for people who meet the following criteria:

- Know C programming AND have a degree in either computer science or mathematics
- Have an MBA degree from any college OR a BA in business from Harvard

The system processes search criteria in the order in which you list them. When any of the criteria you specify are based on an OR condition, the order in which you enter the search criteria is important.

Example: Entering Search Criteria

Suppose that you are searching for people who know C programming and have a degree in either mathematics or computer science. To locate that group of people, enter the following search criteria in the order listed:

C programming

AND

Degree in computer science

OR

C programming

AND

Degree in mathematics

To locate the people who meet this search criteria, the system completes the following steps:

1. Locates the people who know C programming. (For demonstration purposes, call this group of people group A.)

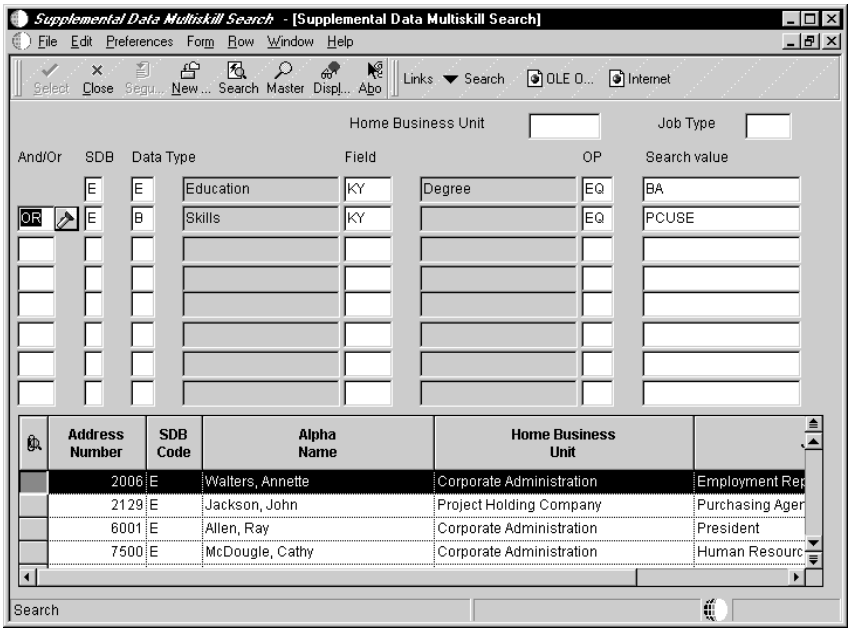
2. Searches group A for people who have degrees in computer science. (Call these people group B.)
3. Searches group A for people who have degrees in mathematics. (Call these people group C.)

The result of the search is the total of the people in groups B and C.

▶ To work with multiskill search

From the Employee Supplemental Data menu (G05BSDE1), choose Supplemental Data Multiskill Search.

On Supplemental Data Multiskill Search



1. To limit the search, complete the following optional fields:
   - Home Business Unit
   - Job Type
2. To enter the search criteria, complete the following fields and click Search:
   - And/Or
   - SDB
   - Data Type
   - Field
   - OP
   - Search value

Field	Explanation
And/Or	A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition. . . . . . *Form-specific information* . . . . . . For example, to identify employees who are either CPAs or who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by entering Or in the And/Or field of the second line. As another example, to identify employees who are both CPAs and who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by typing And in the And/Or field of the second line. To search for applicants who speak Spanish and German, enter Spanish as the first search value, German as the second search value, then enter And in this field. To search for applicants who speak Spanish or German, enter Spanish as the first search value, German as the second search value, then enter Or in this field.
SDB	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Data Type	The type of data from the supplemental database that the system uses in a multiple information search.
Field	A code that indicates which data item within the data type is to be included in the multiskill search.
OP	A code that identifies the operands in Boolean logic. You can specify any of the following codes: EQ Equal to LT Less than LE Less than or equal to GT Greater than GE Greater than or equal to NE Not equal to NL Not less than NG Not greater than

Field	Explanation
Search value	You must enter a search value based on the data you entered in the profile for the selected field. This field is case sensitive. For example, assume that you want to search for the word Active. If the data was originally entered into the database as Active, then you must enter the value into the search field as Active. Do not enter ACTIVE or active. You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example: • BA% displays all words that begin with the letters B and A, such as bamboo and bachelor. • %ing displays all words that end with ing. • %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor.

Understanding Parent/Child Relationships

To provide executives and managers with a summary of the reporting relationships within your organization, you can define an organizational structure. An organizational structure shows the flow of information within your organization. The organizational structure that you define can vary from business to business, or even from department to department within your business.

You can use an organizational structure to show reporting relationships among employees and supervisors. These relationships are called parent/child relationships.

You can define two types of parent/child relationships:

- A relationship in which an employee address can appear multiple times
- A relationship in which an employee address can appear only once

After you define a parent/child relationship, you can periodically review and revise that relationship to reflect staff additions or turnover.

See Also

- *Creating Parent/Child Relationships by Employee*
- If you have the Human Resources system, you can also define parent/child relationships by position. See *Working with Parent/Child Relationships by Position* in the *Human Resources Guide*.

Creating Parent/Child Relationships by Employee

When you define organizational structures, you create hierarchies of relationships between parents and children. For example, a large business might have headquarters in one city and several regional offices, which are subsidiaries of the headquarters. You can define an organizational structure in which you set up the regional offices as children, or subsidiary business units, of the headquarters. The regional offices can in turn be parents, or higher-level business units, of local offices. For each office you can set up an organizational structure by employee, with upper-level managers as parents of mid-level managers, and mid-level managers as parents of employees.

Each employee can have only one immediate supervisor. The system prevents you from entering a manager as a subordinate of an employee.

You use one of the following modes to define an organizational structure by employee:

- Enter child positions for a higher-level parent
- Enter a parent position for subordinate child positions

After you create parent/child relationships, you can revise these relationships as necessary to reflect changes within your organization.

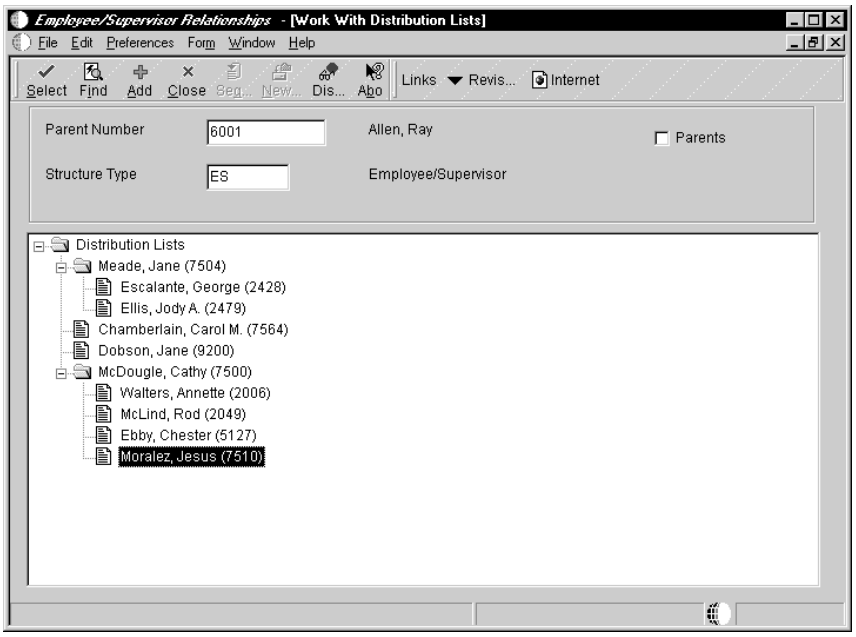
Before You Begin

❑ Set up parent/child structure types in user defined code table 01/TS. See *Setting Up User Defined Codes*.

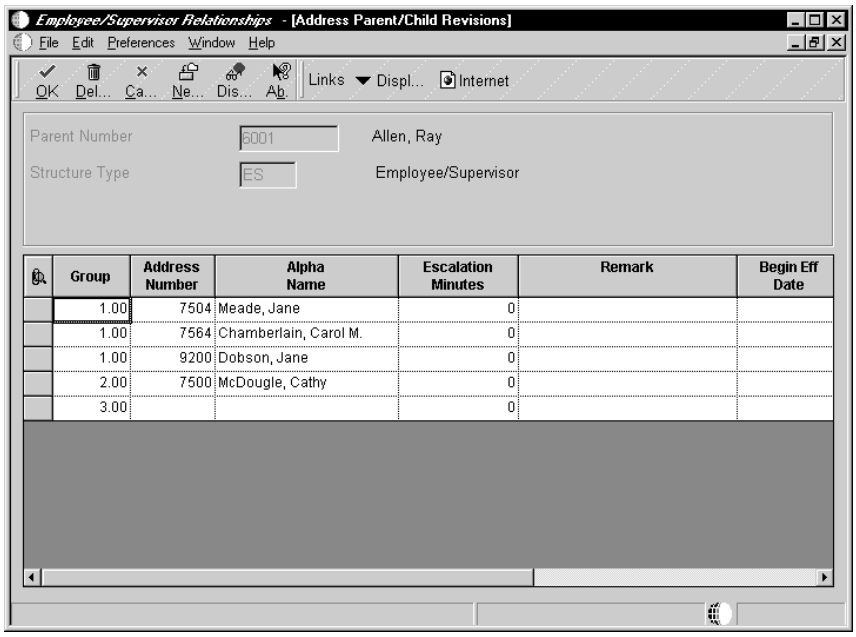
To create parent/child relationships by employee

From the Employee Management menu (G05BE1), choose Employee/Supervisor Relationships.

On Work With Distribution Lists



1. To review existing parent/child relationships, complete the following field and click Find:
   - Parent Number
2. To create a new parent/child relationship, click Add.



3. On Address Parent/Child Revisions, complete the following fields:
    - Parent Number
    - Structure Type
    - Address Number
4. Complete the following optional fields and click OK:
    - Remark
    - Beg Eff Date
    - End Eff Date

Field	Explanation
Parent Number	The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries to parent companies • Branches to a home office • Job sites to a general contractor If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes. . . . . . *Form-specific information* . . . . . . The Address Book number of the primary level in a heirarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.
Structure Type	A user defined code (01/TS) that identifies a type of organizational structure with its own hierarchy in the Address Book system (for example, Accounts Receivable or e-mail). When you create a parent/child relationship for a customer or supplier, the structure type must be blank. . . . . . *Form-specific information* . . . . . . Identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for e-mail.
Remark	A generic field that you use for a remark, description, name, or address.
Begin Eff Date	The date on which the address book record will appear in the structure. The Beginning Effective Date field will prevent the address number from occurring in the structure until the beginning effective date is the same as the current date. If left blank, the address number will always occur in a structure unless there is an ending effective date.
End Eff Date	The date on which the address book record will cease to exist in the structure.

Processing Options for Address Parent/Child Revisions

```
Process

      1.)  Enter a '1' to display                    _____________
      workflow information.
```

Processing Options for Parent/Child Relationships

Defaults

1.) Enter the default Structure Type _____

2.) Enter the Version of Organizational Structure Revisions to call. If left blank version ZJDE0001 will be used. _____

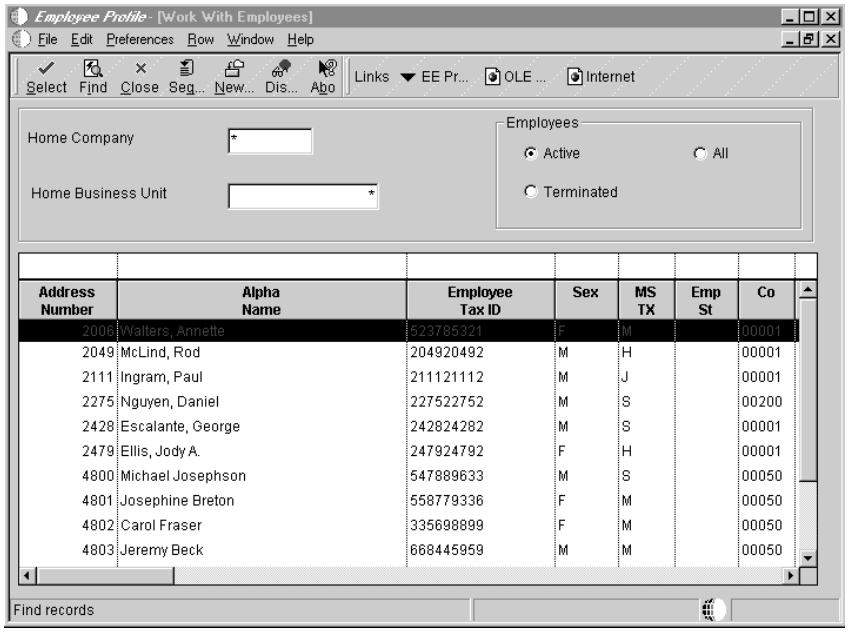
Reviewing Employee Information

Reviewing employee information is a necessary task for Human Resources personnel. The Employee Profile program centralizes employee information to a few inquiry-only forms. Locating information with Employee Profile is a quick way to locate an employee's personal, company, job, and history information.

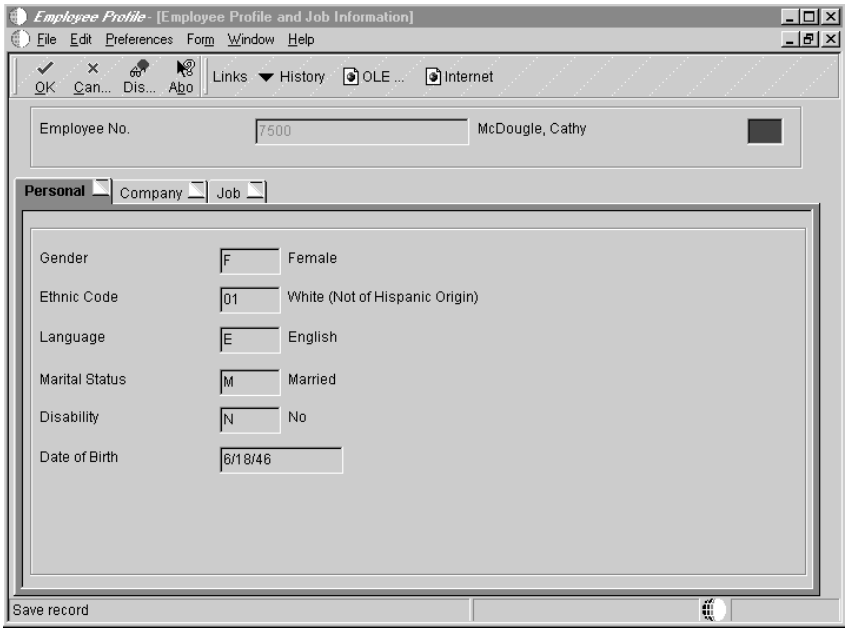
▶ To review employee information

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

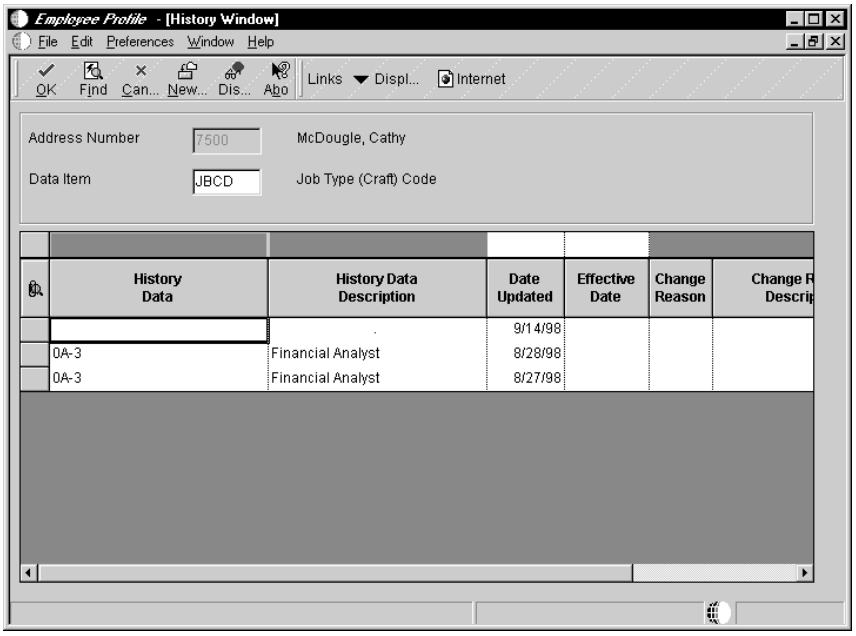
On Work with Employees



1. To narrow your search for selecting an employee, choose an option in the Employees area, complete the following optional fields, and click Find:
   - Home Company
   - Home Business Unit
2. Choose an employee record and click Select.



3. On Employee Profile and Job Information, review employee information under the Personal, Company, and Job tabs.
4. To access history information for any field, move the cursor to any field and choose History from the Form menu.



5. On History Window, review history for the data item.

Running Employee Reports

You can run an employee master report to review the most recent changes made to the employee master record.

You can run supplemental data reports to review the auxiliary information associated with your employees. You can review this information by individual employee, all employees, and supplemental data type.

Running employee reports consists of the following tasks:

- ❑ Running Employee Master reports
- ❑ Running employee supplemental data reports

Running Employee Master Reports

Running the employee master reports allows you to review the accuracy of employee information recently entered in the Payroll system. Running employee master reports consists of the following tasks:

- ❑ Running the Employee Roster report
- ❑ Running the Employee Roster with Rate report
- ❑ Running the Update Employee Master Age report

Running the Employee Roster Report

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

The Employee Roster report lists all or selected groups of employees entered in the Payroll system. You run this report to verify that the following employee information has been entered correctly:

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation

- Federal and state tax exemption
- Job type and job step
- Pay status
- EEO status

See Also

- R064011, *Employee Roster* in the *Reports Guide* for a report sample

Processing Options for Employee Roster

```
Address

      1. Enter '1' to print address                    _____
      information
```

Running the Employee Roster with Rate Report

From the Employee Management menu (G05BE1), choose Employee Roster with Rate.

The Employee Roster with Rate report contains the same information as the Employee Roster report in addition to the following information:

- Salary amounts
- Person who last changed the payroll data and the date that the change occurred
- Work and residence tax areas
- Employment status
- Termination/change status
- Contract employee information
- Earned income credit status
- Residence status
- Tax method
- Pay frequency and class
- FLSA (Fair Labor Standards Act) exemption status

See Also

- R064021, *Employee Roster with Rate* in the *Reports Guide* for a report sample

Processing Options for Employee Roster with Rate Report

```
Employee No

      1. Enter 'A' to print Address Book
      number, 'S' for Social Security
      number or 'O' for Third number
```

Running the Update Employee Master Age Report

From the Employee Advanced and Technical Operational menu (G05BE3), choose Update Employee Master Age as of.

The Update Employee Master Age Report updates each employee's age in the Employee Age field on the Personal form (W0801EMPD). The system calculates the new value based on each employee's Date of Birth value and the date specified in your processing options.

See Also

- R083495, *Update EE Master Age as of* in the *Reports Guide* for a report sample

Processing Options for PO Update EE Master Age as of Date

```
Date:

      1. Enter the as of date to be used
      when calculating employees age.
```

Running Employee Supplemental Data Reports

You can run reports to review employee supplemental information in the following ways:

- As an individual employee summary
- As a summary of all your employees and their related profile data
- By supplemental data type

Running employee supplemental reports consists of the following tasks:

❑ Running the Employee Supplemental Data report

❑ Running the Employee Data by Data Type report

Running the Employee Supplemental Data Report

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Report.

To review complete supplemental information for one or more employees, run the Employee Supplemental Data report. This report compiles all of an employee's supplemental information into an easy-to-read, resume-style format.

The report includes a summary of data stored in the following tables for each of the employees that you select:

- HRM Supplemental Data Types (F08090)
- Human Resources User Defined Codes (F08092)
- Human Resources General Description-Narration (F08093)
- Employee Master (F060116)

The information that prints on this report is the same information that you can review on Employee Supplemental Data Inquiry (P0801).

You can list employees alphabetically by last name or numerically by employee number.

See Also

- R080410A, *Employee Supplemental Data* in the *Reports Guide* for a report sample

Processing Options for Employee Supplemental Data

```
Cover Page

      1. Print Cover Page (Y/N)                          _____
      2. Print Instructions (Y/N)                        _____

Form Options

      1. Form Type                                       _____
      2. Max Form Width                                  _____
      3. Max Form Length                                 _____
      4. Location of Page Overflow                       _____

Printer Option

      1. Print Queue                                     _____
      2. Hide in Print Queue (Y/N/S/T)                   _____
      3. Lines/Inch                                      _____
      4. Char./Inch                                      _____
      5. Number of Report Copies                         _____

Processing

      1. Enter a '1' if you wish to                      _____
      bypass printing the Tax ID.
      (Default of blank will print the
      number.)
      2. Enter a '1' if you wish to                      _____
      bypass printing the Asking Salary.
      (Default of blank will print the
      number.)
      3. Enter a '1' if you wish to                      _____
      bypass printing any extended
      narrative associated with the
      data.
```

Running the Employee Data by Data Type Report

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Data by Data Type Report.

Run the Employee Data by Data Type report to review all employees who have information in a particular supplemental data type category, such as language skills. The information that prints on this report is the same information that you can review online using Employee Supplemental Data Entry (P00092).

You can list employees alphabetically by last name or numerically by employee number.

This report includes a summary of data as it applies to certain employees from the following tables:

- Supplemental Database Data Type (F00091)
- Supplemental Data (F00092)
- Employee Master (F060116)

See Also

- R080400, *Employee Data by Data Type* in the *Reports Guide* for a report sample

Processing Options for Employee Data by Data Type Report

Narrative

1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text. _____

Running Equal Employment Opportunity Reports

You can run equal employment opportunity reports to obtain EEO statistics to send to the Equal Employment Opportunity Commission (EEOC). You can also use these reports to review the statistics for use within your company.

Running Equal Employment Opportunity reports consists of the following tasks:

- ❑ Working with the EEO-1 Employment Data report
- ❑ Working with the EEO-4 Annual Report
- ❑ Running the EEO Staff Utilization report
- ❑ Running the Workforce Analysis report
- ❑ Running the Veterans Employment (VETS-100) report
- ❑ Running the Affirmative Action Exception report
- ❑ Running the Hired Applicants by EEO Job Category report
- ❑ Running the Applicant Flow Analysis report
- ❑ Running the Adverse Impact Analysis report

These reports meet the EEOC reporting specifications and requirements.

Before You Begin

- ❑ Verify that your EEO job categories in user defined code list 06/J are set up correctly

Working with the EEO-1 Employment Data Report

Run the EEO-1 Employment Data report to verify that you are in compliance with the EEOC nondiscrimination requirements for private employers. You must use data from the months of July through September. The EEOC also requires reporting totals from the prior year.

This report separates employees into the standard EEO job categories and then sorts employees by EEO ethnic codes and gender. The total for each job category is

calculated and printed, as is the total for each home company or home business unit. The report starts a new page and prints totals for each new company.

You need to enter reporting information only for the first EE0-1 filing year that you are using the J.D. Edwards HR and Payroll Foundation system. The system stores the required values in the Annual Data table (F05850) to report on the following year's EE0-1 report. When you run the report, the system lists the prior year's reporting information and also calculates the current year's gender and ethnicity totals.

You can set up your processing options to print an EEO-1 report for establishments with 50 or fewer employees.

Working with the EEO-1 Employment Data report consists of the following tasks:

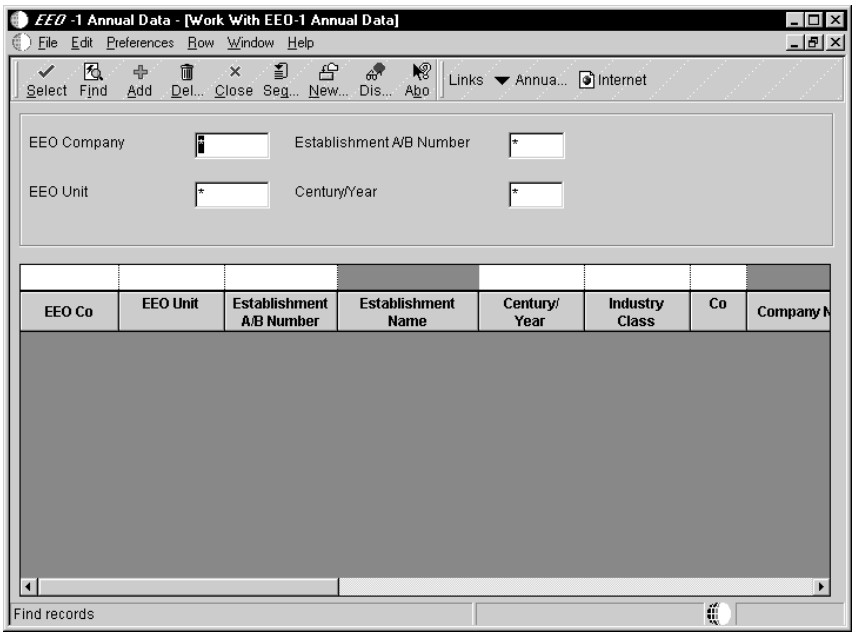
- Entering EEO-1 information
- Running the EEO-1 Employment Data report

▶ To enter EEO-1 information

From the Government Reporting menu (G05BG), choose EEO-1 Annual Data.

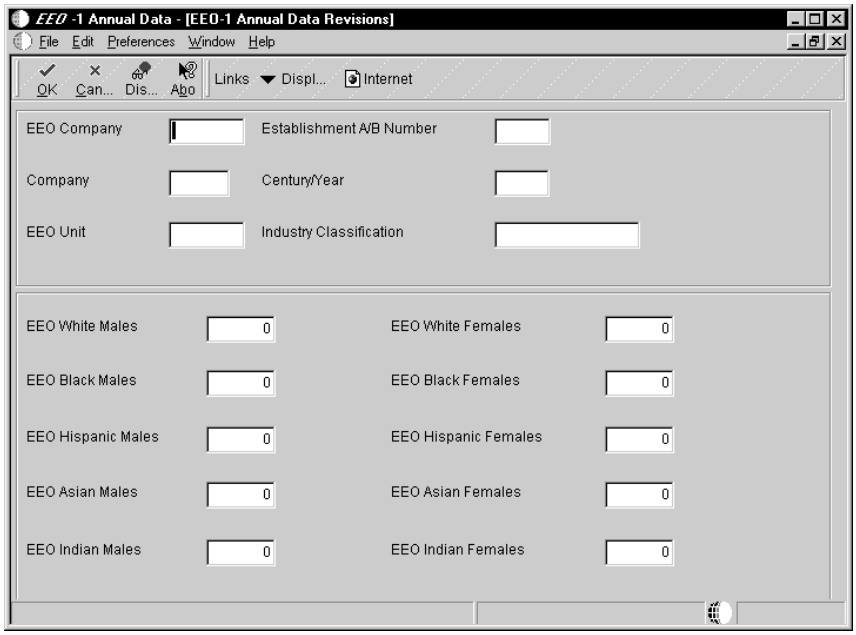
Perform this task only if this is the first time you are running a OneWorld EEO-1 report or you need to revise company information for the EEO-1 report.

On Work With EE0-1 Annual Data



1. Complete the following fields and click Add:
    - EEO Company

- Address Number
- Century/Year



2. On EE0-1 Annual Data Revisions, type the current year values in the following fields and click OK:
   - Company
   - EEO Unit
   - Industry Classification
   - EEO White Males
   - EEO Black Males
   - EEO Hispanic Males
   - EEO Asian Males
   - EEO Indian Males
   - EEO White Females
   - EEO Black Females
   - EEO Hispanic Females
   - EEO Asian Females
   - EEO Indian Females

After you enter the required EEO-1 information, run the EEO-1 report.

Field	Explanation
EEO Company	A code assigned by the U.S. Equal Employment Opportunity Commission (EEOC) that identifies a specific organization, fund, entity, and so on. The code is used for government reports, such as EEO-1.
Century/Year	The applicable year, including the century.
Co	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. 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.
EEO Unit	A code assigned by the U.S. Equal Employment Opportunity Commission (EEOC) that identifies a specific business unit, location, establishment, and so on. The code is used for government reports, such as EEO-1.
Industry Class	A code that classifies goods and services. This code can be in the format of any one of the following systems of classification: Standard industrial code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits. Harmonized system (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. Standard industrial trade classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.
EEO White Males	An amount that represents the number of white males employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Black Males	An amount that represents the number of black males employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Hispanic Males	An amount that represents the number of Hispanic males employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.

Field	Explanation
EEO Asian Males	An amount that represents the number of Asian males employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Indian Males	An amount that represents the number of Indian males employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO White Females	An amount that represents the number of white females employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Black Females	An amount that represents the number of black females employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Hispanic Females	An amount that represents the number of Hispanic females employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Asian Females	An amount that represents the number of Asian females employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.
EEO Indian Females	An amount that represents the number of Indian females employed by a business unit, establishment, etc. during a date range. The number is used for government reports, such as EEO-1.

Running the EE0-1 Employment Data Report

From the Government Reporting menu (G05BG), choose EEO-1 Annual Report.

When you run an EEO-1 report, the Annual Data table (F05850) updates the report with the prior year's information and calculates gender and ethnicity information for the current year.

If you use the J.D. Edwards Payroll system, the system verifies whether an employee should be included in the report by validating paycheck dates from the Pay Check History Summary table (F06156) against the reporting dates as defined in the processing options. If you do not use the J.D. Edwards Payroll system, the system verifies the employee from individual employment dates in the Employee Master table (F060116).

If the system finds that an employee was paid during the reporting dates, the employee is automatically included in the report, provided that the employee has a record of an EEO code, gender, and ethnicity in the Employee Master table (F060116).

See Also

- R058515, *EEO-1 Employment Data* in the *Reports Guide* for a report sample

Processing Options for EEO–1 Report

General

1. Report begin date. _____
2. Report end date. _____
3. Report type _____
4. Number of establishments. _____
5. Parent company employs 100+. _____
6. Affiliated with other establishment employing 100+. _____
7. Involved in government contracts. _____
8. Employ apprentice(s). _____
9. Report page number. _____

Company

1. Parent company. _____
2. Establishment's address book number. _____
3. EEOC assigned company number. _____
4. EEOC assigned unit number. _____
5. Standard Industrial Classification (SIC) code. _____
6. Dunn and Bradstreet number. _____

Certification

1. Certifier's address book number. _____
2. Certifier's official title. _____
3. Contact's address book number. _____
4. Contact's official title. _____
5. Use establishment address for contact's address. _____
6. Contact's area code and phone number. _____
7. Contact's phone extension. _____

Information

1. Report establishment information – line 1. _____
2. Report establishment information – line 2. _____
3. Report establishment information – line 3. _____
4. Report establishment information – line 4. _____

Working with the EEO-4 Annual Report

Run the EE0-4 report every odd-numbered year if you are a state or local government to verify your compliance with EEOC nondiscrimination requirements. State and local government employers are required to file an EEO-4 report biennially, using data from the fiscal year July 1 through June 30.

This five-page report separates employees into the standard EEO job categories and then sorts employees by EEO ethnic codes and salary ranges by gender. The total for each job category is calculated and printed, as is the total for each home company or home business unit. The report prints totals by job description and company for full-time employees.

For releases prior to B73.3, if you are a public sector employer, you first need to run the EEO Conversion report (R058510) so that the system converts the private sector EEO job category codes to public sector EEO job category codes. Because public sector EEO job category codes were not included in the user defined code list 06/J for OneWorld releases prior to B73.3, you need to run this report only once unless you need to convert codes back to private sector codes in the future. You can convert up to ten codes.

Information for this report is based on the Employee Master table (F060116). User defined codes 06/J, used for EEO-4 reporting, are hard-coded and should not be changed.

Working with the EEO-4 annual report consists of the following tasks:

- Running the EEO Code Conversion
- Running the EEO-4 Annual Report

Running the EEO Code Conversion

For releases prior to B73.3, if you are a public sector employer, you first need to run the EEO Conversion report (R058510) so that the system converts the private sector EEO job category codes to public sector EEO job category codes.

From the Job Specifications Setup menu (G05BJ4), choose EEO Code Conversion.

Processing Options for EEO Code Conversion

General

1. Print report. _____
2. Update Employee Master (F060116) table. _____
3. Blank “existing” code is valid. _____

EEO Codes

1. Existing EEO code and replacement code. _____ _____

2. Existing EEO code and replacement code. _____ _____

3. Existing EEO code and replacement code. _____ _____

4. Existing EEO code and replacement code. _____ _____

5. Existing EEO code and replacement code. _____ _____

6. Existing EEO code and replacement code. _____ _____

7. Existing EEO code and replacement code. _____ _____

8. Existing EEO code and replacement code. _____ _____

9. Existing EEO code and replacement code. _____ _____

10. Existing EEO code and replacement code. _____ _____

Running the EEO-4 Annual Report

From the Government Reporting menu (G05BG), choose EEO-4 Annual Report.

See Also

- R058514, *EEO-4 Annual* in the *Reports Guide* for a report sample

Processing Options for EEO–4 Report

General

1. Report begin date. _____
2. Report end date. _____
3. Company number. _____
4. EEOC control number. _____
5. Report function(s). _____
6. Full-time status code(s). _____
7. Beginning page number. _____

Certification

1. Certifier's address book number. _____
2. Certifier's official title. _____
3. Contact's address book number. _____
4. Contact's offical title. _____
5. Use company address for contact's address. _____
6. Contact's area code and phone number. _____

Running the EEO Staff Utilization Report

From the Government Reporting menu (G05BG), choose Advanced Technical Operations. From the Advanced Technical Operations menu (G05BE3), choose EEO Staff Utilization Report Processing.

Run this report to review the number of hours employees worked by ethnic group for each job category. If an employee works in different job categories, the employee appears twice on the report with the hours worked for each job category. For example, an employee appears twice on the report if he works ten hours for job category A and thirty hours for job category B.

The system uses the Employee Master table (F060116) and the Employee Transaction History table (F0618) to compile the information. The types of information that the report creates for each job category are as follows:

- Hours worked by females
- Hours worked by males
- Total hours
- Total employees
- Male employees
- Female employees
- Totals for all job categories

See Also

- R068910, *EEO Staff Utilization* in the *Reports Guide* for a report sample

Processing Options for EEO Staff Utilization Report

```
EEO Staff

      1.  From Date:                                  _____________
      2.  To Date:                                    _____________
      3.  Non-Ethnic Code:                            _____________
      4.  Business Unit:                              _____________
```

Running the Workforce Analysis Report

From the Government Reporting menu (G05BG), choose Workforce Analysis Report.

Run this report to review a summary of employees by gender, ethnic code, job type, and job step for each home business unit within the home company. You can select any extra data items in the Employee Master table (F060116) that you would like to review in the report.

The processing options for this report allow you to include or not include white females as nonethnic employees. The system automatically locates job descriptions from the Job Master table (F08001) unless you set up your processing options otherwise.

The data that appear in the report columns are as follows:

- Job Type
- Job Description
- Job Step
- EEO Job Category
- Pay Grade
- Pay Grade Step
- Total employees and total ethnic employees
- Total male employees by ethnic code
- Total female employees by ethnic code

If there are active employees that do not fall under the minority codes 01–05 (White, Black, Hispanic, Asian, and American Indian) from user defined code list 06/M, a Workforce Analysis Exception report (R080435A) is automatically generated after the Workforce Analysis report. The exception report lists the Address Book Number, EEO Minority, Home Business Unit, and the Employee Name.

See Also

- R080435, *Workforce Analysis* in the *Reports Guide* for a report sample

Processing Options for Workforce Analysis Report

```
Process

1. Ethnic Employees      1 = White
    female is non-ethnic employee      0
    = White female is ethnic employee
        0 = White female is ethnic
    employee
```

Running the Veterans Employment (VETS-100) Report

From the Government Reporting menu (G05BG), choose Veteran Employment (VETS-100).

Run this report to review employees in each EEO job category per home company and home business unit who are disabled veterans or Vietnam veterans. The report also singles out new hires, or those employees who were hired during the report period that you have specified in your processing options.

The following table contains information about the totals in the report columns:

Totals in the Employee column	This column includes only employees with a start date before or during the specified reporting period and who remained active for the specified reporting period. It does not include employees terminated during the reporting period.
Totals in the New Hire column	This column includes only employees with a start date during the specified reporting period, regardless of whether these new hires were also terminated within the reporting period. Employees who are hired during the reporting period and are still active employees appear in both the New Hire and the Employees columns.
Totals in the Special Disabled Veterans columns	This column includes only employees with a Yes (Y) value in the Disabled Vet field in the Employee Master table (F060116). Disabled veterans who are either employees or new hires have separate columns on the report.
Totals in the Vietnam Era Veterans column	This column includes only employees with a Veteran (V) status in the Veteran field in the Employee Master table.
Totals in the Total Both Veterans and Non-Veterans column	This column includes the total number of employees in the specified EEO Job Category, Home Business Unit, and Home company regardless of their veteran status.

See Also

- R080434, *Veterans Employment (VETS-100)* in the *Reports Guide* for a report sample

Processing Options for Veterans Employment Report (VETS–100)

Defaults

1. Begining Date

_____

2. Ending Date

_____

3. Dunn && Bradstreet ID

_____

Running the Affirmative Action Exception Report

From the Government Reporting menu (G05BG), choose Affirmative Action Exception Report.

Run this report before you run the Hired Applicants by EEO Job report, the Applicant Flow Analysis report, or the Adverse Impact Analysis report. This report lists applicants with missing values in any of the following fields:

- EEO Job Category (from user defined code list (06/J)
- Home Business Unit
- Gender
- Ethnic Code (a code other than user defined codes 01–05 from 06/M)

After reviewing this report, you can correct or enter data in the system for the applicants listed and then run any EEO applicant report. This report helps you increase the accuracy of all your applicant EEO reports.

You can set up a processing option to specify the reporting date ranges. This report is based on information in the Applicant Master table (F08401).

See Also

- R084422, *Affirmative Action Exception* in the *Reports Guide* for a report sample

Processing Options for Affirmative Action Exception Report

```
Defaults

      1)  Beginning Effective Date                    _____________
      A Specific Date       Blank =
      January 1, of the current year
           Blank = January 1, of the
      current year
      2)  Ending Effective Date                       _____________
      A Specific Date       Blank =
      System Date
           Blank = System Date
```

Running the Hired Applicants by EEO Job Category Report

From Government Reporting menu (G05BG), choose Hired Applicants by EEO Job Category.

This report shows how your organization is performing as an equal opportunity employer. Although the report is primarily used as an internal reference, it can be used for governmental reporting. Applicants by gender and ethnicity are reported within each job category. The report also distinguishes between applicants and applicants who were hired.

Processing options allow you to specify the report date range and whether you want the report to display the summary data and totals by EEO job category (06/M) or just the totals. You can also specify whether you want the report to total by each home business unit or by a different structure type.

An applicant is reported as a hired applicant when the system finds that the applicant's date started in the Employee Master table (F060116) is greater than the applicant date found in the Applicant Master table (F008401) and that it is between the date ranges specified in your processing options.

If the applicant was hired, the employee's original home business unit is used for reporting. Otherwise, the applicant's home business unit is used.

Before You Begin

- ❑ Run the Applicant EEO Exception report and correct or enter data for the applicants listed on the report. See *Running the Affirmative Action Exception Report.*

See Also

- R084400, *Hired Applicants by EEO Job Category* in the *Reports Guide* for a report sample

Processing Options for Hired Applicants by EEO Job Category

```
Defaults

      1. Beginning Effective Date:                    _____________
      Blank = Default the first day of
      the                   current
      year.
      2.  Ending Effective Date:                      _____________
      Blank = Default the current date.
      date.

Display

      1. Organization Type Structure:                 _____________
      Required field.
      2. Parent Business Unit:                        _____________
      3. Display report totals only:                  _____________
      0 = Display report totals and
      summary            counts.      1
      = Display report totals only.
          1 = Display report totals
      only.
```

Running the Applicant Flow Analysis Report

From the Government Reporting menu (G05BG), choose Applicant Flow Analysis.

Run this report to review the number of applicants in each EEO job category by ethnicity and gender who have received offers, been hired, or been rejected.

This report shows how your organization is performing as an equal opportunity employer. Although the report is primarily used as an internal reference, it can be used for governmental reporting.

Processing options allow you to specify date ranges and whether you want the report to display the summary data and totals by EEO job category (06/M) or just the totals. You can also specify whether you want the report to total by each home business unit or by a different structure type.

An applicant is reported as hired when the system finds that the applicant's date started in the Employee Master table (F060116) is greater than the applicant date found in the Applicant Master table (F008401) and that it is between the date ranges specified in your processing options.

Before You Begin

❑ Run the Applicant EEO Exception report and correct or enter data for the applicants printed on the report. See *Running the Affirmative Action Exception Report.*

See Also

- R084411, *Applicant Flow Analysis* in the *Reports Guide* for a report sample

Processing Options for Applicant Flow Analysis

```
Defaults

      1)  Beginning Effective Date                    _____________
      A Specific Date       Blank =
      January 1, of the current year
           Blank = January 1, of the
      current year
      2)  Ending Effective Date                       _____________
      A Specific Date       Blank =
      System Date
           Blank = System Date

Range of Applicant Status Codes

      3)  Offers From Status         A                _____________
      Specific Applicant Status
           A Specific Applicant Status
      4)  Offers Thru Status         A                _____________
      Specific Applicant Status
           A Specific Applicant Status

      5)  Rejections From Status                      _____________
      A Specific Applicant Status
           A Specific Applicant Status
      6)  Rejections Thru Status                      _____________
      A Specific Applicant Status
           A Specific Applicant Status

Display

      1)  Organization Type Structure                 _____________
      A valid code       (Required)
           A valid code
           (Required)
      2)  Parent Business Unit         A              _____________
      valid code       (Required)
           A valid code
           (Required)
      3)  Job Cateogory and Total                     _____________
      0 = Summary Counts by Job Category
      and Totals       1 = Totals
      Category           and Totals
           1 = Totals
```

Running the Adverse Impact Analysis Report

From the Government Reporting menu (G05BG), choose Adverse Impact Analysis.

Run this report to review the number of male, female, and ethnic applicants for each EEO job category against those applicants who were hired. Because this report is divided into male, female, and ethnic group, an applicant can be counted in more than one group. For example, a Hispanic woman would be counted as both female and ethnic.

This report shows how your organization is performing as an equal opportunity employer. Although the report is primarily used as an internal reference, it can be used for governmental reporting.

Processing options allow you to specify date ranges and whether you want the report to display the summary data and totals by EEO job category (06/M) or just the totals. You can also specify whether you want the report to total by each home business unit or by a different structure type.

An applicant is reported as hired when the system finds that the applicant's date started in the Employee Master table (F060116) is greater than the applicant date found in the Applicant Master table (F008401) and that it is between the date ranges specified in your processing options.

Before You Begin

- ❑ Run the Applicant EEO Exception report and correct or enter data for the applicants listed on the report. See *Running the Affirmative Action Exception Report.*

See Also

- R084412, *Adverse Impact Analysis* in the *Reports Guide* for a report sample

Processing Options for Adverse Impact Analysis

```
Defaults

      1. Beginning Effective      Date                _____________
      A specific date      Blank =
      January 1, of the      current
      year
          current year
      2. Ending Effective Date      A                  _____________
      specific date      Blank = system
      date

Display

      1. Organization Type                            _____________
      Structure      A valid code
      (Required)
          (Required)

      2. Parent Business Unit      A                  _____________
      valid code      (Required)
          (Required)
      3. Job Category and Totals      0               _____________
      = Summary Counts by      Job
      Category and Totals      1 =
      Totals
```

Self-Service

Self-Service

Self-service allows employees to complete tasks online through a company intranet site. Self-service reduces the handling of documents between employees and the human resources department by allowing employees to access information, forms, and services through desktop computers. For example, employees can use self service to review and update personal data and enroll in benefits online. When employees update information through self-service, the system automatically updates the company's employee database.

Employees can use self-service to review and update the following information online:

- Name and address
- Emergency contacts
- Verification-of-employment letter requests
- Paid time off
- Benefits enrollment
- Dependents and beneficiaries
- Timecards
- W4 form

Managers can use self-service to review and update the following information online:

- Upcoming employee reviews
- Employment data for verification-of-employment letters
- The process for setting up new employees
- W-4 forms

The type of information that is available on your self-service website is defined by your company. For example, your company might allow employees to make address changes but not benefits changes.

Self-service includes the following tasks:

- ❑ Using self-service for employees
- ❑ Using self-service for managers
- ❑ Setting up self-service
- ❑ Managing self-service benefits

Using Self-Service for Employees

Self-service is part of your company's intranet that allows you to complete certain tasks online. Self-service reduces the handling of documents between employees and the human resources department by allowing you to access information, forms, and services through desktop computers. Self-service facilitates any self-service task by automatically updating the company's employee database with new information that you enter.

Using self-service for employees includes the following tasks:

- ❑ Requesting a verification-of-employment letter
- ❑ Changing name and address information
- ❑ Changing emergency contact information
- ❑ Reviewing paid time-off
- ❑ Entering and reviewing timecards
- ❑ Reviewing pay stubs
- ❑ Entering, reviewing, and revising a W-4 form
- ❑ Enrolling in benefit plans
- ❑ Entering Dependent and Beneficiary Information
- ❑ Changing benefits plans
- ❑ Changing Dependent and Beneficiary Information

The following tasks are based on J.D. Edwards forms and data provided for self-service in a Windows environment. The navigations, forms, steps, and data shown in these tasks might not correspond to your customized self-service intranet site. If you are using self-service from an intranet site, you must always log onto the site as the first step. When you log on, the system uses your employee number to retrieve your information.

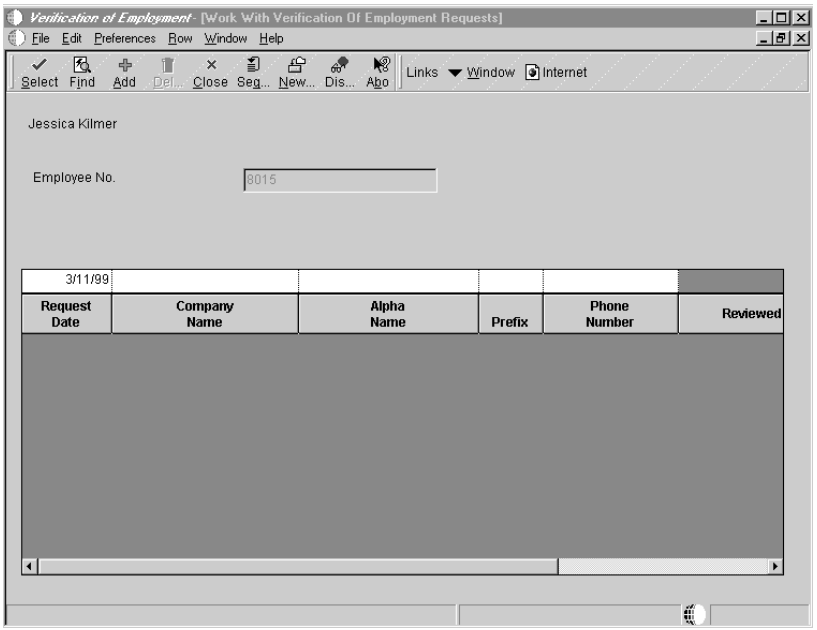
Requesting a Verification-of-Employment Letter

You can use self-service to request that a verification-of-employment letter be sent to a creditor or loan officer. After requesting the letter, you can review the progress of the request. The human resources administrator can print or e-mail the completed letter.

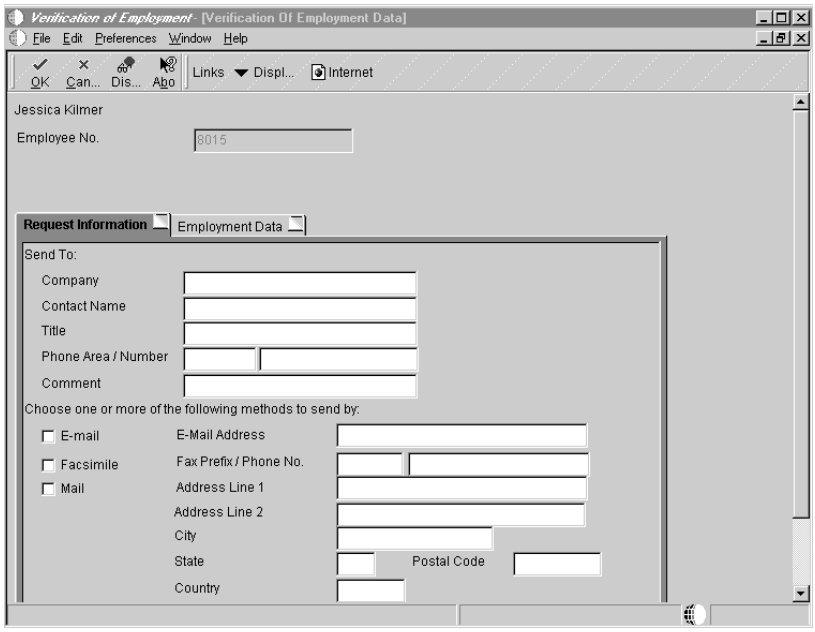
▶ To request a verification-of-employment letter

From the Employee Self Service menu (G05BESS1), choose Verification of Employment.

On Work with Verification of Employment Requests



1. Complete the following field and click Add:
   - Request Date



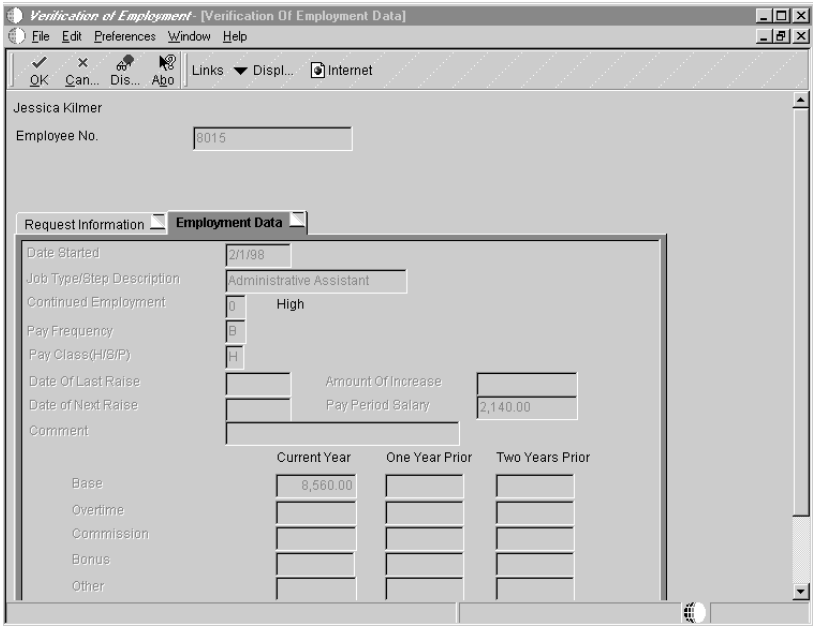
2. On Verification Of Employment Data, complete the following field on the Request Information tab:
    - Contact Name
3. Complete the following optional fields:
    - Company
    - Title
    - Phone Area / Number
    - Comment
4. Complete one or more of the following contact method fields:
    - Mail
    - Facsimile
    - E–mail

    For release B73.3.1, the facsimile contact method is not available.

5. Complete the following fields that apply to the contact method you have chosen:
    - E–Mail Address
    - Fax Prefix / Phone No
    - Address Line 1
    - Address Line 2
    - State
    - City

- Postal Code
- Country

6. Click the Employment Data tab.



7. Review the following pay information fields and click OK:

- Date Started
- Job Type/Step Description
- Continued Employment
- Pay Frequency
- Pay Class(H/S/P)
- Date Of Last Raise
- Amount Of Increase
- Date of Next Raise
- Pay Period Salary
- Comment
- Current Year Base
- Current Year Overtime
- Current Year Commission
- Current Year Bonus
- Current Year Other
- One Year Prior Base

- One Year Prior Overtime
- One Year Prior Commission
- One Year Prior Bonus
- One Year Prior Other
- Two Years Prior Base
- Two Years Prior Overtime
- Two Years Prior Commission
- Two Years Prior Bonus
- Two Years Prior Other

After you click OK, the system returns you to the Work with Verification of Employment Requests form. Your letter is pending review.

8. To review the status of your request, repeat step 1, but click Find instead of Add.
9. Review the following field and click OK:
    - Revd Flag

Field	Explanation
Request Date	The date that an item is to arrive or that an action is to be complete. . . . . . *Form-specific information* . . . . . . If you are adding a request for a verification of employment letter, enter today's date. If you are reviewing a request, enter the date when you initially added the request.
Date Started	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. 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.
Job Type/Step Description	The description associated with the job type and job step. This description is stored in the Job Information table (F08001).
Continued Employment	A field that indicates the employee's potential for continuing employment with the organization. Valid values are stored in user defined codes table 05/V3.

Field	Explanation
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized 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.
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Date Of Last Raise	The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information.
Amount Of Increase	Amount of increase is the difference between two values. A negative value indicates a decrease. . . . . . *Form-specific information* . . . . . . A monetary increase as a result of a raise occurring on the Date of Last Raise.
Date of Next Raise	The date that the hourly or annual pay rate for the employee increases. The new rate goes into effect after a payroll cycle completes with a pay period end date on or after the date of the next raise.
Pay Period Salary	Pay Period Salary is calculated by dividing the annual salary by the number of pay periods.
Comment	A comment, description or remark. This entry can be up to 40 characters in length.
Current Year Base	Amount paid from all pay types considered to be base salary for the current year.
Current Year Overtime	Amount paid from all pay types considered to be overtime pay for the current year.
Current Year Commission	Amount paid from all pay types considered to be commission pay for the current year.
Current Year Bonus	Amount paid from all pay types considered to be bonus pay for the current year.

Field	Explanation
Current Year Other	Amount paid from all pay types considered to be other pay for the current year. Other pay is anything other than base salary, overtime, commission, and bonus.
One Year Prior Base	The amount paid from all pay types considered to be base salary for the year prior to the current year.
One Year Prior Overtime	Amount paid from all pay types considered to be overtime pay for the year prior to the current year.
One Year Prior Commission	Amount paid from all pay types considered to be commission pay for the year prior to the current year.
One Year Prior Bonus	Amount paid from all pay types considered to be bonus pay for the year prior to the current year.
One Year Prior Other	Amount paid from all pay types considered to be other pay, for the year prior to the current year. Other pay is anything other than base salary, overtime, commission, and bonus.
Two Years Prior Base	Amount paid from all pay types considered to be base salary, for the year that is two years prior to the current year.
Two Years Prior Overtime	Amount paid from all pay types considered to be overtime pay, for the year that is two years prior to the current year.
Two Years Prior Commission	Amount paid from all pay types considered to be commission pay, for the year that is two years prior to the current year.
Two Years Prior Bonus	Amount paid from all pay types considered to be bonus pay for the year that is two years prior to the current year.
Two Years Prior Other	Amount paid from all pay types considered to be other pay, for the year two years prior to the current year. Other pay is anything other than base salary, overtime, commission, and bonus.
Revd Flag	A user defined code from user defined code list (05/V2) that indicates the progress of your verification of employment letter. Valid values include the following: 0 Pending 1 Reviewed 2 Processed If the value equals 0, the administrator has not yet reviewed your request and you can change your request information if you need to. If the value equals 1, the administrator has reviewed your request. Changing your request information is not advisable. If the value equals 2, the administrator has processed your verification of employment letter.

Changing Name and Address Information

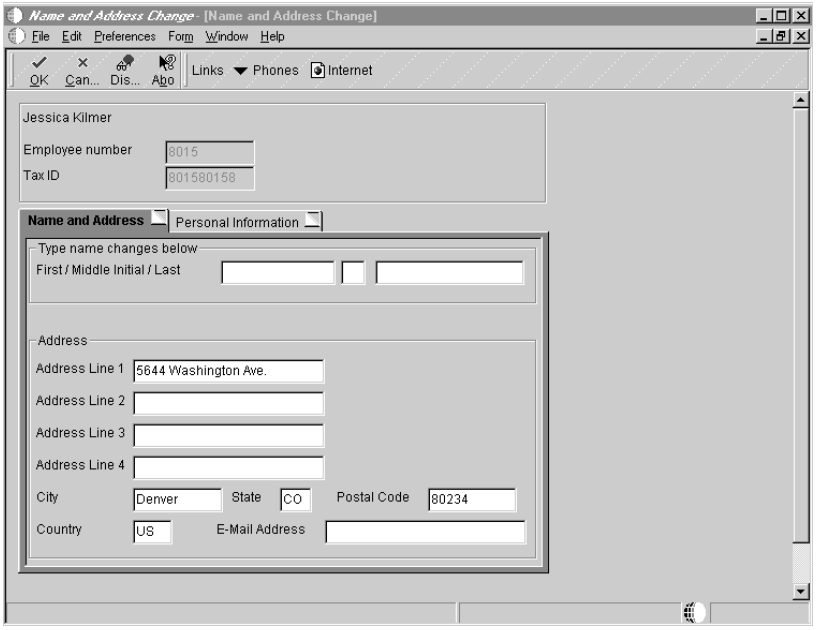
You can use self-service to update your name, address, and telephone number. The human resource administrator does not need to manually enter that information because

self-service automatically updates the employee database. The system administrator might have attached a personal photo on this application for you to view.

▶ To change name and address information

From the Employee Self Service menu (G05BESS1), choose Life Events. From the Life Events menu (G05LE1), choose one of the following life event menu items: Marriage, Divorce, Children, Moving. Then choose Name and Address change. Alternatively, from the Employee Self Service menu (G05BESS1), choose Employment Events. From the Employment Events menu (G05EE1), choose Name and Address Change.

On Name and Address Change



1. To enter name and address information, complete the following fields on the Name and Address tab:
   - First Name
   - Middle Initial
   - Last Name
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State

- Postal Code
- Country
- E–Mail Address

2. Click the Personal tab.
3. View your personal photo if the system administrator has set this up.

Changing Emergency Contact Information

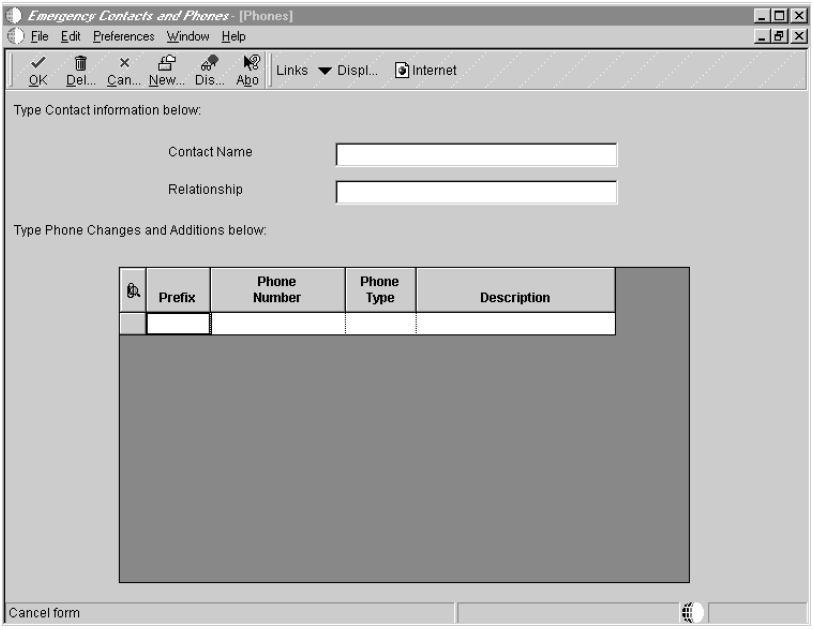
You can use self-service to update your emergency contact information. The human resources department does not need to manually enter that information because self-service automatically updates the employee database.

▶ To change emergency contact information

From the Employee Self Service menu (G05BESS1), choose Life Events. From the Life Events menu (G05LE1), choose one of the following life event menu items: Marriage, Divorce, Children, Moving. Then choose Emergency Contacts and Phones. Alternatively, from the Employee Self Service menu (G05BESS1), choose Employment Events. From the Employment Events menu (G05EE1), choose Emergency Contacts and Phones.

On Work With Emergency Contacts

1. Click Add.



2. On Phones, complete the following fields:
   - Contact Name
   - Relationship
   - Prefix
   - Phone Number
   - Phone Type
3. To delete an emergency contact, choose a record and then click Delete.
4. Click OK.

Reviewing Paid Time-Off

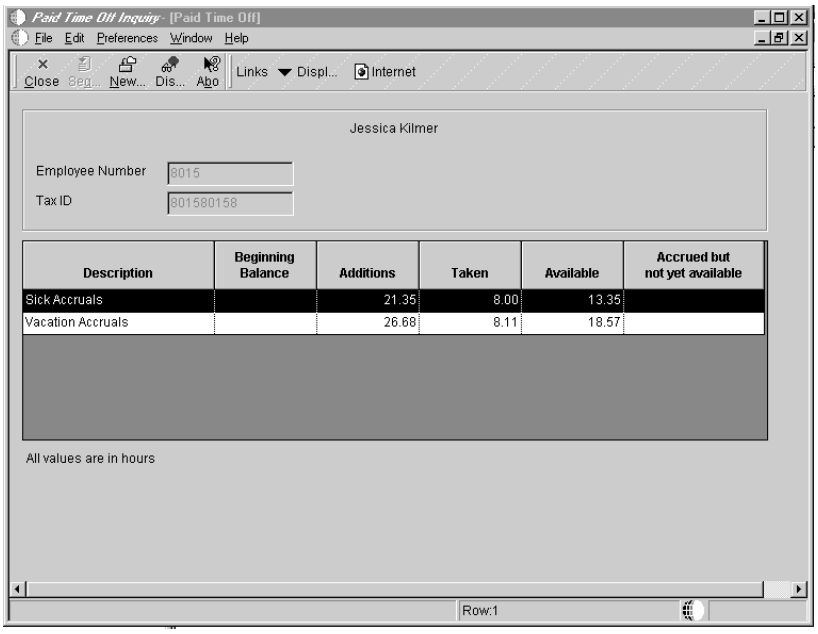
You can use self-service to review your paid time-off accruals and balances. The Paid Time Off Inquiry program (P053020) displays your beginning balance, the time you have accrued, the time you have taken, the time that is available to take, and the time that has accrued but is not yet available.

▶ To review paid time-off

From the Employee Self Service menu (G05BESS1), choose Paid Time Off Inquiry.

You can use self-service to review your paid time-off accruals, deductions, and balances for the current year.

On Paid Time Off



1. Review the following fields:
    - Description
    - Beginning Balance
    - Additions
    - Taken
    - Available
    - Accrued but not yet available

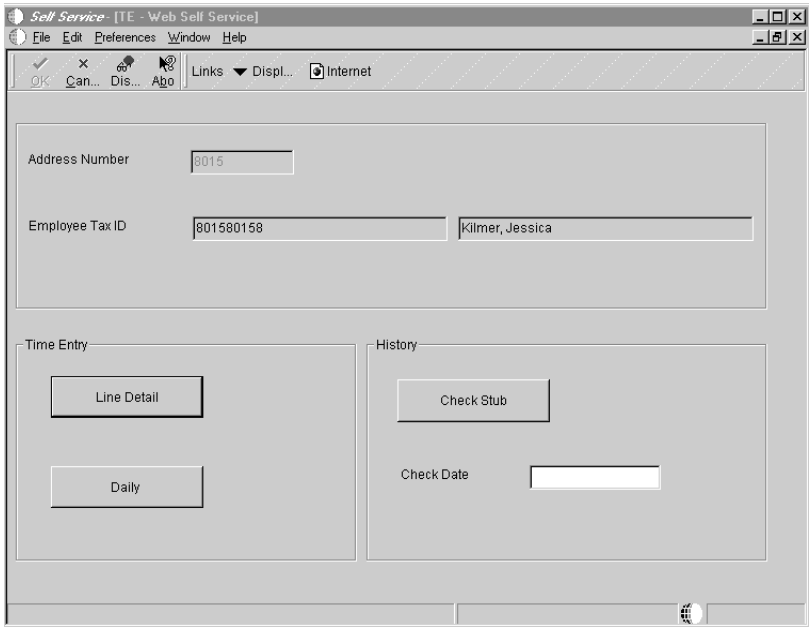
Entering and Reviewing Timecards

The Self Service Time Entry program (P051191) allows you to enter timecards using either the Daily Time Entry program (P051141) or the Time Entry by Line Detail program (P051131). You can enter timecards per pay period with Line Detail. The Daily Time Entry program may be preferable if you need to report your time every day. This program reduces data entry time because the form includes the days of the week on the entry grid.

▶ To enter and review timecards

From the Time Entry menu (G05BT1), choose Self Service.

On Time Entry Web Self Service



1. To enter timecard information, choose either Line Detail or Daily in the Time Entry area.
2. Proceed to the task *Entering Timecards for Employees* and review the information for entering daily timecards or entering timecards per pay period.
3. After entering your time, if you want to review your pay stubs, proceed to the task *Reviewing Pay Stubs*.
4. Click OK.

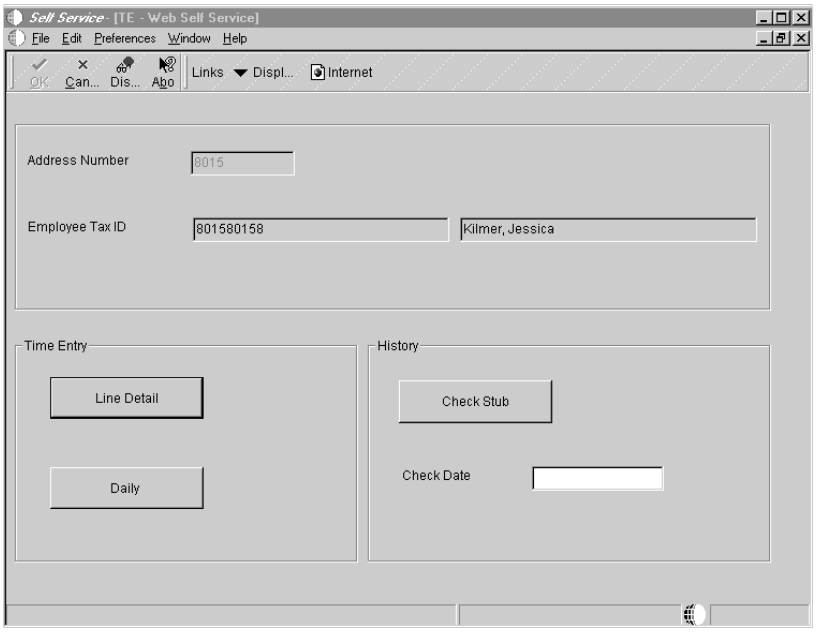
Reviewing Pay Stubs

The Self-Service Time Entry program (P051191) allows you to review your pay stubs.

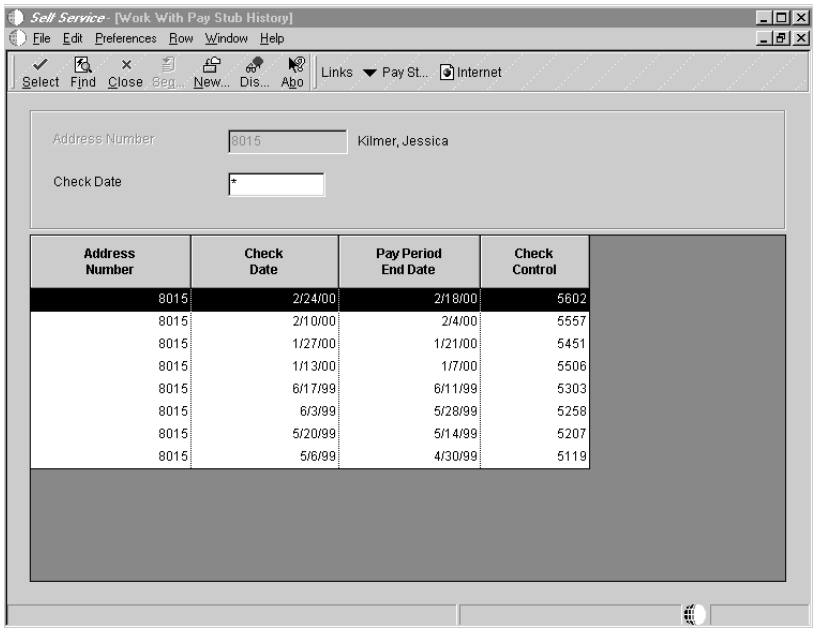
▶ To review pay stubs

From the Time Entry menu (G05BT1), choose Self Service. Disregard this navigation and continue with the steps if you have entered a timecard with time entry self-service.

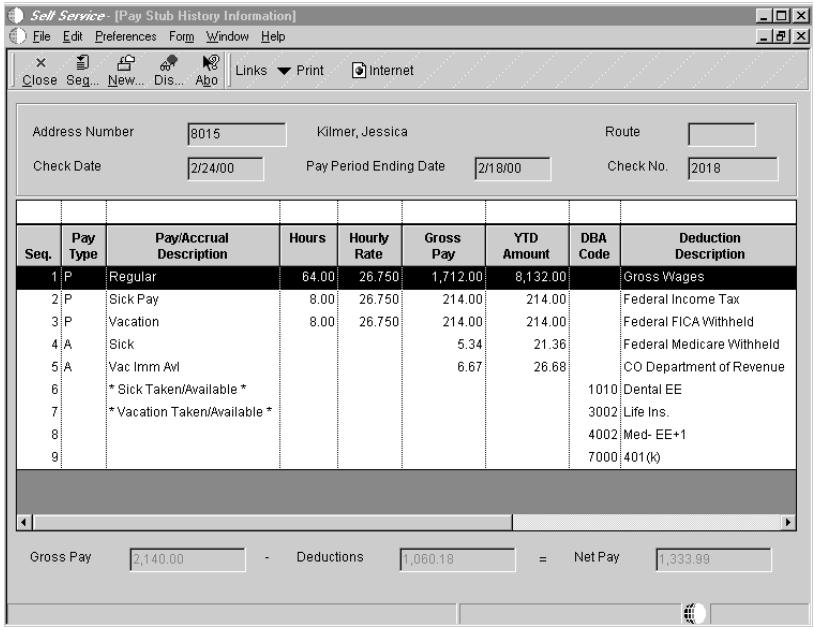
On Time Entry Web Self Service



1. To review previous check stubs, complete the following optional field and click Check Stub in the History area:
   - Check Date



2. On Work With Pay Stub History, choose your pay stub and click Select.



3. On Pay Stub History Information, review the copy of your pay stub.
4. To print the information, select Print from the Form menu.
5. Click Close.

Entering, Reviewing, and Revising a W-4 Form

You can enter, review, and revise your W-4 form with self-service. Self-service provides online worksheets to help you calculate your deductions.

Workflow is a part of the Form W-4 self-service. When you press the submit button, the W-4 form is sent to the electronic mailbox of a human resource administrator for approval. The form is sent back to you electronically for revisions if it is rejected. There are fields on the form that allow for comments so that you can communicate your questions and concerns with the human resource administrator.

Entering, reviewing, and revising a W-4 form consists of the following tasks:

- Entering a W-4 form
- Reviewing and revising a W-4 form

If you have entered a W-4 form and it has been rejected, you must enter a new W-4 form.

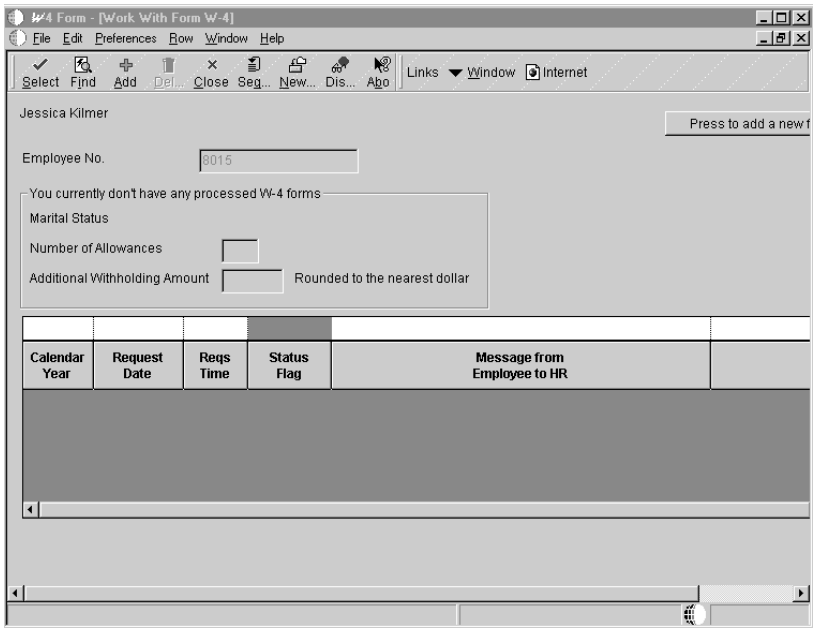
Before You Begin

❑ For the system to display the correct forms, version ZDJE0001, must be set up.

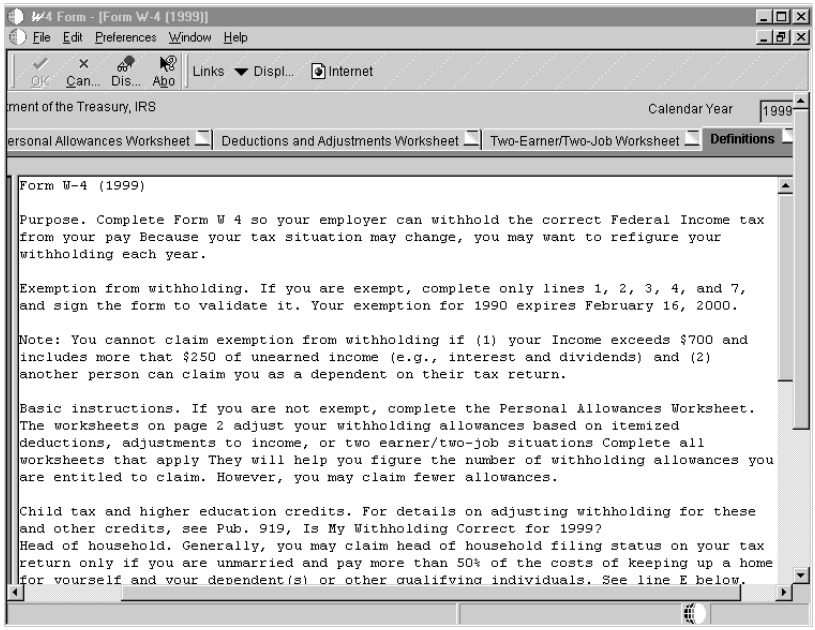
▶ To enter a W-4 form

From the Employee Self Service menu (G05BESS1), choose Employment Events. From the Employment Events menu (G05EE1), choose W-4 Form. Alternatively, from the Life Events menu (G05LE1), choose one of the following life event menu items: Marriage, Divorce, Children, Moving. Then choose W-4 Form.

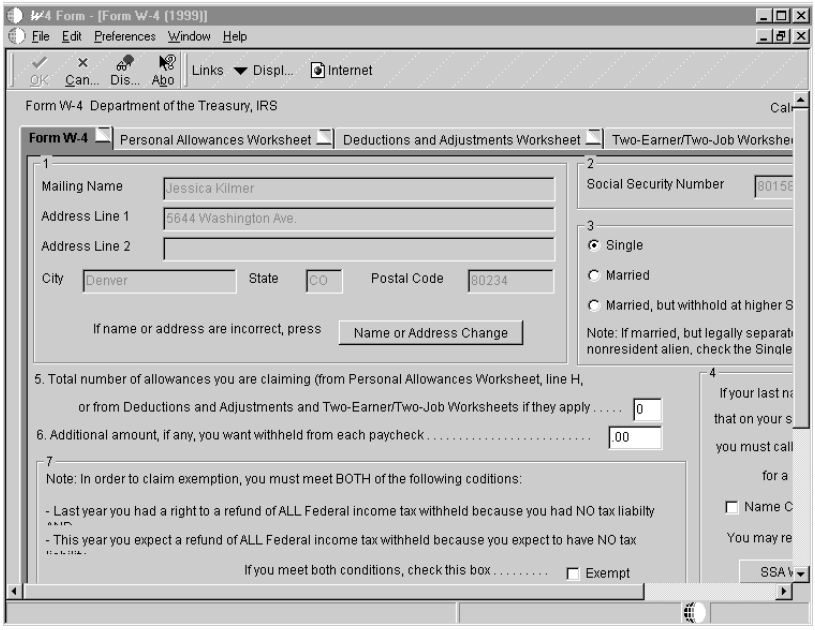
On Work With Form W-4



1. Click the Press to add a new form option.
2. Review the Instruction Confirmation form and click OK.
3. On Form W-4, click the Definitions tab to review the instructions for Form W-4.



4. Click the Form W-4 tab.

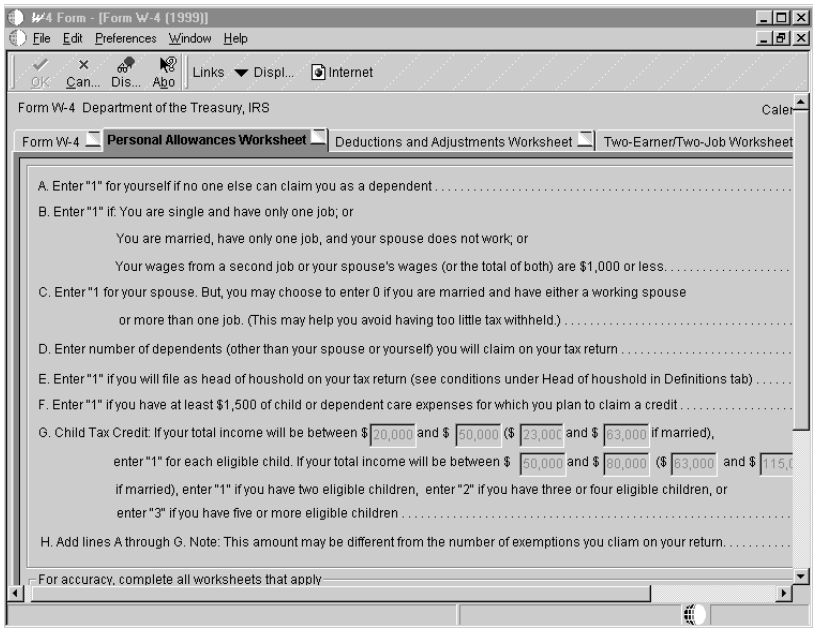


5. Click the Name or Address Change option to change your name and address.

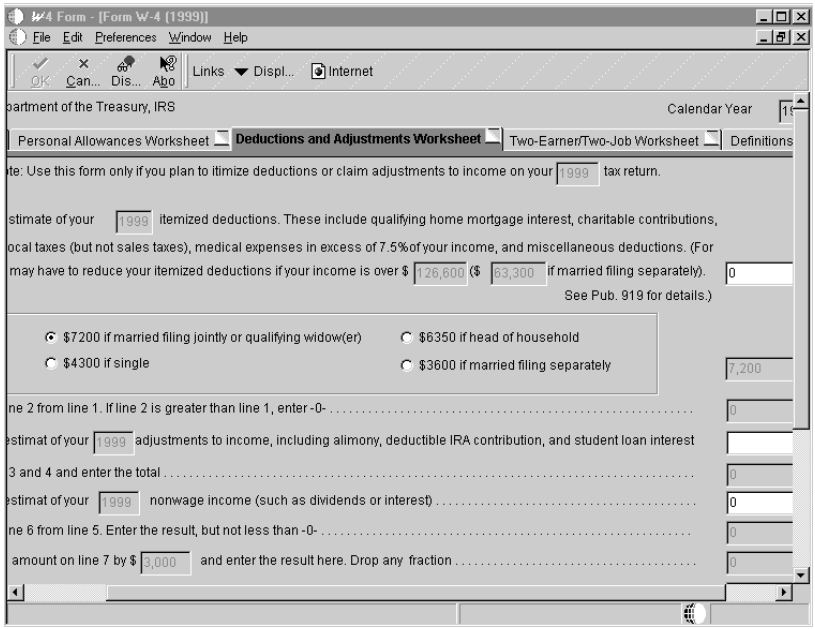
   The Name and Address Change form appears. Proceed to the task *Changing Name and Address Information*.

   When you finish changing name and address information, the system returns you to Form W-4.

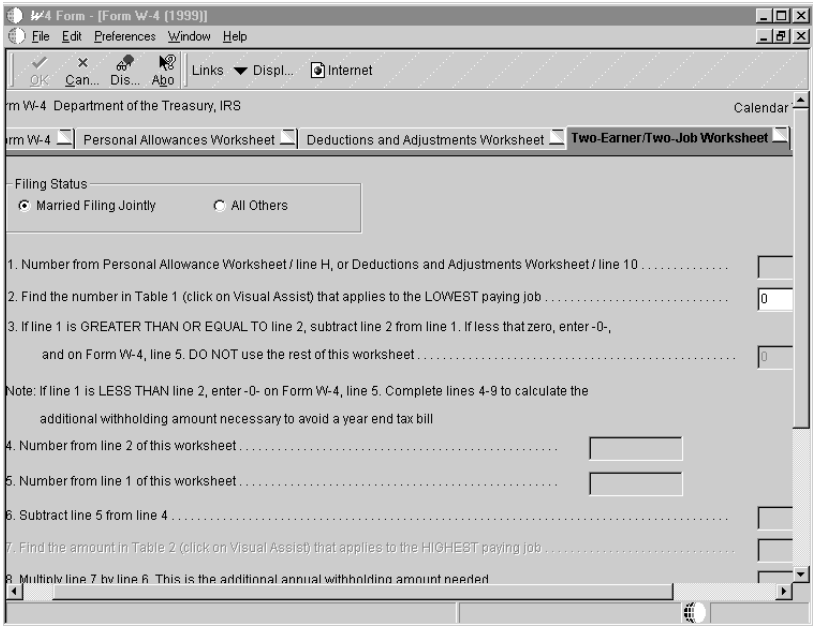
6. Click a marital status option in box 3.
7. Read the instructions on the form and complete the applicable fields.
8. Click the Personal Allowances Worksheet tab.



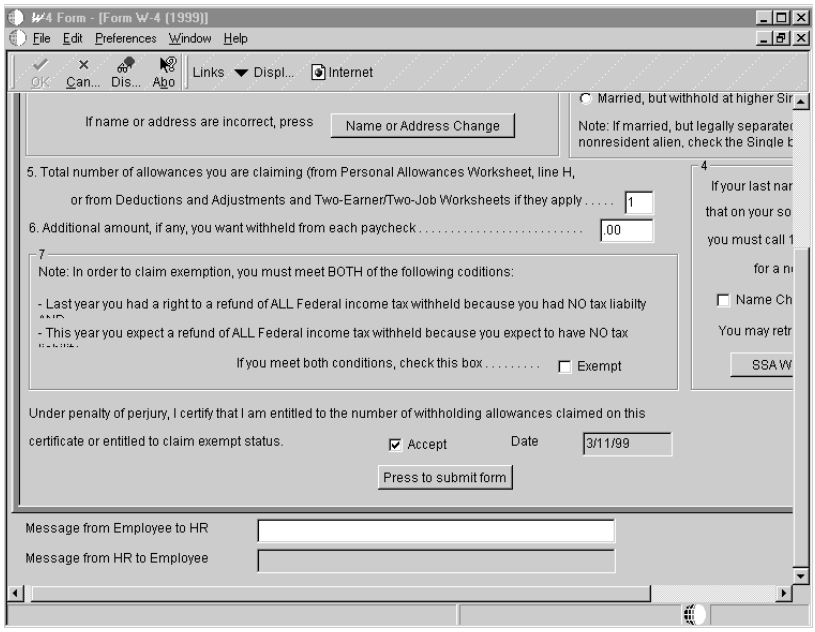
9. Read the instructions and complete the applicable fields.
10. If you need to calculate deductions and adjustments, click the Deductions and Adjustments Worksheet tab and complete the applicable fields.



11. If you need to calculate additional withholding, click the Two-Earner/Two-Job Worksheet tab and complete the applicable fields.

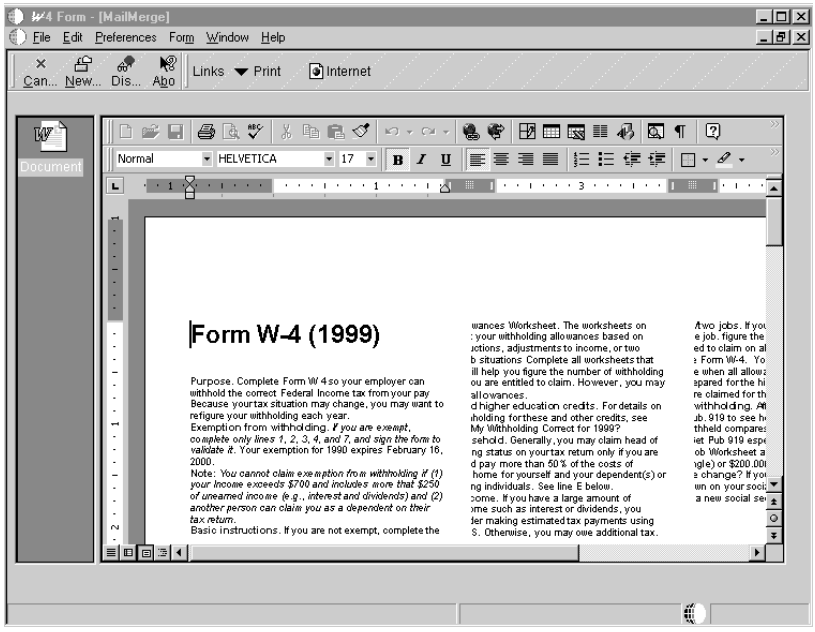


12. The system returns you to the Form W-4 tab.
13. Review your form to verify that the system supplied the correct values from the worksheets.
14. Read the statement in box 7 and click the Exempt option if you are exempt.
15. Read the statement and click OK on the Exempt Status Confirmation form.
16. If you need more information about Form W-4, click the SSA Web Page option to connect to the Social Security Administration's web page.
17. If you have a question or comment for the human resource administrator, enter it in the Message from employee to HR comment field.



18. When you are finished, click Accept and then click the Press to Submit Form option.

    Your W-4 form appears.



19. Choose Print from the File menu to print your W-4 form and worksheets.

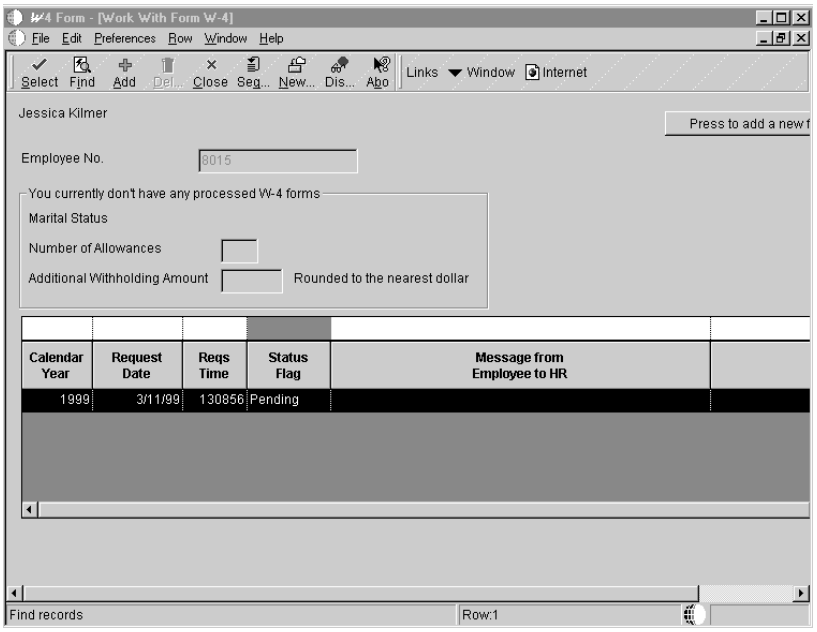
    This is the only time you can print your worksheets.

Your W-4 form is pending review and has been submitted to a human resource administrator. The information on your worksheets has been deleted from the system.

▶ To review and revise a W-4 form

From the Employee Self Service menu (G05BESS1), choose Employment Events. From the Employment Events menu (G05BEE1), choose W-4 Form. Alternatively, from the Life Events menu (G05LE1), choose one of the following life event menu items: Marriage, Divorce, Children, Moving. Then choose W-4 Form.

On Work With Form W-4



1. If your W-4 form has been processed, review the following fields in the header area:
   - Number of Allowances in IRS Form W–4
   - Additional Withholding Amount
2. If the fields listed in step 1 are blank, click Find.
3. Review the following fields:
   - Status Flag
   - Message from HR to Employee
4. You can revise your W-4 form if the Status Flag field is Pending.
5. You must enter a new W-4 form if the Status Flad field is Rejected.
6. To revise your W-4 form, choose your record and click Select.

7. On Form W-4, make your changes on the W-4 form tab, and complete the following optional field:

   - Message from Employee to HR

8. Click Accept and then click the Press to Submit Form option.

   Your W-4 form appears on the screen.

9. Choose Print from the File menu to print your W-4 form and worksheets.

   Your W-4 form is pending review and has been submitted to a human resource administrator.

Field	Explanation
Number of Allowances in IRS Form W–4	A value that specifies the total number of allowances claimed by an employee on IRS Form W-4.
Additional Withholding Amount	An additional amount to be withheld from each payment. Use the worksheets for IRS Form W-4 to calculate this amount.

Enrolling in Benefit Plans

You can use self-service to enroll in benefit plans during an open enrollment or special enrollment period. You can repeatedly change your open enrollment choices prior to the closing of the open enrollment period.

Enrolling in benefits plans through self-service includes entering dependent and beneficiary information if your processing options for the Open Benefits Enrollment program (P08530) are set up appropriately. These processing options specify whether you can associate benefit or dependent coverage with benefit plans.

The processing options for the Benefits Enrollment program also define many of the steps in the following task. For example, you can set a processing option to allow the system to display a Benefits Enrollment Message form. This form contains two options, one for continuing with benefits enrollment and one for finishing benefits enrollment. You can define the message that appears on the form with a processing option.

You can review the cost associated with your new enrollment before you actually enroll in benefit plans. The system displays the total cost of the plans that you have enrolled in. This amount will be deducted from your paycheck each pay period. The system updates your total deductions as you enroll in different plans.

If your employer offers flex plans, you will be given flex credits that you can use to enroll in benefit plans. Different benefit plans will have different flex costs. The system displays your flex credits available, spent, and remaining in addition to any amount that will be withheld from your pay for non-flex plans. If you enroll in plans for which flex cost exceeds the flex credits you have available, you will receive a warning telling you

that you have overspent your flex credits. In this situation, the amount you have overspent will be deducted from your pay each pay period on a pre-tax basis.

If you enroll during a special enrollment period when a limited number of benefit categories are available for an enrollment change, the system displays an additional category that holds the flex cost and credit amounts of the plans you are already enrolled in that you cannot change at the time. This category is labeled *totals from categories not available for changes.*

Entering your benefit plans online includes entering dependent and beneficiary information for each plan that allows it.

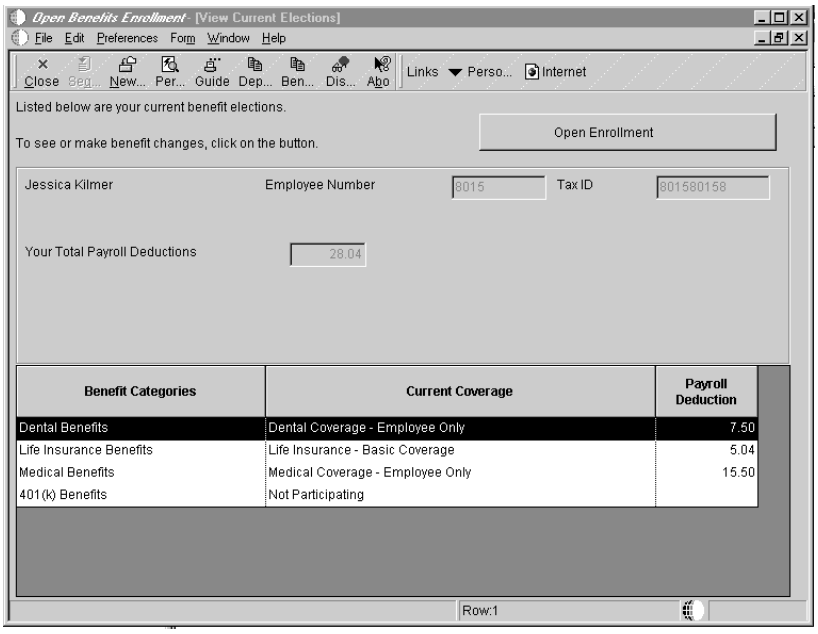
See Also

- *Setting Up Benefits Enrollment*

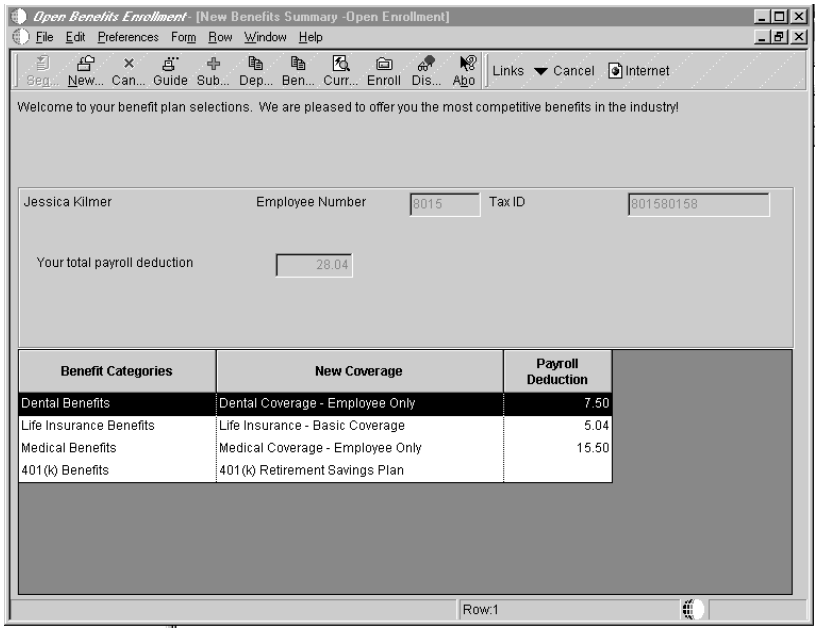
▶ To enroll in benefit plans

From the Employee Self Service menu (G05BESS1), choose Open Benefits Enrollment.

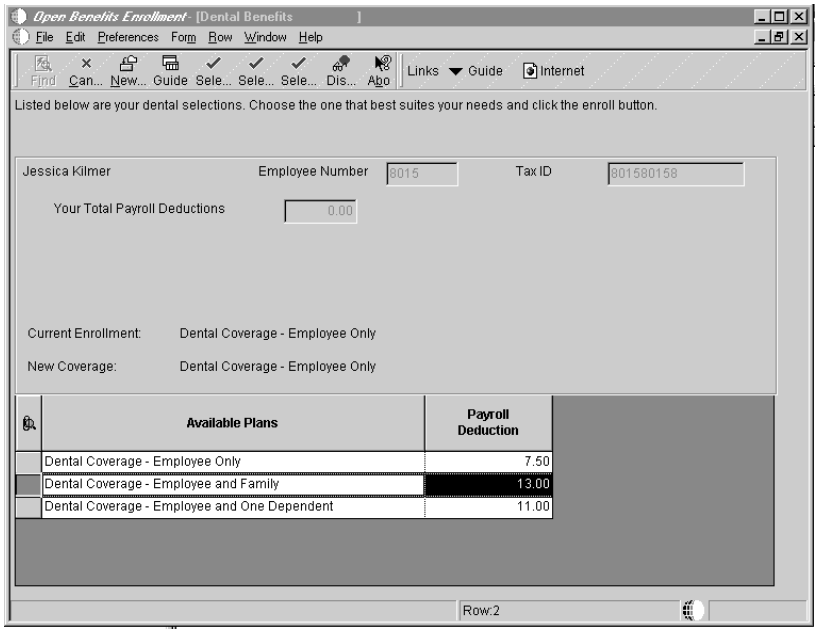
On Open Benefits Enrollment-View Current Elections



1. Review your benefit election categories, and then click the Open Enrollment option.



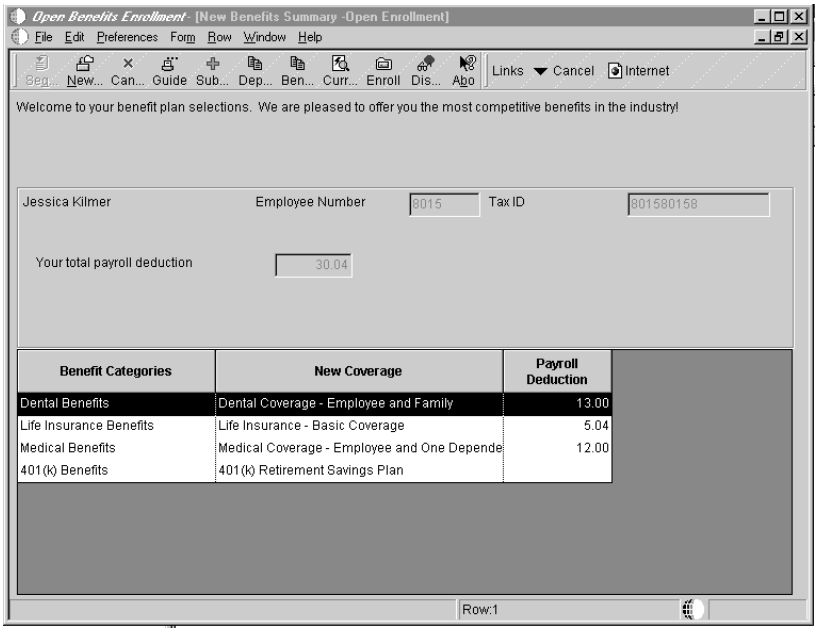
2. On New Benefits Summary-Open Enrollment, choose a benefit category that you want to enroll in and click Enroll.



3. On the Open Benefits Enrollment form that describes the benefit category, choose a benefit plan.
4. If you are finished enrolling in benefit plans, click Select/Summary and go to step 8.
5. If you are enrolling in more benefit plans, click Select/Next.

The system displays the next group of available plans on the next benefit category form.

6. Repeat steps 3–5 for each additional benefit plan that you want to enroll in.
7. If you need to choose a different plan from a benefit category that you previously elected, click Select/Back and repeat steps 3–4.
8. On New Benefits Summary-Open Enrollment, review the benefit plans that you elected and the overall cost of your benefits.



9. Click Submit.

   Depending on how your processing options are set up, a Benefits Enrollment Message Form might appear.

10. Click the appropriate option.

    The Dependents-Open Enrollment form appears if the plan allows you to record a dependent. Proceed to the task *Entering Dependent and Beneficiary Information*.

Entering Dependent and Beneficiary Information

You can enter dependent and beneficiary information through self-service after you enroll in your benefit plans. Entering dependent and beneficiary information is the second part of the process for entering your benefit plans. If your processing options for Benefits Enrollment (P08530) are set up to associate a dependent or beneficiary with the benefit plan, the system automatically displays the forms to enter dependent and beneficiary information after you enroll in or change your benefit plans.

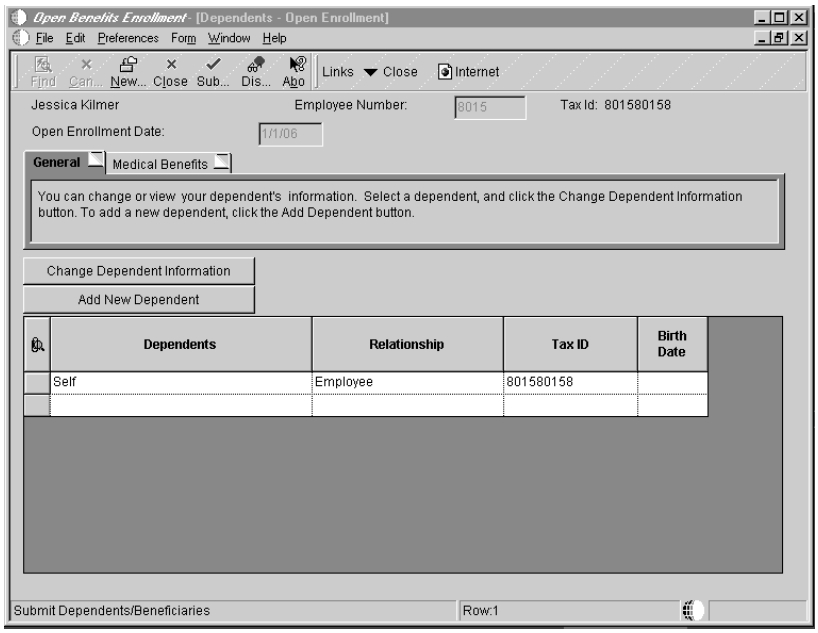
You can also set a processing option to allow the system to automatically supply the dependent and beneficiary information that you previously entered in the system for an open enrollment.

Before You Begin

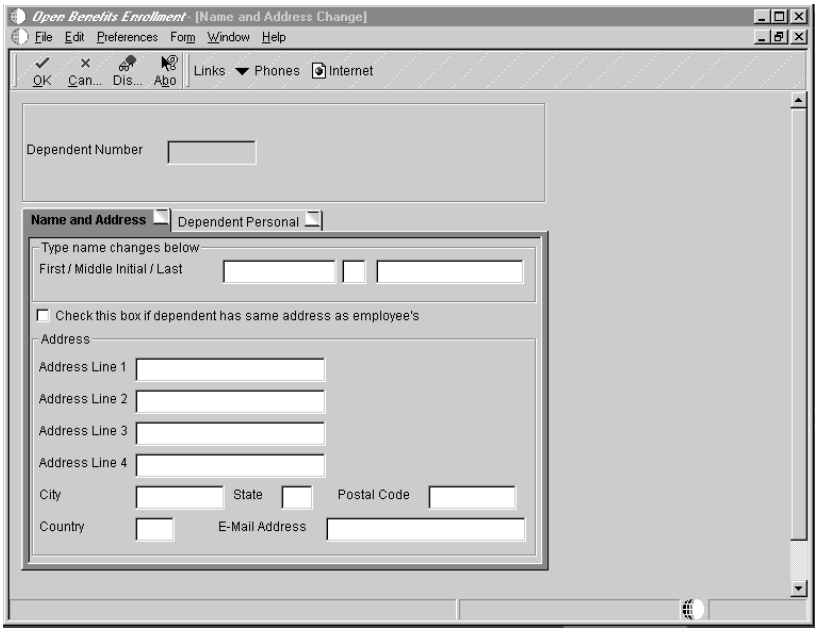
❑ Follow the steps for enrolling in benefit plans. See *Enrolling in Benefit Plans.*

▶ To enter dependent and beneficiary information

On Dependents-Open Enrollment



1. To add a dependent, on the General tab, click the Add New Dependent option.
2. If you already have dependents listed in the detail area and you need to change dependent information, choose the dependent record and click the Change Dependent Information option.



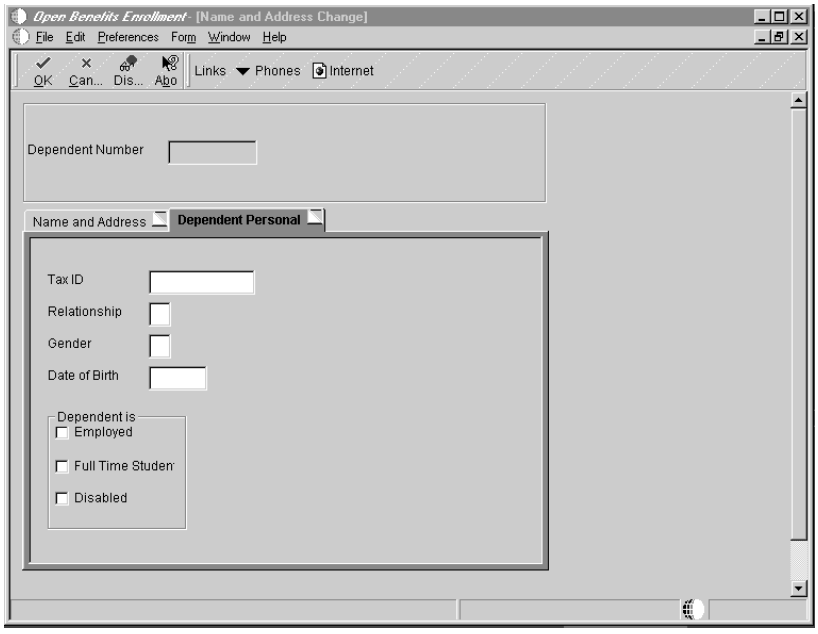
3. On Open Benefits Enrollment-Name and Address Change, click the box in the middle of the form if the dependent shares your address.

   The system automatically supplies your address information.

4. If you need to enter an address different from your address, complete the following fields:

   - First / Middle Initial / Last
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Postal Code
   - Country
   - E–Mail Address

5. Click the Dependent Personal tab.



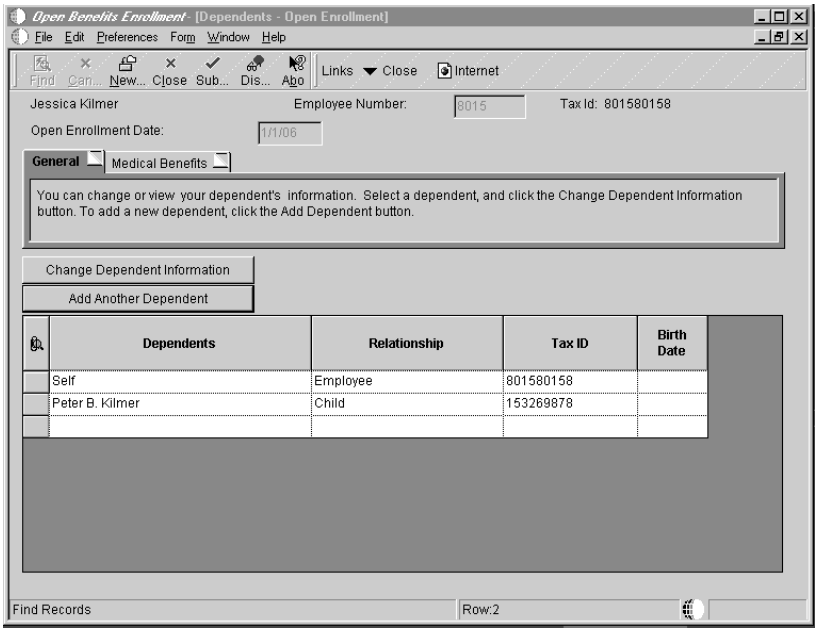
6. If your processing options for Benefits Enrollment (P08530) are set up to associate dependent coverage with a plan, you can complete the following fields:

   - Relationship
   - Gender
   - Tax ID
   - Date of Birth

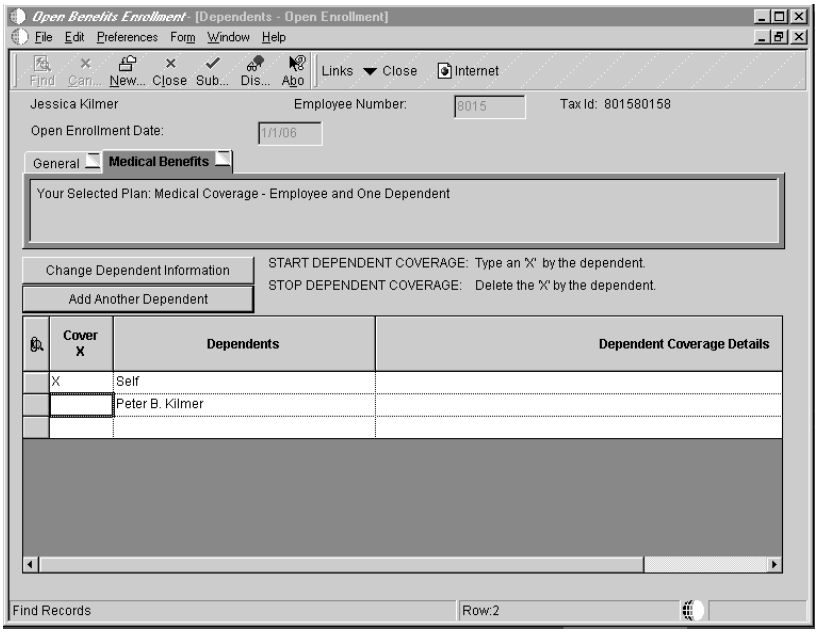
7. Click one of the following fields as applicable, and then click OK:

   - Employed
   - Full Time Student
   - Disabled

   The system returns you to the Dependents-Open Enrollment form, automatically displays the General tab, and supplies the detail area with the dependent's information.



8. Repeat steps 1–7 for each dependent record that you are adding or changing.
9. Click a benefit plan tab that might appear on the form.



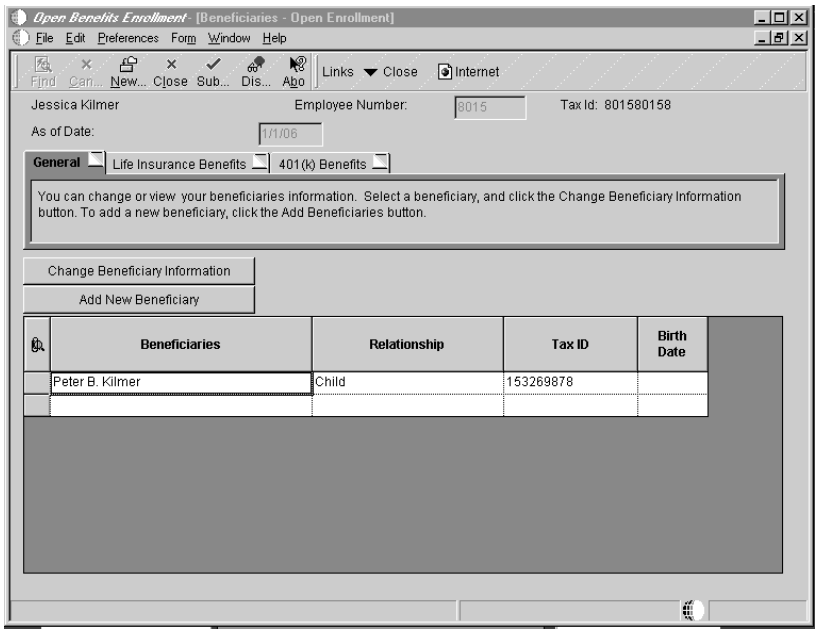
If the plan allows dependent coverage, your dependent information is automatically supplied in the detail area.

10. Type an X or remove the X in the Cover X field to start or stop the coverage for each dependent.
11. Complete the following field for each dependent if it appears in the detail area:

- Primary Care Physician Number

12. Repeat steps 9–11 for each benefit plan tab.
13. Review the information and click Submit.

    The Beneficiaries-Open Enrollment form appears with beneficiary information that you already entered as dependent information.

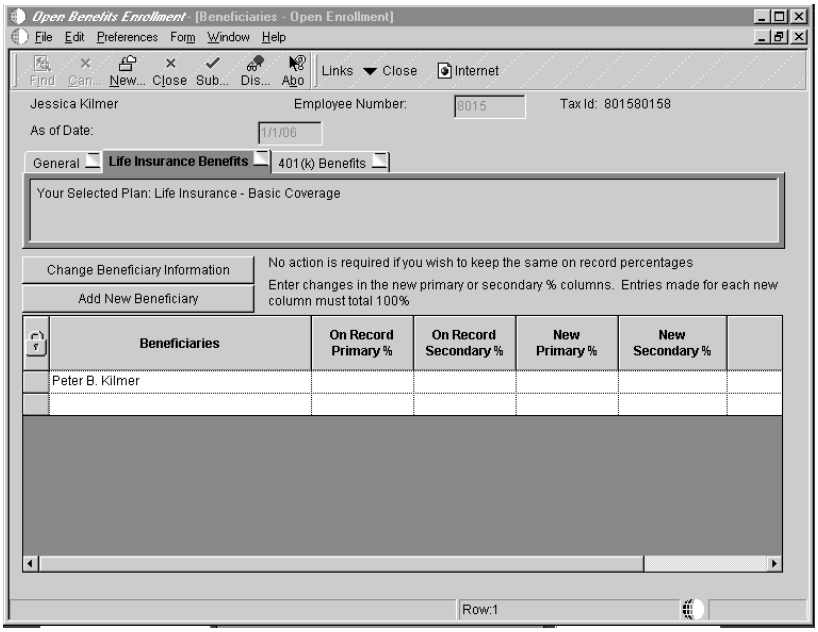


14. Click a benefit plan tab that might appear on the form.

    If the plan allows beneficiary coverage, your new beneficiary information is supplied in the detail area.

15. To add or change more beneficiaries to a specific plan, repeat steps 1–8, but instead of adding or changing dependent information, add or change beneficiary information.

    The system returns you to the Beneficiaries-Open Enrollment form.



16. Enter a percentage in the following field for each primary beneficiary that you choose:

    - New Primary %

17. Enter a percentage in the following field for each secondary beneficiary that you choose:

    - New Secondary %

18. Repeat steps 14–17 for each benefit plan tab.

19. Click Submit.

Field	Explanation
Gender	Valid codes are: M – Male F – Female
Tax ID	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. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
Date of Birth	The employee's date of birth.

Field	Explanation
Employed	A code that indicates whether the participant is employed (anywhere). Codes are: Y Yes, the participant is employed. N No, the participant is not employed.
Full Time Student	A code that indicates whether the participant is a full time student. Codes are: Y Yes, the participant is a full time student. The SCA (School Attending) field must contain the name of the school. N No, the participant is not a full time student. The SCA (School Attending) field cannot contain an entry.
Disabled	A code that indicates whether the participant is currently disabled. Codes are: Y Yes, the participant is disabled. N No, the participant is not disabled. If the participant is currently disabled, you must type a date in the Date of Disability field.
Tax ID	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. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
Relationship	A user defined code (system 08/type RL) that defines the relationship of the dependent or beneficiary to the employee.
Primary Care Physician Number	A code that identifies the employee's or dependent's Primary Care Physician (PCP).
New Primary %	The new percentage of any proceeds from the benefit that will go to the primary beneficiary. For example, the primary beneficiary might be designated to receive 90% of the proceeds from a life insurance policy. If the participant wants to change this percentage, you enter the new percentage. Enter the percentage as a whole number between zero and 100.

Field	Explanation
New Secondary %	The new percentage of any proceeds from the benefit that will go to the secondary beneficiary if the primary beneficiaries are no longer eligible. For example, the secondary beneficiary might be designated to receive 90% of the proceeds from a life insurance policy. If the participant wants to change this percentage, you enter the new percentage. Enter the percentage as a whole number between zero and 100.

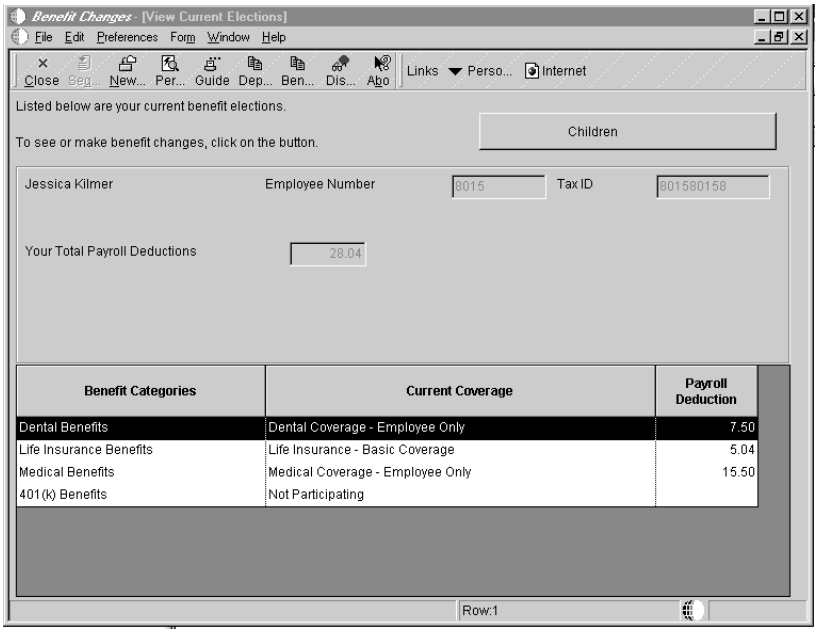
Changing Benefit Plans

You can use self-service to change your benefit plans during an open enrollment or special enrollment period, or when you have a life event that necessitates a change in enrollment. You can repeatedly change your open enrollment choices prior to the closing of the open enrollment period. Changing your benefit plans online includes entering dependent and beneficiary information for each plan that allows it.

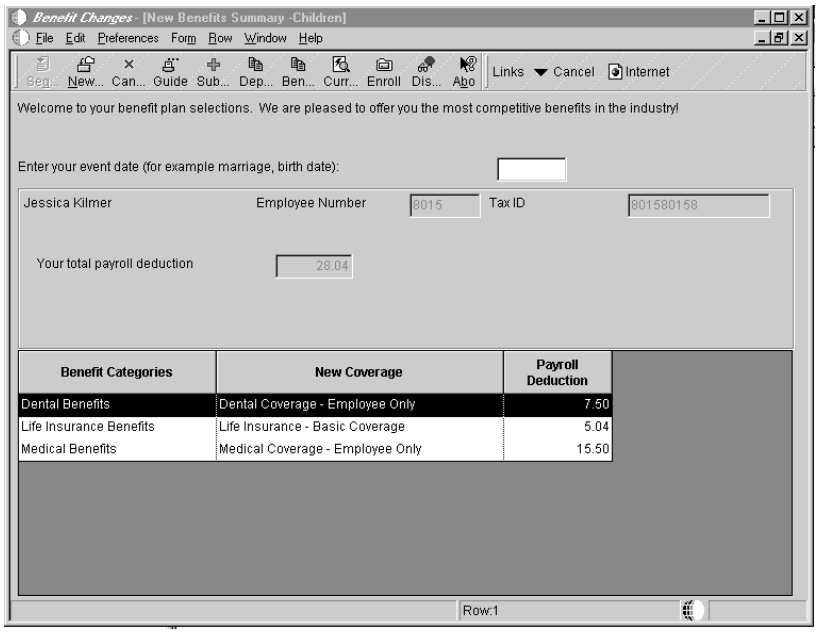
▶ To change benefit plans

From the Employee Self Service menu (G05BESS1), choose Life Events. From the Life Events menu (G05LE1), choose one of the following Life Events: Marriage, Divorce, Children, Moving. Then choose Benefits Changes.

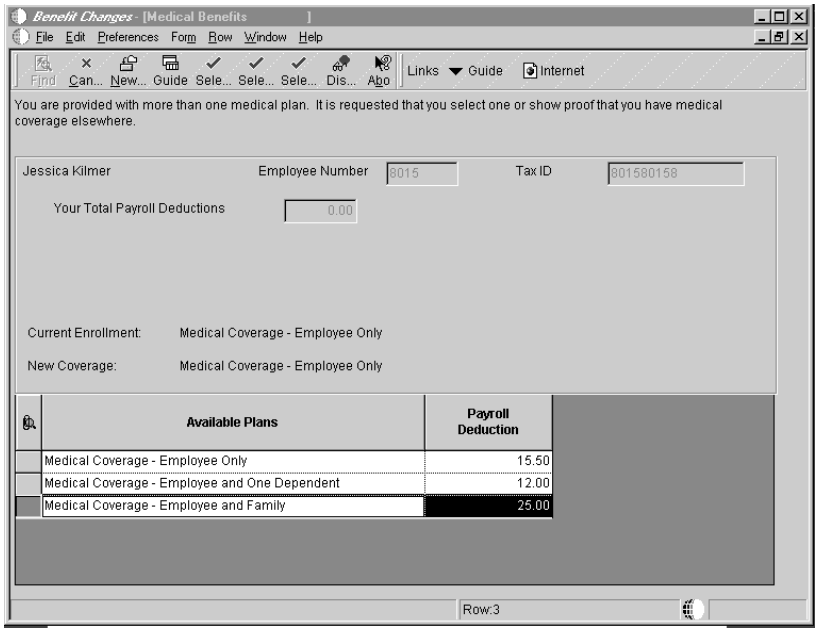
On Benefits Changes-View Current Elections



1. Review your benefit election categories and click the option that describes the event for your change.



2. On Benefit Changes-New Benefit Summary, enter the date of the event for which you are changing benefit plans.
3. Choose the benefit category of a plan you are changing and click Enroll.

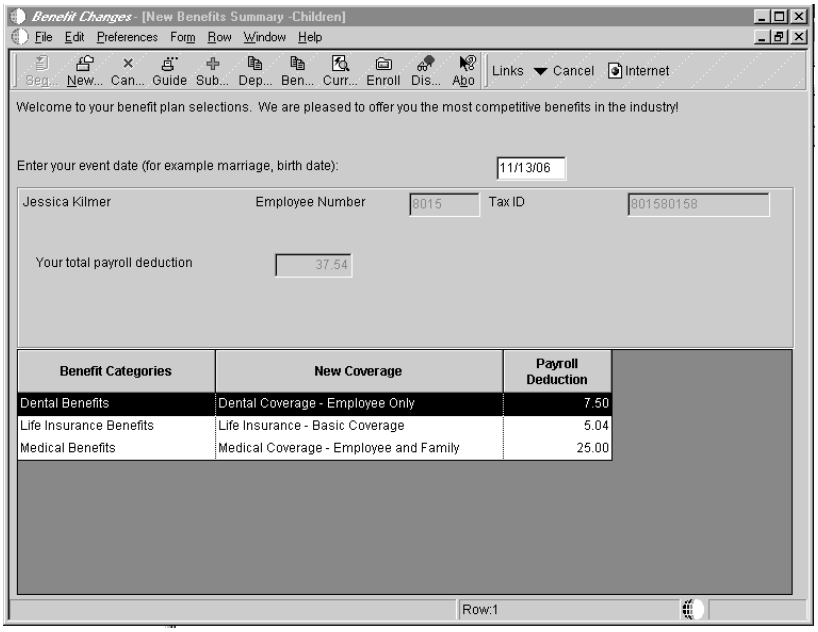


4. On the Benefits Changes form that describes the event of your change, choose a benefit plan.

5. If you are finished changing your benefit plans, click Select/Summary and go to step 9.
6. If you are changing more benefit plans, click Select/Next.

   The system displays the next group of available plans for the next benefit category.

7. Repeat steps 4–6 for each additional plan that you need to change.
8. To change a plan that you previously elected, click Select/Back and repeat steps 4–5.



9. On Benefits Changes-New Benefits Summary, review the benefit plans that you elected and the overall cost of your benefits.
10. Click Submit.

    Depending on how your processing options are set up, a Benefits Enrollment Message Form might appear.

11. Click the appropriate option.

    The Benefits Changes-Dependents form appears if the plan allows you to add or change a dependent. Proceed to the task *Changing Dependent and Beneficiary Information*.

Changing Dependent and Beneficiary Information

You can change dependent and beneficiary information through self-service after you enroll in your benefit plans. Changing dependent and beneficiary information is the

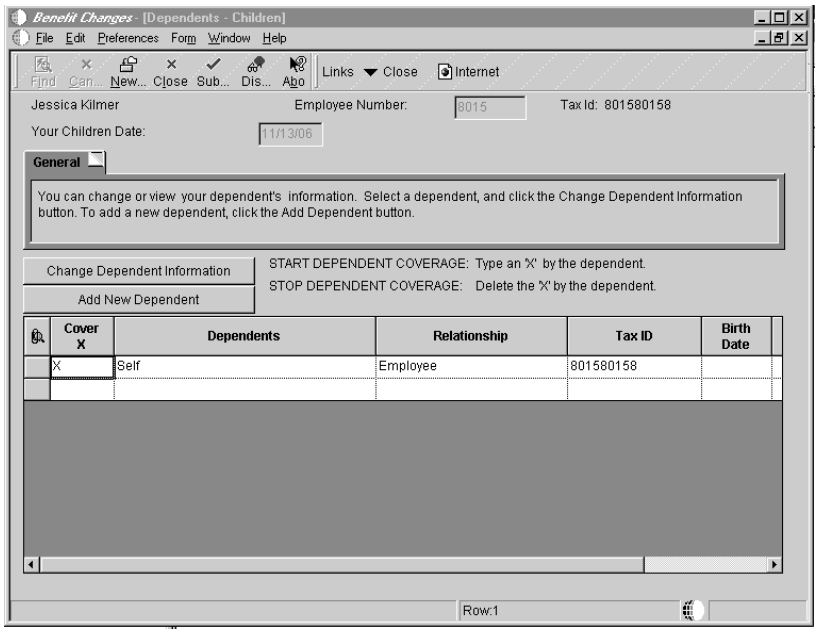
second part of the process for changing your benefit plans. If your processing options for Benefits Enrollment (P08530) are set up to associate a dependent or beneficiary with the benefit plan, the system automatically displays the forms to enter dependent and beneficiary information after you change your benefit plans.

Before You Begin

❑ Follow the steps for changing benefit plans. See *Changing Benefit Plans.*

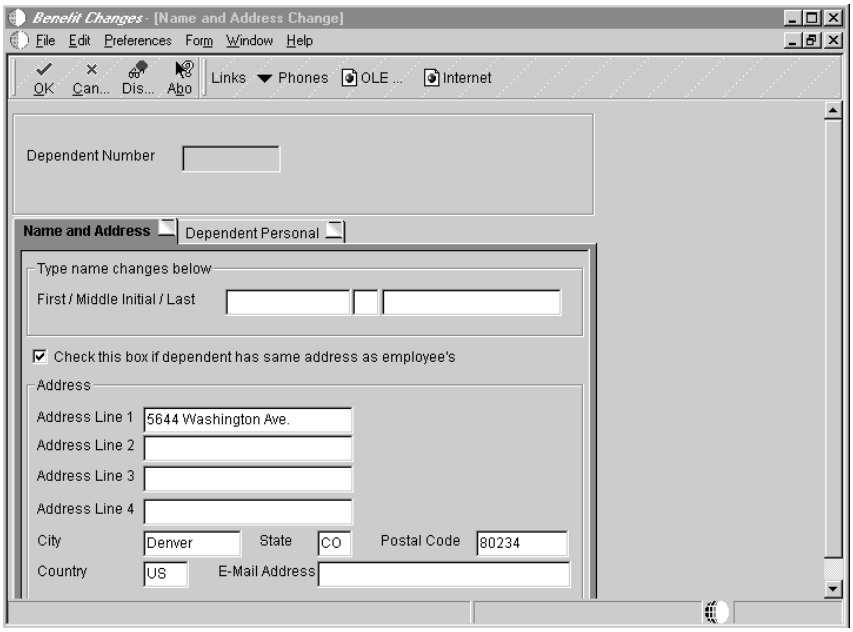
▶ To change dependent and beneficiary information

On Benefits Changes-Dependents



1. To change a dependent's information, on the General tab, choose the dependent and click the Change Dependent Information option.
2. To add a dependent, click the Add New Dependent option.

   The Name and Address Change form appears.



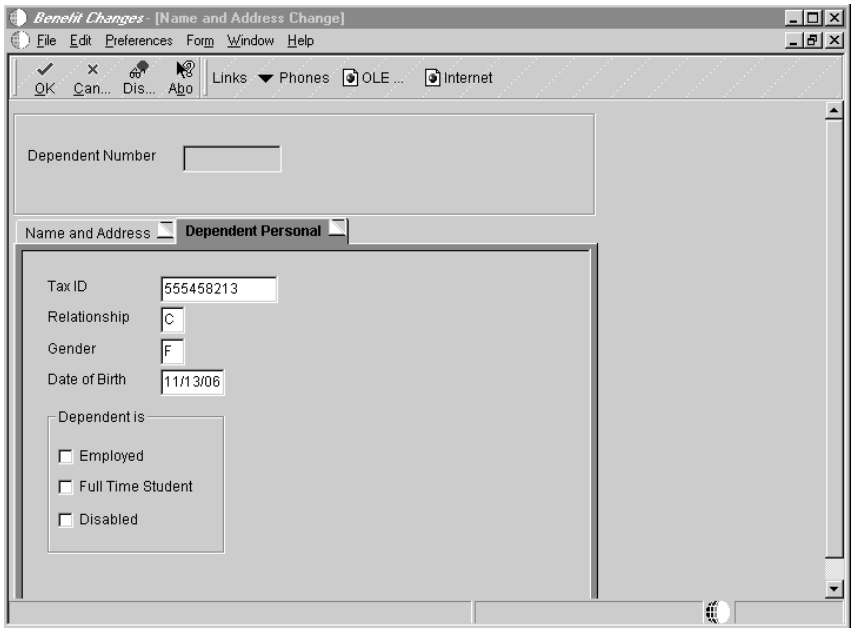
3. On Benefits Changes-Name and Address Change, click the box in the middle of the form if the dependent shares your address.

   The system automatically supplies your address information.

4. If you need to enter an address different from your address, complete the following fields:

   - First / Middle Initial / Last
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Postal Code
   - Country
   - E–Mail Address

5. Click the Dependent Personal tab.



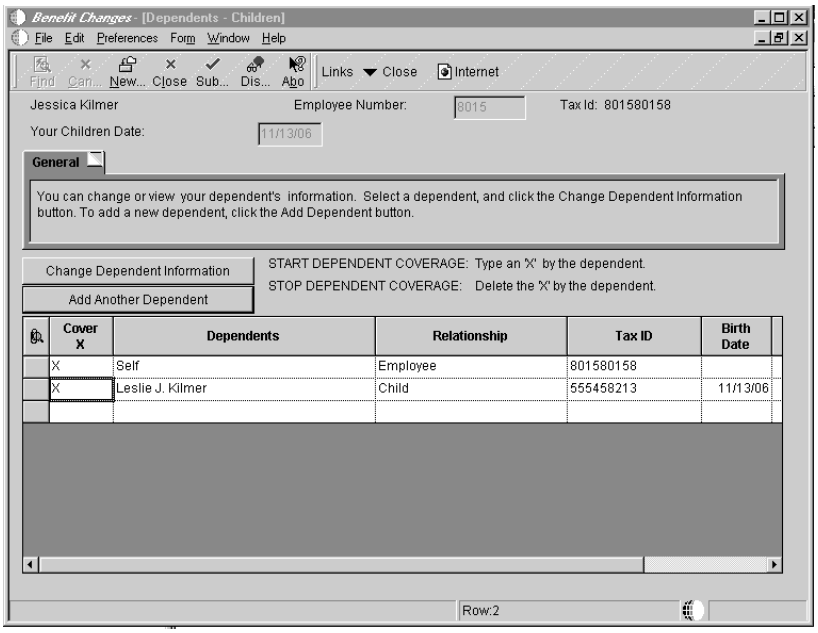
6. If your processing options for Benefits Enrollment (P08530) are set up to associate dependent coverage with a plan, you can complete the following fields:

   - Relationship
   - Gender
   - Tax ID
   - Date of Birth

7. Click one of the following fields as applicable, and then click OK:

   - Employed
   - Full Time Student
   - Disabled

   After you enter name and address changes, the system returns you to the General tab on the Benefits Changes-Dependents form. The revised information is automatically supplied in the detail area.

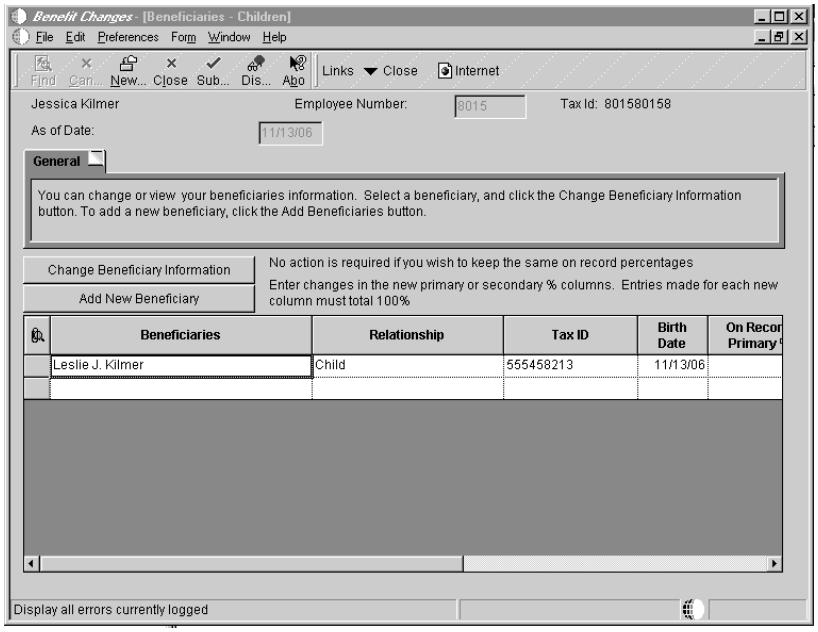


8. Click a benefit plan tab that might appear on the form.

   If the plan allows dependent coverage, your dependent information is automatically supplied in the detail area.

9. Replace or remove the X in the Cover X field for each dependent.
10. Change the following field for each dependent if necessary:
    - Primary Care Physician Number
11. Repeat steps 8–10 for each benefit plan tab.
12. Review the information and click Submit.

    The Beneficiaries-Changes form appears with beneficiary information that you already entered as dependent information.



13. Click a benefit plan tab that might appear on the form.
14. To change or add beneficiary information, repeat steps 1–7, but instead of adding or changing dependent information, add or change beneficiary information.

    Your beneficiary changes appear in the detail area of the Beneficiaries-Changes form.

15. Review the following fields:
    - On Record Primary %
    - On Record Secondary %
16. Enter a percentage in the following field for each primary beneficiary that you change:
    - New Primary %
17. Enter a percentage in the following field for each secondary beneficiary that you change:
    - New Secondary %
18. Repeat steps 13–17 for each benefit plan tab.
19. Click Submit.

Field	Explanation
On Record Primary %	The percentage of any proceeds from the benefit that goes to the participant. For example, you can designate that as the primary beneficiary, the participant is to receive 90% of the proceeds from a life insurance policy. This figure must have a value between zero and 100. If you do not type a value in this field, the system inserts 100%.
On Record Secondary %	The percentage of any proceeds from the benefit that goes to the participant. For example, you can designate that as the primary beneficiary, the participant is to receive 90% of the proceeds from a life insurance policy. This figure must have a value between zero and 100. If you do not type a value in this field, the system inserts 100%.

Using Self-Service for Managers

Self-service for managers is intended to help any employee in a managerial position complete certain tasks online through the company's intranet site. For example, a manager can log onto self-service to review all employees by business unit who have upcoming reviews. Also, a human resource administrator or system administrator can use self-service to process verification-of-employment requests. The information that managers use in self- service is intended to be used only by managers and supervisors. Your company's intranet site allows access to manager programs in self-service by recognizing only the employee numbers that have been set up as managers.

The programs that managers use in self-service use Enterprise Workflow Management. Workflow is an e-mail-based system that automates tasks by using e-mail to help reduce the processing time it normally takes to complete the task.

For example, managers can use self-service to initiate a setup process for a new employee. When the process is initiated, a series of messages within Workflow reminds human resource personnel to have paper work complete and equipment set up before the employee's start date.

Using self-service for managers consists of the following tasks:

- ❑ Reviewing upcoming employee reviews by supervisor
- ❑ Entering employment data for verification-of-employment letters
- ❑ Setting up new employees
- ❑ Approving W-4 forms

The following tasks are based on J.D. Edwards forms and data provided for self-service in a Windows environment. The navigations, forms, steps, and data shown in these tasks might not correspond to your customized self-service intranet site. If you are using self-service from your self-service site, you must always log onto the site as the first step. When you log on, the system uses your employee number to retrieve your information.

See Also

- *Working With Security Workbench* in the *System Administration Guide* to set up limited access to self-service programs for managers

Reviewing Upcoming Employee Reviews by Supervisor

Managers can log onto the self-service intranet site to search for all upcoming employee reviews. This process can occur in one of the following ways:

- You can log onto the self-service intranet site and search for upcoming employee reviews using the Upcoming Reviews By Supervisor program (P052200). You can search for employees based on the following fields: Business Unit, Pay Class, Type of Review, and all review dates and payroll status fields. The system automatically displays employees that report directly to you by your supervisor number.
- You can log onto the self-service intranet site and access the Upcoming Reviews By Supervisor program (P052200) after receiving an electronic message about your upcoming employee reviews. Instead of having to search for specific employees, the system automatically populates the grid with the employees that you are responsible for reviewing soon.

  This process occurs after the system administrator runs the Upcoming Reviews report (R052202). If the processing options for Upcoming Reviews are set up correctly, the report initiates Enterprise Workflow Management, which notifies all supervisors about their upcoming reviews with an e-mail. There is also a processing option that can be set to run the report automatically on a certain date when you also set up the report to run in the Scheduler Workbench. See *Scheduling a Recurring Job* in the *System Administration Guide*.

Different versions of the report can be run to report overdue reviews and reviews for all employees. In these cases, you would not receive e-mails. However, the system would still populate the Upcoming Reviews By Supervisor form (W052200B) with the employees that you are responsible for reviewing.

After the system displays your employees with upcoming reviews, you can select an employee record and choose a row exit to review profile, supplemental, employment, or organizational data for the employee. You can access this information if your OneWorld security system is set up to allow you access.

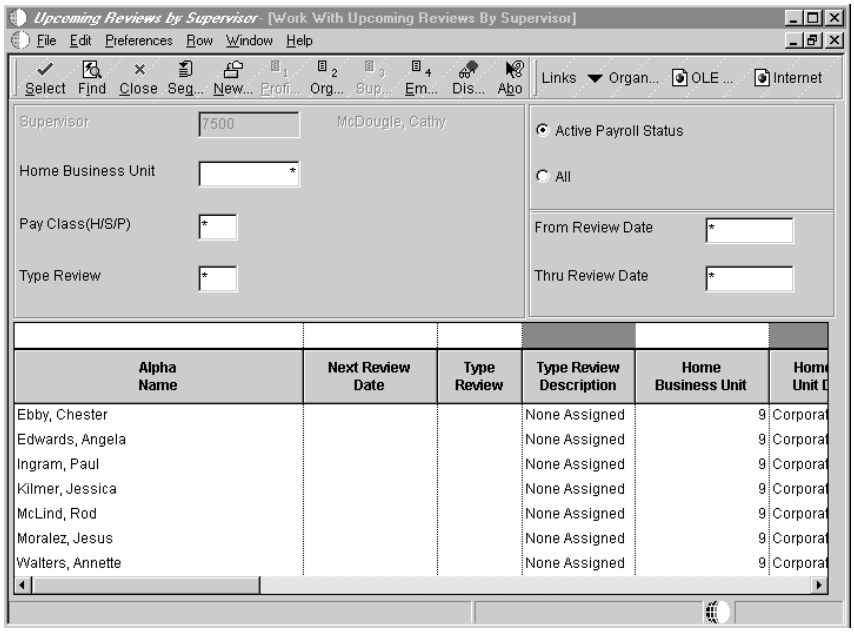
Before You Begin

❑ If the Upcoming Reviews by Supervisor report (R052202) has been run, you need to review only the information that appears when you log onto your self-service site. See *Running the Upcoming Employee Reviews report (R052202)* to further understand the procedure.

▶ To review upcoming employee reviews by supervisor

From the Manager Self Service menu (G05B10), choose Upcoming Reviews By Supervisor.

On Work With Upcoming Reviews by Supervisor



1. Complete any of the following fields:
   - Home Business Unit
   - Pay Class(H/S/P)
   - Type Review
2. Complete the following fields if you want to review those employees who have upcoming reviews during a specific period of time:
   - From Review Date
   - Thru Review Date

   If you complete the From Review Date field but leave the Thru Review Date field blank, the system displays all employees with reviews on or after the from review date.

   If you complete only the Thru Review Date field, employees with no specific next review date and employees with a next review date equal to or prior to the through review date are displayed.

3. Choose either the Active Payroll Status option to display only employees with an active payroll status, or the All option to display all employees and click Find.

   The All option includes employees on a leave of absence.

4. Review the displayed information.

Entering Employment Data for Verification-of-Employment Letters

The Verification of Employment program (P05003) allows only human resource administrators or system administrators to enter employment data for verification-of-employment letters.

Entering the employment data is the second part of a two-step process for processing a verification-of-employment letter. The employee must first request a letter by entering personal information on the Request Information tab of the Verification of Employment Data form (W05003B). When an employee enters a request, the system copies the employee's job and compensation information from the Job Information table (F08001) to the Employment Data tab.

If Enterprise Workflow Management is enabled through your processing options, after receiving an e-mail that a verification-of-employment request is pending, you can inquire on the request, change the employee's employment data if necessary, and process the letter. You can also e-mail the completed letter to the contact person that the employee has requested.

Before You Begin

❑ Set the processing option for Verification of Employment to 3. This processing option allows you to change the job information fields on the Verification of Employment Data form (W05003B) if necessary.

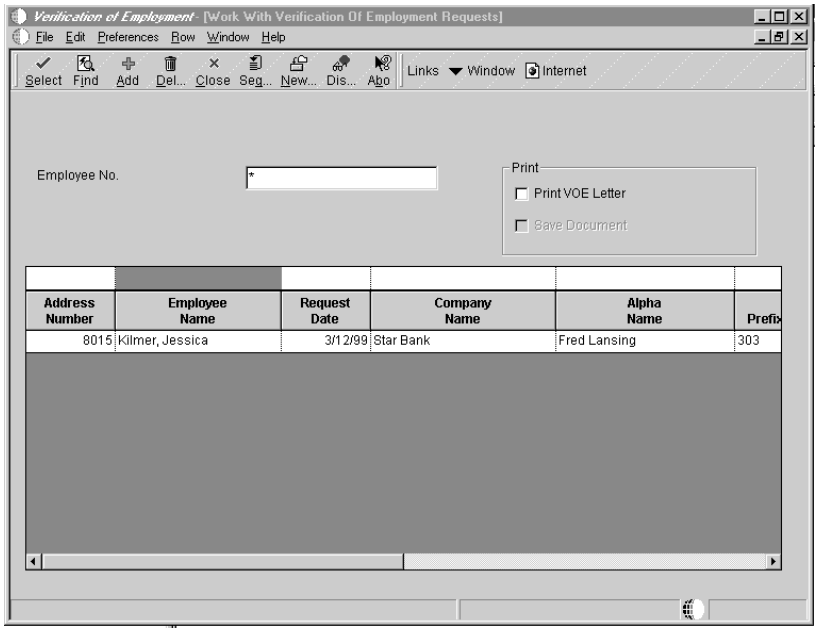
See Also

- *Requesting a verification of employment letter* to better understand how an employee requests verification-of-employment letters

▶ To enter employment data for verification-of-employment letters

From the Employee Self Service menu (G05BESS1), choose Verification of Employment.

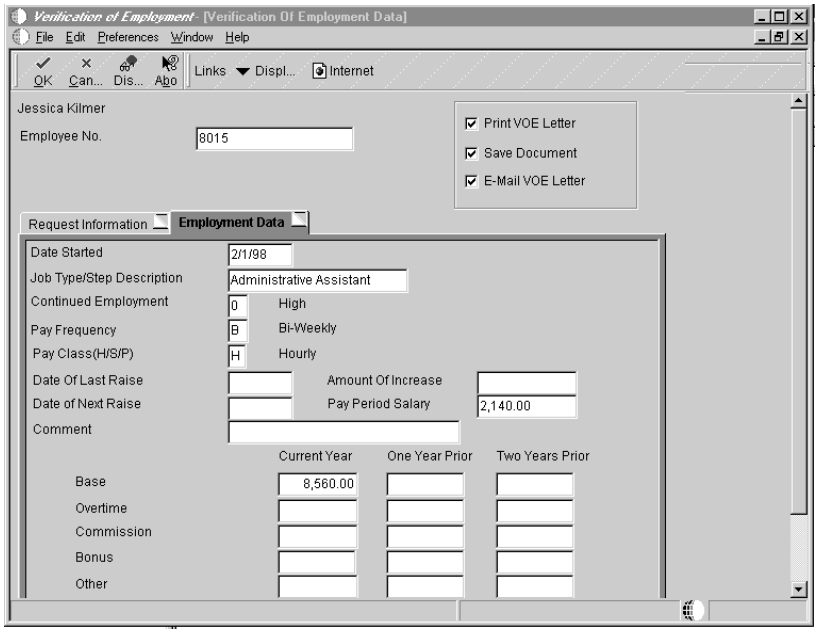
1. On Work with Verification of Employment Requests, complete the following fields and click Find to locate an employee's request:
   - Employee Identification
   - Request Date



2. If you need to delete a record, choose the record and click Delete.
3. Choose the request and click Select.

   The Verification of Employment Data form appears.

4. Click the Employment Data tab.



5. If your processing option is set to 3, choose one or more of the following options, depending on the contact method that the employee has checked:

   - Print VOE Letter

- Save Document
- E–Mail VOE Letter

If you clicked the Save Document option, the letter will be saved to the C:\TEMP\ directory.

6. On the Employment Data tab, review and change the following fields if necessary:
   - Date Started
   - Job Type/Step Description
   - Continued Employment
   - Pay Frequency
   - Pay Class(H/S/P)
   - Date Of Last Raise
   - Amount Of Increase
   - Date of Next Raise
   - Pay Period Salary
   - Comment
7. Review and change the following compensation fields if necessary:
   - Current Year Base
   - Current Year Overtime
   - Current Year Commission
   - Current Year Bonus
   - Current Year Other
   - One Year Prior Base
   - One Year Prior Overtime
   - One Year Prior Commission
   - One Year Prior Bonus
   - One Year Prior Other
   - Two Years Prior Base
   - Two Years Prior Overtime
   - Two Years Prior Commission
   - Two Years Prior Bonus
   - Two Years Prior Other
8. Click OK.

The Verification-of-Employment letter appears.

9. Choose Print from the File menu.
10. If you have clicked the option to e-mail the letter, click Yes or No on the form asking whether you want to e-mail the request.

Field	Explanation
Request Date	The date that an item is to arrive or that an action is to be complete. . . . . . *Form-specific information* . . . . . . The date of the request. If you are adding a request for a verification of employment letter, enter today's date. If you are reviewing a request, enter the date on which you initially added the request.
E–Mail VOE Letter	An option that specifies whether the system e-mails the verification of employment letter to the requested e-mail address. Click the option to activate it. . . . . . *Form-specific information* . . . . . . The system e-mails the verification-of-employment letter when you click OK. This option is enabled only when you activate the Print Verification-of-Employment Letter option also.
Save Document	An option that specifies whether you want the system to save the letter when you print it. If you activate this option, the system only saves the verification-of-employment letter when you print it. Any changes made to the letter when it appears as a document on the screen, will not be saved.
Print VOE Letter	An option that specifies whether the system prints the verification of employment letter. . . . . . *Form-specific information* . . . . . . The system prints the verification of employment letter when you click OK.
Date Started	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. 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.
Job Type/Step Description	The description associated with the job type and job step. This description is stored in the Job Information table (F08001).

Field	Explanation
Continued Employment	A field that indicates the employee's potential for continuing employment with the organization. Valid values are stored in user defined codes table 05/V3.
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized 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.
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Date Of Last Raise	The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information.
Amount Of Increase	Amount of increase is the difference between two values. A negative value indicates a decrease. . . . . . *Form-specific information* . . . . . . A monetary increase as a result of a raise occurring on the Date of Last Raise.
Date of Next Raise	The date that the hourly or annual pay rate for the employee increases. The new rate goes into effect after a payroll cycle completes with a pay period end date on or after the date of the next raise.
Pay Period Salary	Pay Period Salary is calculated by dividing the annual salary by the number of pay periods.
Comment	A comment, description or remark. This entry can be up to 40 characters in length.
Current Year Base	Amount paid from all pay types considered to be base salary for the current year.
Current Year Overtime	Amount paid from all pay types considered to be overtime pay for the current year.
Current Year Commission	Amount paid from all pay types considered to be commission pay for the current year.

Field	Explanation
Current Year Bonus	Amount paid from all pay types considered to be bonus pay for the current year.
Current Year Other	Amount paid from all pay types considered to be other pay for the current year. Other pay is anything other than base salary, overtime, commission, and bonus.
One Year Prior Base	The amount paid from all pay types considered to be base salary for the year prior to the current year.
One Year Prior Overtime	Amount paid from all pay types considered to be overtime pay for the year prior to the current year.
One Year Prior Commission	Amount paid from all pay types considered to be commission pay for the year prior to the current year.
One Year Prior Bonus	Amount paid from all pay types considered to be bonus pay for the year prior to the current year.
One Year Prior Other	Amount paid from all pay types considered to be other pay, for the year prior to the current year. Other pay is anything other than base salary, overtime, commission, and bonus.
Two Years Prior Base	Amount paid from all pay types considered to be base salary, for the year that is two years prior to the current year.
Two Years Prior Overtime	Amount paid from all pay types considered to be overtime pay, for the year that is two years prior to the current year.
Two Years Prior Commission	Amount paid from all pay types considered to be commission pay, for the year that is two years prior to the current year.
Two Years Prior Bonus	Amount paid from all pay types considered to be bonus pay for the year that is two years prior to the current year.
Two Years Prior Other	Amount paid from all pay types considered to be other pay, for the year two years prior to the current year. Other pay is anything other than base salary, overtime, commission, and bonus.

Setting Up New Employees

When you hire an individual, many administrative tasks must be completed before the employee starts working. The process of setting up a new employee can involve many paper forms, approvals, and equipment setup for the new employee. Setting up a new employee in self-service is an Enterprise Workflow Management-based process. Workflow routes approval messages and notification messages to certain people about setup tasks that need to be completed by a certain date.

Using Workflow to help complete the setup process for new employees reduces the risk of misplacing paper forms, informs the appropriate personnel of what should be completed by a certain date, and decreases the time spent setting up a new employee.

You can also inquire on the setup process to review the status of a new employee's setup tasks.

Setting up new employees consists of the following process:

- You must first add an employee record to the database. When you add an employee record through the Employee Setup program (P08710), the system automatically adds an employee record to the Address Book table (F0101) and an employee setup record to the Employee Setup table (F08710).
- You then enter the setup tasks for the new employee on the Employee Setup form.
- Last, you initiate the employee setup process by choosing the Process Tasks option. When you initiate the process, Workflow sends a series of approvals according to the setup tasks that you entered. Each setup task can do one or more of the following activities, depending on how the tasks have been set up: run a report, send an e-mail message, create a work order, start a Workflow process.

When you use the Employee Setup program to add an employee record, you access the Employee Quick Hire program through a Form exit on the first Employee Setup form. After you add an employee record, the system automatically adds an employee setup record in the Employee Setup table (F08710).

Alternatively, you can add a record using any of the following programs:

- Employee Information (P0801)
- Applicant Information (P08401)
- Personic or any third-party software that updates the F060116Z table

However, when you use one of these programs, the system does not automatically add an employee setup record to the Employee Setup table. To add a setup record after you add an employee record, you must access the Employee Setup program and initiate the process for employee setup.

Before you use the Employee Setup program, you must set the processing options for Employee Quick Hire to activate the employee setup process. You must also set these processing options to specify whether the system automatically updates the Employee Master table or the Unedited Quick Hire Transaction table when you add a record. For more information about these processing options, see the *Processing Options for Employee Quick Hire.*

Setting up new employees includes the following tasks:

- ❑ Adding an employee record using Employee Setup
- ❑ Initiating the process for employee setup

❑ Completing the process for employee setup using Workflow

Adding an Employee Record Using Employee Setup

You must add an employee record to the database before you can initiate the employee setup process. If you have already added an employee record, proceed to the task *Initiating the Process for Employee Setup*.

If you are adding an employee record using any of the following programs, see the referenced information for adding an employee record, and then proceed to the task *Initiating the Process for Employee Setup*.

- Employee Information (P0801). See *Adding Employee Records One at a Time.*
- Applicant Information (P08401). See *Entering Applicant Information* in the *Human Resources Guide.*
- Personic or any third-party software that updates the F060116Z table. See *Appendix C: About Personic Workflow* in the *Human Resources Guide.*

Before You Begin

❑ Complete the setup tasks for the employee setup process. See *Setting Up the Employee Setup Process.*

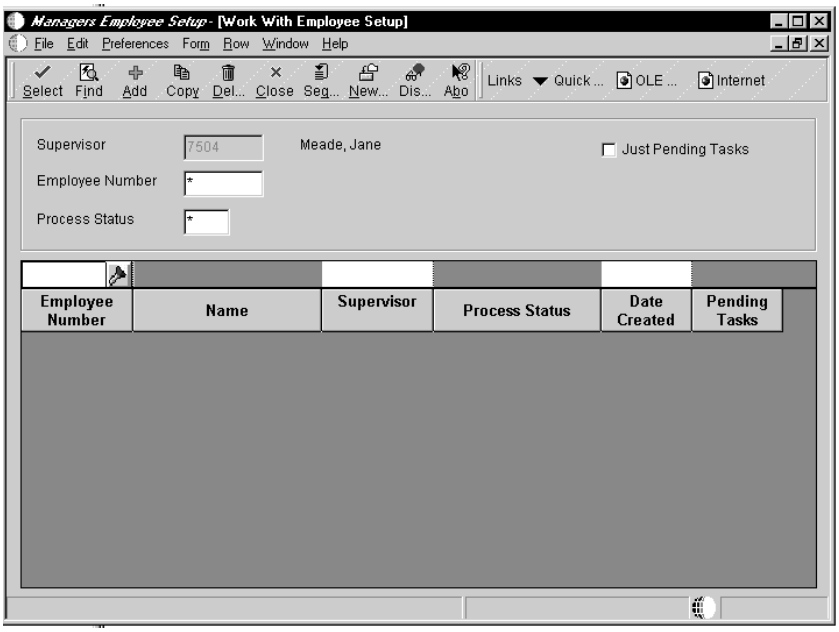
❑ Set the processing options for Employee Quick Hire. See the *Processing Options for Employee Quick Hire.*

❑ Set the processing options for Employee Setup.

▶ To add an employee record using Employee Setup

From the Manager Self Service Setup menu (G05BMSS1), choose Managers EE Setup. Or from the Employee Management menu (G05BE1), choose HRM Employee Setup.

On Work With Employee Setup



1. Choose Quick Hire from the Form menu.
2. On Employee Quick Hire, add a new employee record.

   See *Adding Employee Records for Applicants, Rehires, and New Hires*.

   After you click OK on the Employee Quick Hire form, the system returns you to the Work With Employee Setup form and displays the employee with a Pending status. Proceed to the task *Initiating the Process for Employee Setup*.

Processing Options for Employee Setup

```
Processing

      Lock Record Selection to current User          _____
      Require Setup Approval                         _____
      Approval Task Type                             _____
      Allow Chaning Approver                         _____
      Work Center Mail Box                           _____

Defaults

      Ending Setup Status                            _____

Work Orders

      Initial W.O. Status Code                       _____
      Active W.O. Status Code                        _____
      Final W.O. Status Code                         _____
      Record Type used when creating Work Order      _____
      instructions
      Copy Task Description to Work Order            _____
```

Initiating the Process for Employee Setup

After you add an employee record, you initiate the process for employee setup. Before you initiate this process, you need to assign setup tasks to the employee's setup record. You can assign the following types of tasks:

- A task for the employee setup process
- Individual setup tasks

The task for the employee setup process might require approval for the entire setup process. If your processing option is set correctly, Workflow will obtain approval for the process before it performs individual tasks that you have assigned to the employee record. This task is preset so that you only need to enter the process approval task in the Task Type field.

The individual setup tasks are specific to the location where the employee will be working. You can choose tasks from a default task list that displays setup tasks for every employee by job type and job step. You can also choose tasks from a setup task list that includes every possible task. You can change tasks to customize the employee's setup. However, this might require another approval depending on how the task is set up.

Each setup task can do one or more of the following activities, depending on how the tasks have been set up: run a report, send an e-mail message, create a work order, start a Workflow process.

Information that you enter in the tabbed area of the Employee Entry Setup form updates the Employee Setup Master table (F08710). Information that you enter in the detail area of the form updates the Employee Setup Tasks table (F08711).

Before You Begin

❑ Add an employee record for whom you want to initiate the employee setup process. See *Adding an Employee Record Using Employee Setup.*

❑ Set the Employee Quick Hire processing options. See the *Processing Options for Employee Quick Hire.*

▶ To initiate the process for employee setup

If you added an employee record using a program other than the Employee Setup program, from the Manager Self Service menu (G05BMSS1), choose Managers Employee Setup. Or from the Employee Management menu (G05BE1), choose HRM Employee Setup. If you just added an employee record using the Employee Setup program, disregard this navigation and continue with the task.

1. On Work With Employee Setup, if you used the Employee Setup program to add an employee record, go to step 3.

2. Complete any of the following fields and click Find:
   - Employee Number
   - Employee Setup Status
3. Choose the employee record and click Add.
4. If you added an employee record with a program other than Employee Setup, complete the following fields on the Employee tab:
   - Address Number
   - Employee Setup Action

   The system supplies the header fields.
5. To add default tasks, choose Add Default Tasks from the Form menu.

   If there are default tasks setup for the new employee's job type and step, the system supplies the default tasks onto the Employee Setup Entry form.
6. To add or change the subclass for a task, review the following fields:
   - Lock code
   - Ranking

   If there is a value in the Lock Code field, you can change the subclass only to a level that is equal to or less than the value in the Ranking field.
7. Complete the following field with a value that is equal to or less than the value in the Ranking field:
   - Task Sub Class
8. Complete the following optional field:
   - UM
9. If the task is an equipment-setup task and you need more than one unit, complete the following field:
   - Units
10. Review the system-supplied information in the following grey fields:
    - Order Number
    - Task Recipent
    - Approved By
    - Required Location Fields

    You cannot change these fields.
11. Click the Location tab and review the following field to determine the number of Location Code fields you need to complete for this task:

- Required Location Fields

12. Complete the following Location Code fields depending on the number of that are required.
13. Complete the following optional field:
    - OfficeNumber
14. To assign an additional task, complete the following field and repeat steps 6–13:
    - Task Type

    If you enter the process approval task, you do not need to repeat steps 6–13.

15. To copy tasks from another employee, complete the following field and click the Copy Employee's Tasks option.

    The system supplies the detail area with tasks from the specified employee. You can copy tasks only from employees who have the same Setup Action value as the employee you are copying tasks to.

16. When you finish entering all tasks for the employee's setup, click OK.

    The system returns you to the Work With Employee Setup form. Your new employee record displays a process status of Pending.

    The Activation Confirmation form appears asking whether you want to activate the employee setup process.

17. Choose Yes to begin the process. If you choose No, the system leaves the status of the process to Pending. You will need to come back to this form to activate the process. See *Completing the Process for Employee Setup Using Workflow*.

Field	Explanation
Employee Setup Action	A code that represents the setup action to perform.
Arrival Date	The date the employee arrives at the employee's desk. Setup tasks for the employee setup can be based on this date or based on the start date contained in the Employee Master table.
Required Location Fields	A value that represents the number of location category codes you need to know to accomplish the current setup task. For example, to install a telephone you might need to know the first four location codes (state, city, building, and office number). To set up a computer account, you might need to know only the first two location codes (state and city).

Field	Explanation
Location Code 001	A user defined category code (08/L1) that defines the location of an employee. You set up this code to meet the needs of your organization. For example, you can set up a category code to represent country, city, state, campus, building, office, or other location. The Human Resources system provides this code to allow you to define a custom setup process for new employees based on the location where the employee will work.
OfficeNumber	A field that uniquely identifies the physical location where an employee works. The system does not verify this information. You can enter any alphanumeric string.
Lock code	A code that specifies whether the hiring manager can change the selected default setup task. When you check this box, the following must be true: • Every employee who matches the current job type and step and location must have this default setup task. • Only a human resources administrator can change the task details.
Ranking	A code that specifies the rank of tasks within a task type. You rank tasks to restrict users from changing the subclass of a task to a subclass with a higher rank.
Task Sub Class	A code that represents the classification of the current task. The system uses this code to further define the task.
Task Type	A user defined code (08/T1) that represents the primary category or classification of an employee setup task.
Unit of Measure	A user defined code (00/UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic meter, liter, hour, and so on.
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Document (Order No, Invoice, etc.)	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Task Recipent	The address book number of the person who is assigned to the current employee setup task.
Approved By	The address book number of the person who approves any given work. The system verifies this number against the Address Book.

Completing the Process for Employee Setup Using Workflow

After you initiate the process for employee setup, Workflow completes one or both of the following procedures depending on how the processing options are set:

- Obtains a process approval
- Obtains a task approval for each employee setup task

If a process approval is required, Workflow will not begin each employee setup task until it obtains the process approval.

Workflow can complete any or all of the following processes for each setup task:

- Create a work order
- Create a report
- Send an e-mail
- Start an additional Workflow process

Workflow might need to obtain a process approval for the entire setup process. This approval can be an acknowledgment from a supervisor in the new employee's department. Or it can be an approval for the salary before the individual is hired. The task for approving the process is set to a status of Pending (as defined in Setup Task Status list 08/S1) until it is approved. When the task is approved, the system sets the task status to Approved and starts processing each task within the process.

Workflow might also need to obtain task approvals for each setup task. Or an approval might be required if a manager changes a task. For example, if the task for installing an employee phone does not require an approval, Workflow will not e-mail an approval form. However, this task might be set up to require an approval if a manager changed the task to install a phone with many features.

When Workflow needs to obtain approval for a task, it first verifies that the manager who entered the employee setup record entered the required fields that identify the location of the new employee's workspace. If there are missing values, Workflow delays the process and e-mails the manager. When the required fields are entered, Workflow e-mails an approval form to the approver that is set up for the task. The task is set to a status of Waiting (as defined in Setup Task Status list 08/S2) until it is approved. When the task is approved, the system sets the task status to Approved and starts processing the task.

As part of each task, Workflow can e-mail a message, run a customized report, create a work order, and start an additional Workflow process. An e-mail can contain the employee's name and location information, the description of the task, a requested completion date, and an employee's comments about the task. An e-mail can be sent to notify the recipient that a report has run. A setup task can also have a work order associated with it.

When the system completes a task, the system sets the task status to Completed.

You can review and revise the task status for the entire setup process for the individual tasks. A task can be deleted if it is set to a Pending status. A task can be canceled if it is has a Waiting, Approved, or Active status. If you did not activate the employee setup process when you added an employee setup record, you can activate the process.

Completing the employee setup process using Workflow consists of the following procedures:

- Approving the process or task for employee setup
- Reviewing and revising the status

These procedures should be completed by managers who are responsible for approving the process for new employee setup or the individual tasks within the process.

Before You Begin

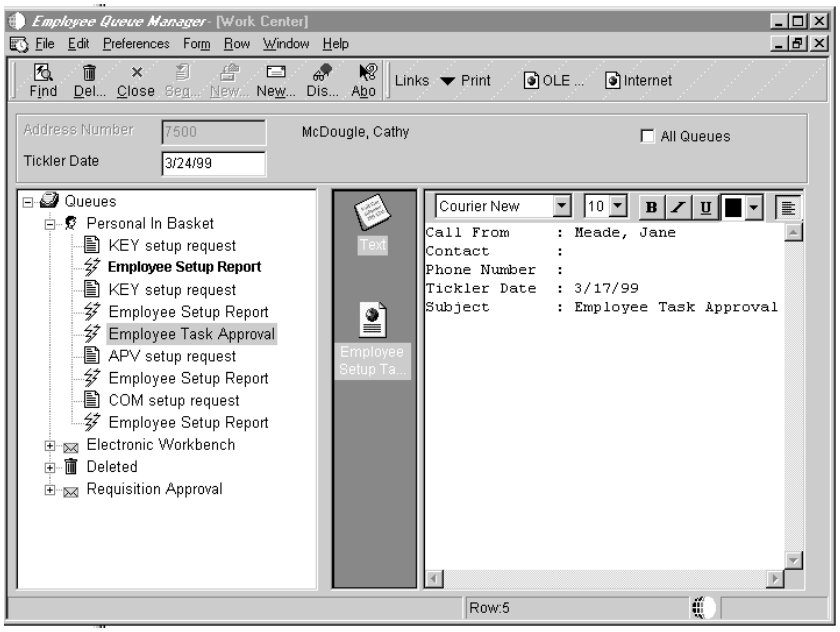
❑ Review the status codes from UDCs 08/S1 and 08/S2. See *Setting Up User Defined Codes for Employee Setup.*

▶ To approve the process or task for employee setup

From the Workflow Management menu (G02), choose Employee Queue Manager.

On Work With Employee Queue Manager

1. Verify that your name appears in the following field:
   - Skip To Name
2. Choose your record and click Select.
3. On Work Center Queue, click the icon in the left queue that receives Employee Setup messages.



All setup requests pending approval appear.

4. Click the message that you want to see.

   The message appears in the right queue.

5. If the message allows you to complete a task, click the icon that describes the task in the middle of the form.
6. Click the icon in the right queue.
7. On To approve or reject a request, choose an option in the Actions area of the Employee Setup Approval form.
8. Complete one of the following fields and click OK:
   - Approve
   - Reject
9. On Employee Queue Manager, click Close.

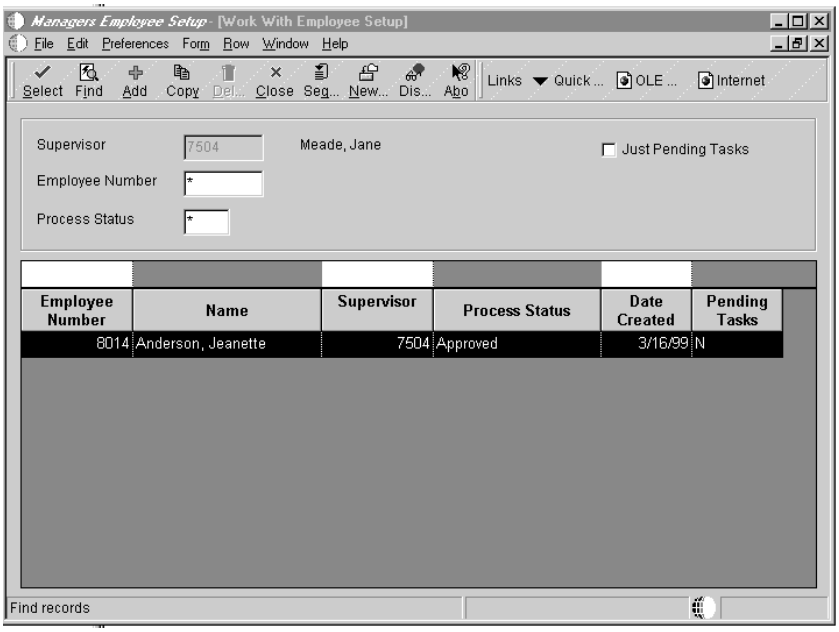
▶ To review and revise the status

From the Manager Self Service menu (G05BE1), choose Managers Employee Setup. Or from the Employment Management menu (G05BE1), choose HRM Employee Setup.

On Work With Employee Setup

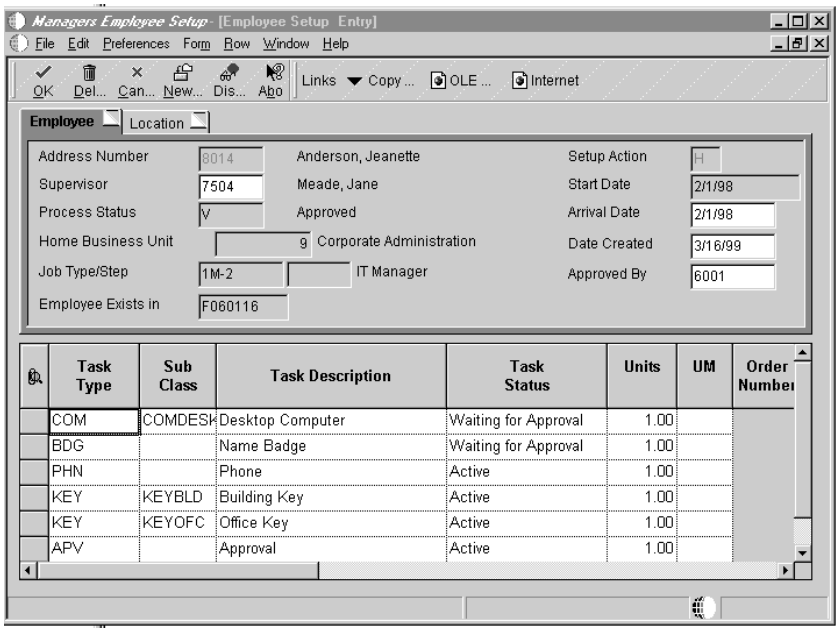
1. ,Complete the following fields and click Find:

- Employee Number
- Supervisor
- Status



The Status field displays the status for the entire setup process. You can delete or activate the process for employee setup if the status is Pending. You can cancel the process if the status is Approved, Active, Rejected, or Waiting.

2. Choose a record.
3. To cancel the process, choose Cancel Process from the Row menu.
4. To delete the process, choose Delete.
5. To activate the process, choose Process Tasks from the Row menu.
6. If the record contains a 1 in the Pending Tasks field, click Select to review the status for individual setup tasks.



7. On Employee Setup Entry, review the Task Status field for each task in the detail area.

   The Task Status field displays the status for an individual setup task. You can delete the task if the status is Pending. You can cancel the task if the status is Waiting, Approved, or Active.

8. To cancel a task, choose the task and then select End Task from the Row menu.

   When you cancel a task, the system sets the task status to the value as set up in the Final Task Status field on the Work With Setup Task Details form.

9. Click OK.

Field	Explanation
Employee Setup Status	A code that represents the status of the entire setup process. Changing the setup status triggers the specific event associated with the status.

Approving W-4 Forms

After an employee completes a W-4 form, Workflow e-mails the form to the IRS Form W-4 queue of the human resource administrator who is set up to receive these forms. You set up the human resource administrator's address book number in the processing options for IRS Form W-4.

After the human resource administrator reviews an employee's W-4 form, the system automatically sets the status of the W-4 form to Reviewed. After reviewing the form, the HR administrator can reject or process, and print the form. If the form is rejected, the HR administrator can add comments to the form for the employee to review, and then enter a new W-4 form.

The HR administrator can access the W-4 forms through the W-4 Form (P053030) menu option or through his or her electronic mailbox.

The W-4 form program allows the HR administrator to search for all employees who have claimed exempt or who have claimed more than 10 allowances. These forms must be printed, signed by each employee, and then sent to the IRS.

The HR administrator must print all forms and obtain a signature from each employee before sending the forms to the IRS.

Before You Begin

- ❑ For the system to display the correct forms for the HR administrator, version ZDJE0002 must be set up.
- ❑ Check your IRS Form W-4 queue for notification of W-4 forms.
- ❑ If you access W-4 forms from your electronic mailbox, see the task *Viewing Messages* in the *OneWorld Foundation Guide*.

▶ To approve W-4 forms

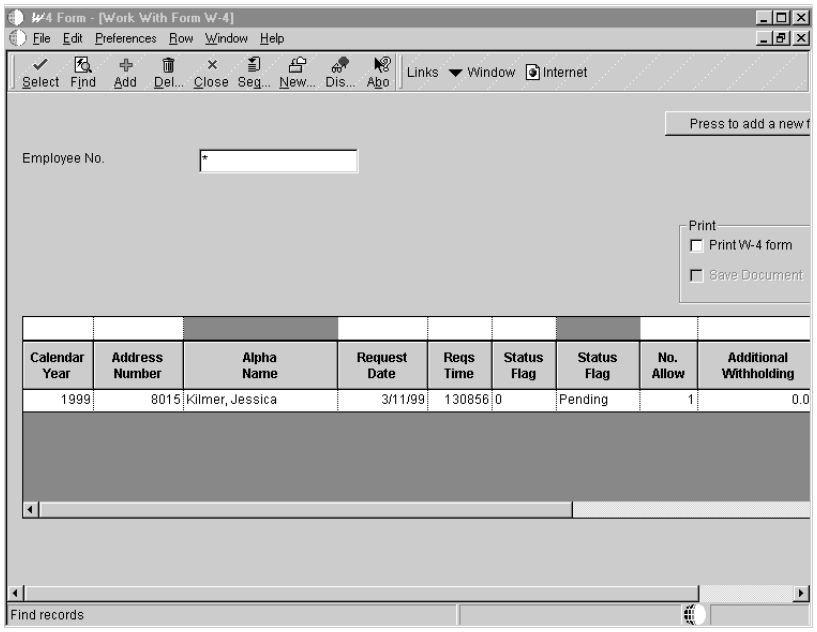
From the Employee Management menu, choose W-4 Form.

On Work With Form W-4

1. Complete the following field:
   - Employee ID
2. To narrow your search, complete the following fields and click Find:
   - Request Date
   - Status Flag
3. If you are planning to print the forms, click the Print W-4 form option.

   The system enables the Save Document option.
4. To save the forms, click the Save Document option.

   The system saves the to the C:\TEMP\W4FORM.DOC directory.



5. To display employees who claimed more than 10 allowances, enter >10 the following field:

   - Number of Allowances in IRS Form W–4

6. To display employees who claimed exempt, enter 1 in the following field and click Find:

   - Flag, Exempt Status on IRS Form W–4

   The system displays employees who claimed exempt or who have more than 10 allowances in a bright pink color. These forms should be printed, signed by each employee, and then sent to the IRS.

7. Choose a record and click Select.
8. On Form W-4, review the information and complete either the Reviewed, Processed, or Rejected option.
9. Complete the optional Message from HR to Employee field.
10. Click OK.
11. Click Yes or No on the Print Confirmation form that appears.

    The W-4 form appears.

12. Choose Print from the file menu.

Field	Explanation
Number of Allowances in IRS Form W–4	A value that specifies the total number of allowances claimed by an employee on IRS Form W-4.

Field	Explanation
Flag, Exempt Status on IRS Form W–4	An option that indicates whether an employee is claiming exemption from withholding of taxes on IRS Form W-4. To claim exempt, an employee must meet all conditions listed on Form W-4.

Setting Up Self-Service

Setting up self-service is a task that should be performed by the system administrator.

Employees access self-service through a series of web pages on your company's intranet site that allow them to complete such tasks as requesting a verification-of-employment letter or changing name, address, and emergency contact information. These web pages correspond to self-service programs in OneWorld.

OneWorld provides web pages for all self-service programs, as well as a logon page and a menu page. These pages are fully functional and you can use them without modification. You can also create customized self-service web pages. For example, if you want to put your own company's logo on the web pages, you need to create customized web pages.

See *Creating Web Applications* in the *Web-Based Solutions Guide* for information about using the HTML generator to create web pages for self-service.

The following tasks describe the self-service programs and the involved set up procedures for customizing a self-service site:

- ❑ Setting up common settings for self-service applications
- ❑ Setting up verification of employment
- ❑ Setting up name and address change
- ❑ Setting up emergency contacts and phones
- ❑ Setting up paid time-off inquiry
- ❑ Setting up benefits enrollment
- ❑ Setting up dependent and beneficiary changes
- ❑ Setting up time entry
- ❑ Setting up upcoming reviews by supervisor
- ❑ Setting up Form W-4
- ❑ Setting up the employee setup process

Setting Up Common Settings for Self-Service Applications

When you set up common settings for self-service applications, you define whether you want to display employee numbers, employee tax identification numbers, and participant numbers of benefit plans in the upper left corner of all self-service web pages except for the W-4 program. You set three data items to either Yes or No.

Setting up the common settings updates the Common Setting for Human Resource Employee Self Service table (F05004).

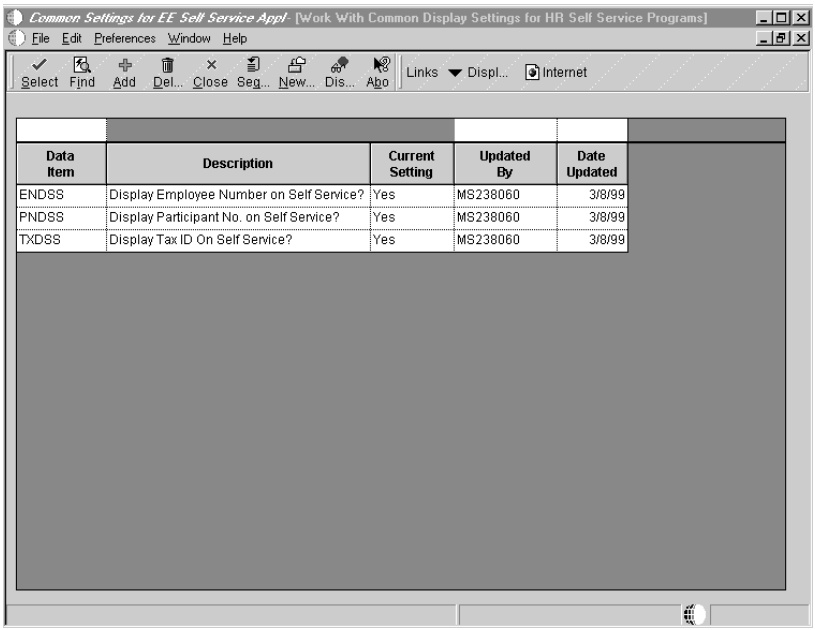
Before You Begin

- ❑ For release B73.3.1, you might need to access Object Librarian and run the UBEs R8905004 and R8999410 before you set up the common settings. Only run these UBEs if the data items ENDSS, TXDSS, and PNDSS do not appear on the Work With Common Display Settings for HR Self Service Programs form. When you run the UBEs, the system transfers the necessary data items into the Common Setting for Employee Self Service table F05004. If you do not run these UBEs, you will not be able to set up the common settings correctly.

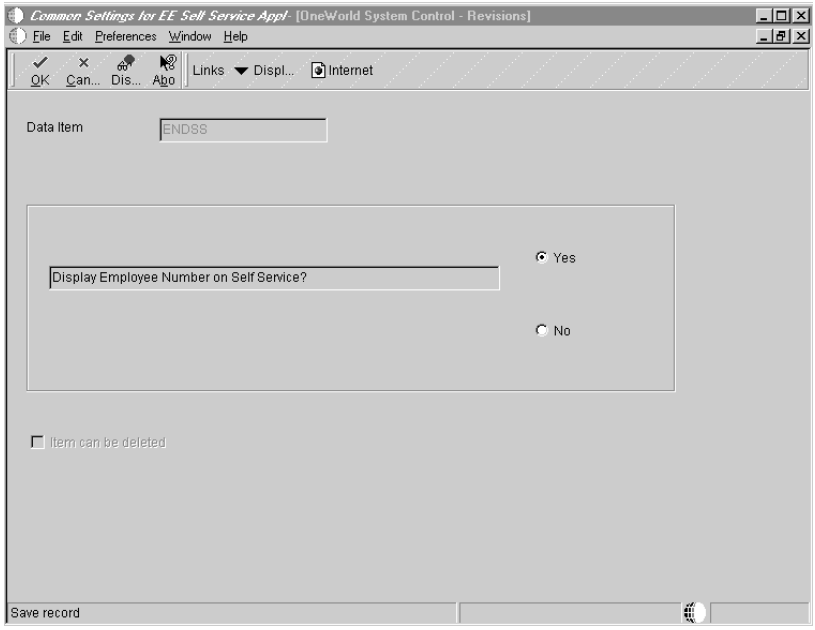
▶ To set up common settings for self service applications

From the Employee Self Service Setup menu (G05BESS4), choose Common Settings for EE Self Service Applications.

On Work With Common Display Settings for HR Self Service Programs



1. Click Find.
2. To define whether you want your self-service applications to display employee numbers, choose the data item ENDSS and click Select.



3. On One World System Control Revisions, click the Yes or No option and then click OK.
4. To define whether you want your self-service applications to display tax ID numbers, repeat steps 1 and 2 for data item TXDSS.
5. To define whether you want your self-service applications to display participant ID numbers, repeat steps 1 and 2 for data item PNDSS.

   You cannot delete these data items from the system.

6. To add extra data items, click Add.
7. Complete the following field:
   - Data Item
8. Repeat step 3.
9. If you need to delete a data item, choose the data item and click Delete.

Field	Explanation
Display Employee Number on Self Service?	A code that specifies whether to display the employee number on the top left corner of all employee self service applications, such as Name and Address Change. Valid values are: Y Display the employee number. N Hide the employee number.

Field	Explanation
Display Tax ID On Self Service?	A code that specifies whether to display the employee tax ID on the top left corner of all employee self service applications, such as Name and Address Change. Valid values are: Y Display the employee tax ID. N Hide the employee tax ID.
Display Participant No. on Self Service?	A code that specifies whether to display the participant number on the top left corner of all employee self service applications, such as Name and Address Change. Valid values are: Y Display the employee number. N Hide the employee number.

Setting Up Verification of Employment

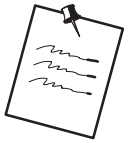
Verification of Employment (P05003) uses a review form and an entry form. The review form is the entry point to Verification of Employment. The entry form has two tabs, Request Information and Employment Data. Employees use the Request Information tab to request that a verification of employment letter be sent to a specific individual or company, such as a creditor or loan officer. On the Employment Data tab, a Human Resources administrator or system administrator can enter information pertaining to the employee, such as the date employment began. The system calculates and supplies the employee's earnings based on the VOE Pay Types by Category table (F05002). Only the system administrator can change the employee's earnings fields on the Employment Data tab. The administrator can also e-mail the completed letter directly to the contact whom the employee requested.

The fields on the Employment Data tab are active only when an administrator is logged on to the self-service system. When an employee is logged on, the information on the Employment Data tab is visible. However, the employee cannot edit that information.

Information entered on Verification of Employment (P05003) updates the Verification of Employment Data table (F05003).

For the system to accurately report pay information on verification-of-employment letters, you must add certain pay types to the pay categories that you define in user defined code list, 05/V1. For example, you might link a holiday bonus pay type and an annual bonus pay type to the bonus category.

When you set up verification of employment, you update the Pay Type By Category table (F05002).



The task for requesting a verification of employment letter can include the Enterprise Workflow Management system. If your processing options are set up appropriately, Workflow notifies the individual responsible for processing the request after the request information is entered.

Before You Begin

- ❑ Verify that your verification-of-employment letter is complete. Select and review the VOEREQUEST in the MailMerge WorkBench Setup P980014. You must also hard code a company signature and phone number on the letter. See *Changing Mailmerge Documents* in the *OneWorld Foundation Guide.*

- ❑ Set up verification of employment categories for pay information in user defined code list 05/V1. See *Setting Up User Defined Codes*.

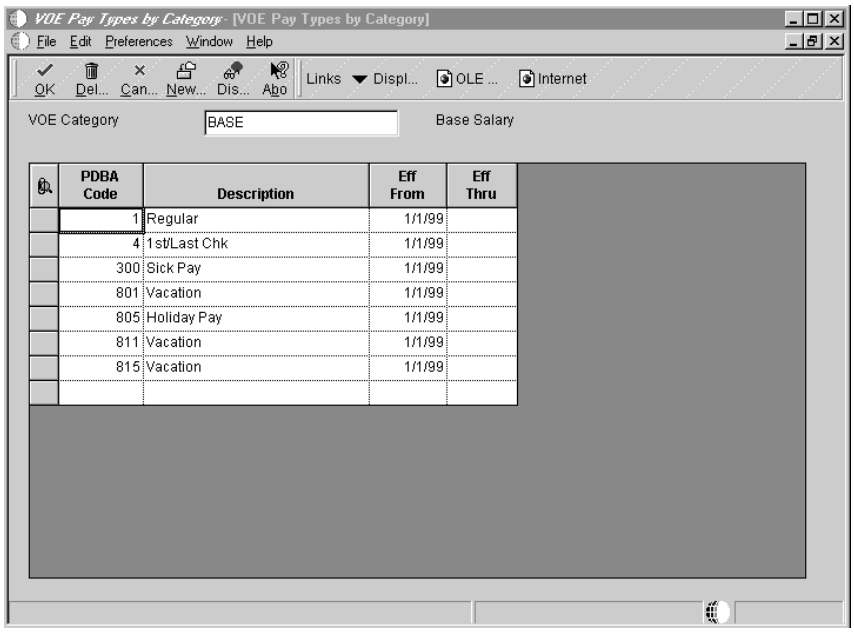
- ❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*

▶ To set up verification of employment

From the Employee Self Service Setup menu (G05BESS4), choose VOE Pay Types By Category.

On Work With Verification of Employment Categories

1. Click Add.



2. On VOE Pay Types by Category, complete the following fields and click OK:
   - VOE Category
   - PDBA Code
   - Eff From

Field	Explanation
VOE Category	This field is used to categorize pay types, such as those for base, overtime, commission, bonus, and other pay.
PDBA Code	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.

Processing Options for Verification of Employment

```
User Level

1  User Level:      Enter ' ' or '1' if
    used by Employee   '2' if used by
    HRM clerk   '3' if used by HRM admin
    without sending
    request through Workflow    Note: If
    this program is used by an employee
    or an HRM clerk, then the approval
    process will be routed through
    Workflow, where the "Workflow Setup"
    tab needs to be setup.
    employee or an HRM clerk, then the
    approval process will be routed
    through Workflow, where the
    "Workflow Setup" tab needs to be
    setup.

      User Level                                _____

Workflow Setup

      1. Address Number of HRM person           _____
      (or a Distribution List) who will
      process VOE requests
```

What You Should Know About Processing Options

The following list describes consequences and additional set-up issues you should be aware when you choose one of the three processing options:

1–Used by Employee

Entering 1 instructs Workflow to notify the recipient of the pending request after the employee enters the request information. The recipient completes the verification-of-employment letter and can print the letter or e-mail it to the requested contact person. This value starts the process with the employee and finishes it with the Workflow recipient.

If you enter this value, you must set up your recipient in the processing option on the Workflow Setup tab.

2–Used by HRM clerk

Entering 2 instructs Workflow to notify the recipient of the completed letter after the human resource management clerk enters the request information. The recipient approves the letter and can print or e-mail the letter directly to the contact person that the employee requested. This value assumes that the process has already started with the employee. The HRM clerk does not receive a Workflow message but sends the completed letter through Workflow to a recipient for approval.

If you choose this value, you must set up your recipient in the processing option on the Workflow Setup tab.

3–Used by HRM administrator

Entering 3 turns off Workflow in the Verification of Employment program. Because the human resources administrator starts and completes all requests, there is no need for Workflow. The HRM administrator can delete a request and also print the letter or e-mail it directly to the contact person that the employee requested.

See Also

- For more information on setting up Workflow recipients and distribution lists, see *Working with Distribution Lists* and *Recipient Rules and Recipient Conditions* in the *Enterprise Workflow Management Guide*.

Setting Up Name and Address Change

The Employee Name and Address Change form displays the employee's current name and address and allows the employee to enter a new name and address. You can attach a personal photo of the employee as a media object to the Personal tab of the Name and Address Change form.

Information entered on Employee Name and Address Change program (P05101) updates the Address Book table (F0101).

When the employee changes a city, state, or postal code change, Workflow can notify a human resource administrator about the change so that payroll files can be updated manually. For example, a human resource administrator should update any employee's change of resident tax areas. Make sure you set your processing option with the address number of the employee who is to receive these notifications.

Before You Begin

❑ To attach personal photos to the Personal tabs on Name and Address forms, see *Attaching Media Objects* in the *OneWorld Common Foundation Guide.*

Processing Options for Employee Name and Address Change

```
Workflow Setup

      1. Address Number of HRM/Payroll                    _____________
      person or a Distribution List who
      will update Payroll files ( i.e.
      Vertex, GeoCode for Resident Tax
      Area) if either City or State or
      Postal Code has changed

Tax ID

      1.  Hide or Show Tax ID.  Enter                     _____________
      "0" or "Blank" to hide Tax ID or
      enter "1" to show it.
```

Setting Up Emergency Contacts and Phones

The Emergency Contacts and Phones program (P053010) lets employees enter the names and phone numbers of individuals that should be contacted in the event of an emergency. Information entered on the Emergency Contact and Phones form updates the Address Book-Contact Phone Numbers table (F0115).

Before You Begin

❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*

Setting Up Paid Time Off Inquiry

The Paid Time Off Inquiry program (P053020) shows an employee's paid time-off accruals, deductions, and balances. The system lists the number of hours available at the beginning of the year, the number of hours that have accrued since then, the number of hours taken, and the balance of hours currently available.

Before You Begin

❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*

Setting Up Benefits Enrollment

Employees can enroll in or change their benefits plans online through a series of web pages. Open Benefits Enrollment (P08530) allows employees to review current enrollment information, review the new year's benefit plan offerings and calculate total pay period costs for new benefit selections, and repeatedly change open enrollment choices prior to the closing of the open enrollment period.

You can organize your web-based benefits enrollment program under a menu structure based on employment events, such as new hire and rehire, and life events, such as children or marriage. You might create a menu from which the employee selects the event or reason for changing enrollment. If the employee selects marriage, for example, the version of the web page that allows changes associated with marriage will be used.

You can use the processing options to set up different versions of the application. For example, you might set up the following versions for the allowable enrollment event codes:

New Hire Enrollment	NHR (New Hire)
Rehire Enrollment	RHR (Rehire)
Marriage	MAR (Marriage)
Divorce	DIV (Divorce)
Children	CHD (Children)
Open Enrollment	OPN (Open Enrollment)

To set up benefits enrollment you need to complete the following tasks:

- ❑ Setting up categories by enrollment event
- ❑ Setting up benefit enrollment events
- ❑ Setting up new DBA plan rates

Each of the following three web pages corresponds to a self-service benefits form in OneWorld:

View Current Elections Form

The View Current Elections form (W08530A) is the entry point to self-service benefits enrollment. It displays an employee's current benefit elections and calculates running totals for the employee's cost. It reads from the Current Coverage workfile (F08330WF).

The push button on this form accesses the Benefits Coverage Summary form (W08532A). You can define the text that appears on the push button in the processing options. The push button will be hidden if none of the enrollment events listed in the processing options are currently open for online enrollment.

Processing Options for View Current Elections form

Event

1) Enter the allowable enrollment event code _____

2) Enter a general text to describe the enrollment event indicated above. The general text will be used to name the push button the employee would take to enroll or make changes. If this is left blank, the UDC description for the event code is used to label the button. _____

Display

1) Enter a '1' to show employee elections for plans and plan options that are outside the employee's benefit group's selections. _____

2) Enter a '1' to display a window with the following message after submit is clicked on the Benefit Summary form. A blank will not display the window. This window's message can be used to inform the employee of the possibility that they have automatically been enrolled in mandatory and/or default plans. mandatory and/or default plans. _____

3) Enter the message that is to appear in the window described above. _____

4) Enter the URL for you company benfits guide. _____

Edits

1) Enter a '1' to associate beneficiary coverage with a benefit plan. A '0' will not require that beneficiaries be associated with a benefit plan. _____

2) Enter a '1' to associate _____

dependent coverage with a benefit plan. A ’0’ will not require that dependents be associated with a benefit plan.

3) Enter a ’1’ to require the employee to enter a date of birth when entering a new dependent or beneficiary. A ’0’ will not require the employee enter a date of birth for new dependents or beneficiaries. _____

4) Enter a ’1’ to require the employee to enter a Tax ID when entering a new dependent or beneficiary. A ’0’ will not require the employee enter a Tax ID for new dependents or beneficiaries. _____

Versions

1) Enter the Version of the Employee Name and Address Change application to use. If left blank, ZJDE0001 is used. _____

Benefits Coverage Summary Form

An employee accesses the Benefits Coverage Summary form (W08532A) by clicking the push button on the View Current Elections form. This form gives employees a summary of their benefit elections by benefit categories. It reads from the Benefit Categories by Benefit Group table (F08350).

When an employee accesses this form for the first time, the new benefit elections category will be empty unless you have set up your benefit categories to be supplied from current enrollment. See *Setting Up Categories by Enrollment Event*.

The general message text for the employee’s benefit group appears at the top of the form. The text comes from the General Message table (F00191), the Current Coverage workfile (F08330WF), and the Available Plans workfile (F08320WF).

Employees can choose the benefit category that they want to change, then exit to the Benefit Category Elections form to make changes. After making changes, they return to Benefits Coverage Summary, where they can review the cost and credits of their changes.

When the employee clicks Submit, the program can verify the changes with the employee with a small form before adding the record to the Available Plans and Plan Options by Employee workfile (F08320Z1). You can set up a processing option to have the text appear on this verification form. For example, you might want to use this window to notify the employee that he or she might have been enrolled in mandatory or default plans.

Benefit Category Election Form

The Benefit Category Election form (W08534) appears when an employee chooses a benefit category to change and clicks Enroll on the Benefits Coverage Summary form. The general message text for that category appears at the top of the form. The text comes from the General Message table (F00191).

This form displays the active plans, plan options, and associated costs that are available for enrollment within the benefit category that the employee has selected. The employee can enter an amount or rate if the plan requires it, and then the system calculates the cost for the employee. When employees are finished changing plan elections, they return to the Benefit Coverage Summary form, where they submit their changes. If the plans are associated with dependents and beneficiaries, as set up in the processing options for Benefits Enrollment (P08530), the employee is prompted to enter dependents and then beneficiaries.

This program reads from the Available Plans workfile (F08320WF).

Before You Begin

- ❑ Set up benefit enrollment event codes in user defined code list 08/BE to define the different employment or life events during which benefit enrollment changes can take place. These events could be open enrollment, new hire or rehire enrollment, and so on. If the event is an open enrollment or other enrollment with a defined update period such as quarterly retirement plan changes, enter 1 in the Special Handling Code field so that the system will maintain both future enrollment information and changes to current enrollment information. See *Working With User Defined Codes* in the *OneWorld Foundation Guide* for more information.

- ❑ Set up benefit plans and enable each plan for self-service. See *Setting Up Benefit Plans* in the *Human Resources Benefits Guide.*

- ❑ Create an employee record for each employee whom you need to enroll in benefits. See *Adding Employee Records One at a Time*.

- ❑ If you need to enter or change the benefit group selection for a group of employees before you enroll them in benefit plans, see *Processing Mass Changes*.

- ❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self-Service Applications.*

Setting Up Categories by Enrollment Event

After you have set up the enrollment event codes, you need to define which benefit categories can be changed or enrolled in during each enrollment event. For example, you might allow all benefit categories (medical, dental, disability, life, and so on) to be

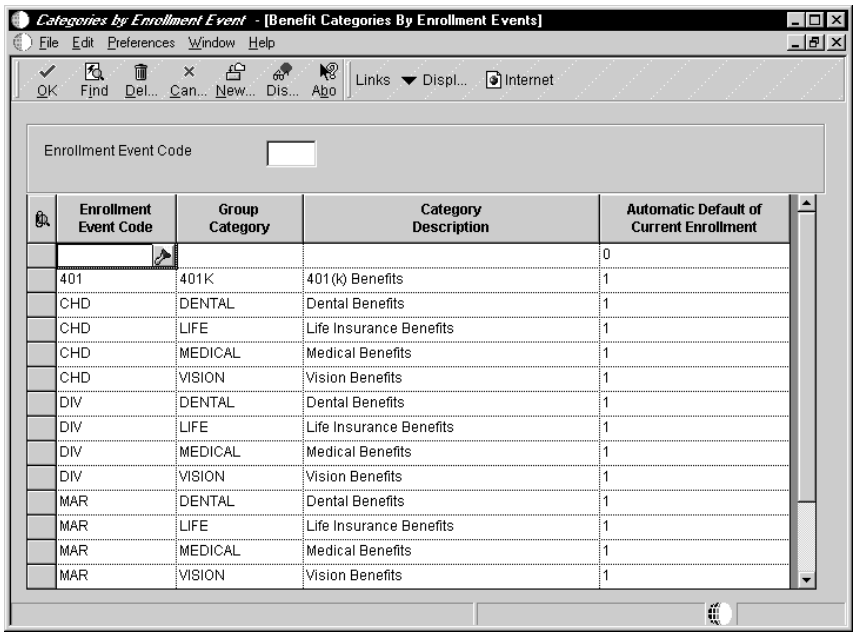
changed during open enrollment, but only selected categories (such as medical, dental, and vision) to be changed for an event such as marriage.

If you do not set up categories for a specific enrollment event, the system assumes that no changes or enrollments are allowed for that event.

▶ To set up categories by enrollment event

From the Employee Self Service Setup menu (G05BESS4), choose Categories by Enrollment Event.

On Benefit Categories by Enrollment Event



1. Complete the following fields in the detail area:
   - Enrollment Event Code
   - Group Category
   - Automatic Default of Current Enrollment

   If the benefit plans are the same, the system supplies the current enrollment as the default enrollment. However, if a current plan is no longer available (for example, if you are changing insurance carriers), you should not accept the default.

2. Repeat step 1 for every available benefit category for each enrollment event, and then click OK to save your changes.

Field	Explanation
Enrollment Event Code	The user defined code that you use to denote an enrollment event such as marriage.
Group Category	The category of a benefit group. The category is used to group benefit plans according to the type and rule. For example: Medical - Required Medical Selections Dental - Optional Dental Selections Life - Required Life Insurance Selections Valid categories are set up in the Generic Rate and Message table (F00191) for user defined code list 08/SG. Associated text for categories is stored in the General Message Detail table (F00192). For more information, see program P00191.
Automatic Default of Current Enrollment	Use this field to specify whether the system should automatically default to the current enrollment. Valid values are: 0 Do not allow previous coverage to default as the new coverage 1 Allow previous coverage to default as the new coverage

Setting Up Benefit Enrollment Events

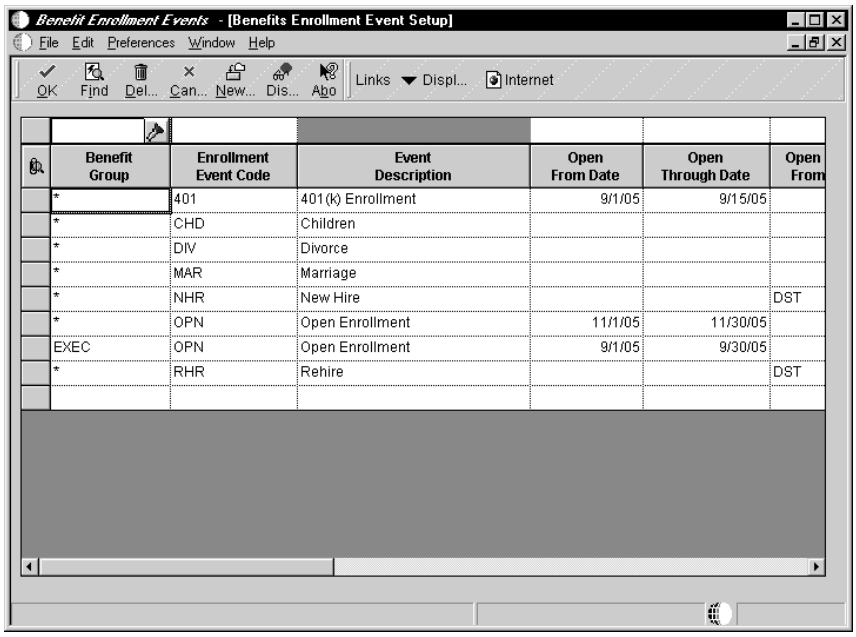
When you set up benefit enrollment events, you define the time period during which the event is open for online changes or enrollments. For example, open enrollment events allow changes from a specific date until another specific date. Other types of events, such as new hire enrollment events, allow changes starting on a variable date, such as the date of hire, and extending for a certain number of days following that date.

You can set up different time periods for the same enrollment event for different benefit groups. For example, open enrollment for salaried employees might be at a different time than open enrollment for executives.

▶ To set up benefit enrollment events

From the Employee Self Service Setup menu (G05BESS4), choose Benefit Enrollment Events.

On Benefits Enrollment Event Setup



Benefit Group	Enrollment Event Code	Event Description	Open From Date	Open Through Date	Open From
*	401	401(k) Enrollment	9/1/05	9/15/05	
*	CHD	Children			
*	DIV	Divorce			
*	MAR	Marriage			
*	NHR	New Hire			DST
*	OPN	Open Enrollment	11/1/05	11/30/05	
EXEC	OPN	Open Enrollment	9/1/05	9/30/05	
*	RHR	Rehire			DST

1. Complete the following fields:
   - Benefit Group
   - Enrollment Event Code

   You can indicate that an event is open for all benefit groups by typing * in the Benefit Group field.

2. If the enrollment event will allow changes between specific dates, complete the following fields:
   - Open From Date
   - Open Through Date
3. If the enrollment event will allow changes for a certain number of days following a specific or variable date, complete the following fields:
   - Open Based From Date
   - Number of Calendar Days Elapsed

   You can enter a data item, such as the data item that indicates the employee's start date, in the Open Based From Date field.

4. Complete the following field:
   - Enrollment Effective Date
5. Repeat steps 1 through 4 for every available enrollment event, and then click OK to save your changes.

If you do not define a time period for an enrollment event, the system assumes that the event is open all year.

Field	Explanation
Benefit Group	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.
Open From Date	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
Open Through Date	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.
Number of Calendar Days Elapsed	The number of days that must pass after an employee's start date before the employee can enroll in the plan.
Enrollment Effective Date	The date on which an enrollment in a plan takes effect.

Setting Up New DBA Plan Rates

If any of your benefit plans are changing rates during the open enrollment period, you can cross-reference the current year's DBAs (deductions, benefits, and accruals) with the current rates to the DBAs that reference the new rates. This cross-reference lets you effectively change the rates that appear for the enrollment period without changing the rates for the current DBAs.

You need to cross-reference DBAs only for benefit calculations that are table based or if the DBA is changing radically (for example, from a flat dollar amount to a percentage). If you do not set up a cross-reference, the system retrieves new rates from the Plan Master Rate table. If you set up both the Plan Master Rate table and the DBA cross-reference, the system uses the DBA cross-reference.

You need to set up the DBA cross-reference before you build the workfiles for open enrollment.

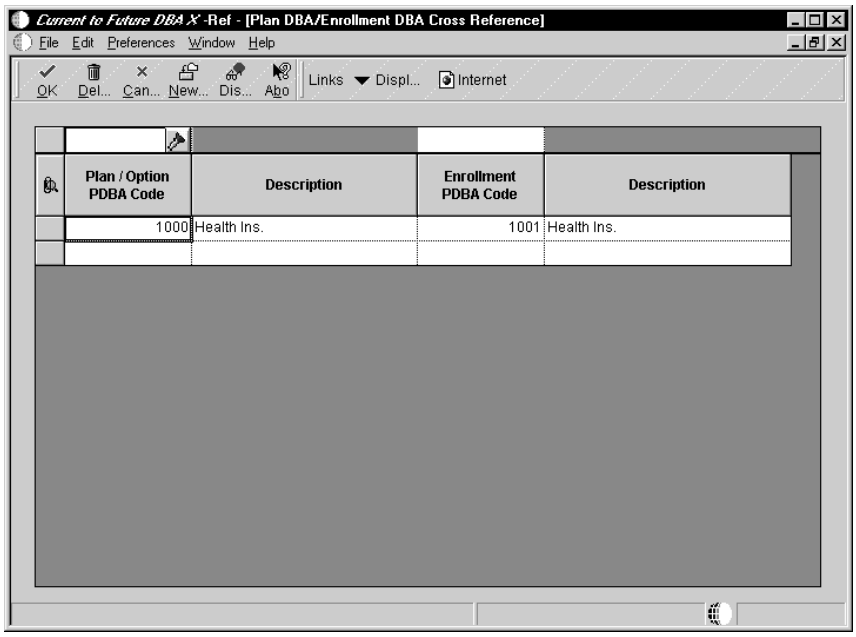
Before You Begin

❑ Set up the DBAs for the new rates. See *Setting Up Deductions, Benefits, and Accruals*.

To set up new DBA plan rates

From the Employee Self Service Setup menu (G05BESS4), choose Current to Future DBA X-Ref.

On Plan DBA/Enrollment DBA Cross Reference



1. Enter the current year's DBA in the following field:
   - Plan / Option PDBA Code
2. Enter the corresponding DBA for the new rate in the following field:
   - Enrollment PDBA Code
3. Repeat steps 1 and 2 for all the rates that are changing, and then click OK to save your changes.

You still need to change your enrollment plan's DBA amounts to the new rates prior to the period in which they will be effective.

Field	Explanation
Plan / Option PDBA Code	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.

Field	Explanation
Enrollment PDBA Code	The code associated with a deduction, benefit, or accrual (DBA) that was used to calculate the employee's net payment. This code prints on the right side of the payment stub.

Setting Up Dependent and Beneficiary Changes

Employees can change their dependents and beneficiaries for benefit plans online. After an employee submits changes to benefit plans from the Benefit Coverage Summary form (W08532A), and if the plans required a dependent or a beneficiary, the system displays the Benefits Changes-Dependents form (W08538A). After you complete the form, the system displays the Benefits Changes-Beneficiaries form (W08538A) if the plans are associated with dependents and beneficiaries as set up in the processing options for Benefits Enrollment.

Information entered on the Benefits Changes-Dependents or Benefits Changes-Beneficiaries forms updates the Dependents/Beneficiary Cross Reference Work table (F08336WF) and enables a tab on the Name and Address form (W05101A) in the self-service Name and Address Change program (P05101). The tab allows the employee to enter a change of address for the dependent or beneficiary. If the employee changes a dependent, the tab on the Name and Address form appears as Dependent Personal. If the employee changes a beneficiary, the tab on the Name and Address form appears as Beneficiary Personal.

Setting up dependent and beneficiary changes includes setting up user defined code lists 08/DB (Dependent/Beneficiary Type) and 08/RL (Relationship).

See Also

- *Changing Name and Address Information* for information on changing dependent and beneficiary information.
- *Setting Up User Defined Codes* for information on setting up UDCs 08/DB and 08/RL.

Setting Up Time Entry

The Self Service Time Entry program (P051191) allows employees to enter timecards using either the Daily Time Entry program (P051141) or the Time Entry by Line Detail program (P051131). The Daily Time Entry program may be preferable for employees who need to report their time every day. This program reduces typing time because the form includes the days of the week on the entry grid. Employees can access either program from the Time Entry-Web Self Service form (W051191F).

Employees can use the Time Entry-Web Self Service form to review past check stubs.

Information entered on the Self Service Time Entry form updates the Employee Transaction Detail table (F06116).

Before You Begin

❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*

You can access the following processing options for daily time entry with the Interactive Versions program (P983051). You must inquire on P051141. You can access the processing options for Time Entry Per Pay Period from P051131.

Processing Options for Daily Time Entry

```
Time Entry

1.  Enter the beginning day of the
    week.

      Time Entry Week Begin Day                    _____________

2.  Enter a '1' to prevent changes and
    deletes to records locked to another
    user.

      Time Entry Changes Flag                      _____________

2.  Enter the Version of the Time Entry
    Master Business Function you wish to
    run.

      Version for Master Buisness                  _____________
      Function application.
      (P0500002A)

Tabs

1.  Enter a '1' to display or a '0' to
    hide the specific tabs.

      Category Codes Tab                           _____________
      Organization Tab                             _____________
      Subledger Tab                                _____________
```

Processing Options for Time Entry Per Pay Period

```
Time Entry

1.  Enter '1' to display batch
    statistics on request.

      Batch Statistics Flag  (Future                _____________
      Option)

2.  Enter '1' to prevent changes and
    deletes to records locked to another
    user.

      Time Entry Changes Flag                       _____________

3.  Enter Time Entry version.

      Version – Time Entry                          _____________

Tabs

1.  Enter a '1' to display or a '0' to
    hide the specific tabs.

      Category Codes Tab                            _____________
      Organization Tab                              _____________
      Subledger Tab                                 _____________
```

Setting Up Upcoming Reviews by Supervisor

The Upcoming Reviews By Supervisor program (P052200) can be used by employees in a managerial or supervisory position. Supervisors can log onto the self-service site to see all employees for whom they are responsible to review soon.

The Upcoming Reviews By Supervisor report (R052200) can be run to report employees with upcoming reviews by supervisor and to add Enterprise Workflow Management functionality to the process. If the processing options for this report are set up correctly, the system automatically reports employees with upcoming reviews, reminds each supervisor of upcoming reviews by sending an e-mail, and automatically updates the Upcoming Reviews By Supervisor program (P052200).

When a supervisor logs onto the program, the system recognizes the supervisor's employee number and displays the supervisor's employees who have upcoming reviews. You can set up processing options so that supervisors can take row exits to view an employee's information on the following forms: Employee Organizational Assignments (W0801ORG), Personal (W0801EMP), Employee Basic Compensation (W0801CMP), and Supplemental Data Inquiry (W050200). You can choose whether you want to set up security to permit access to these forms by certain individuals only. See *Working With Security Workbench* in the *System Administration Guide.*

This program updates supervisors and eliminates the time they would spend researching upcoming reviews for their employees.

You can also set a processing option to have the report run automatically on a certain date. See *Scheduling a Recurring Job* in the *System Administration Guide*.

There are also processing options to run versions that report past due reviews and reviews for all employees without specified dates. Neither of these versions include Workflow.

Upcoming Reviews By Supervisor (P052200) is an inquiry-only program. The information presented by the program is from the Employee Master table (F060116).

Before You Begin

❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*

Processing Options for Upcoming Reviews by Supervisor

```
Process

      1. Disable Basic Compensation                    _____
      1 = Yes      0 = No
        0 = Disabled
      2. Disable Organizational                        _____
      Assignment      1 = Yes      0 =
      No
      3. Disable Employment Information                _____
      1 = Yes      0 = No
        0 = Disabled
      4. Disable Employee Profile      1               _____
      = Yes      0 = No
      5. Disable Supplemental Data                     _____
      1 = Yes      0 = No
        0 = Disabled
                                                       _____

4. Employee Profile      1 = Enabled
    0 = Disabled
        0 = Disabled

                                                       _____

5. Supplemental Data      1 = Enabled
    0 = Disabled
        0 = Disabled

                                                       _____

Defaults

      1. Enable Supervisor Number entry                _____
      1 = Yes      0 = No
        0 – Disable
                                                       _____

Version

      1. Employee Compensation                         _____
      Enter a specific version
      Blank = Default version
      2. Employee Organizational                       _____
      Assignment      Enter a specific
      version      Blank = Default
      version

2. Employee Organizational Assignment
    Enter a specific version      Blank
    = default version

                                                       _____
```

See Also

- *Running the Upcoming Employee Reviews by Supervisor report*

Setting Up Form W-4

Employees can use self-service to enter, review, and revise W-4 forms. The W-4 form program (P053030) provides a Personal Allowances worksheet tab, a Two-Earner/Two-Job worksheet tab, a Deductions and Adjustments worksheet tab, and a Definitions tab for employees to use before completing the W-4 form. All worksheet tabs replicate the IRS Form W-4. A system administrator enters and maintains the instructions from Form W-4 on the Definitions tab. Employees only review information on this tab.

When an employee logs onto Form W-4 self-service, the system copies the employee's address book number, tax ID, name, and address to the form. The employee can update name and address information. After completing the W-4 form, an employee can print both the form and the associated worksheets. The worksheet information is not stored in the database.

Workflow is a part of the Form W-4 self-service. When an employee presses the submit button, Workflow sends the W-4 form to a human resource administrator for approval. You can set up the address book number of the human resource administrator in the processing options for Form W-4. If the human resource administrator rejects the form, an employee must complete a new W-4 form. There are fields on the form that allow for comments from both the human resource administrator and the employee so that the two can communicate about questions or concerns.

When the form is approved, the system updates the IRS Form W-4 table (F053030). Data entered in this program does not update any payroll files. You need to manually enter this information to modify payroll files.

Employees can return to the program to review the progress of their W-4 form by reviewing the Reviewed Flag field, which indicates whether the W-4 form is pending review, has been reviewed, has been approved, or has been rejected. Employees can make changes to the form only if their W-4 form is at a pending status. If the form is rejected, the employee must enter a new form.

Only the specified human resource administrator has the authority to delete a W-4 record if necessary.

The Form W-4 program includes two versions. Version ZJDE0001 must be set up for employees to enter their W-4 forms. Version ZJDE0002 must be set up for the human resource administrator to approve the W-4 forms. Each version contains the correct forms for completing the different tasks.

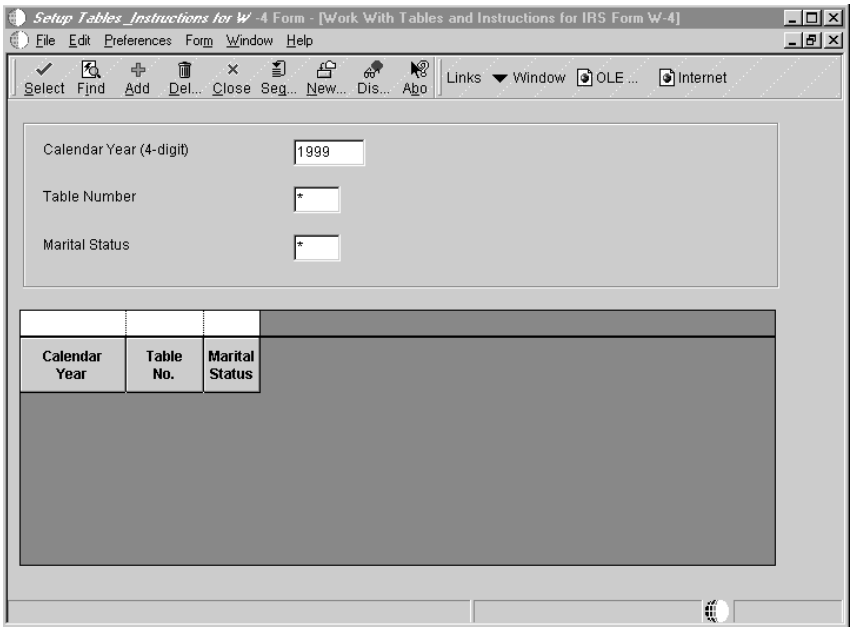
The processing options for the self-service Form W-4 program (P053030) allow you to maintain the program when the government mandates new tax guidelines such as new income limits for child tax credits. You set processing options to maintain the personal allowances and the deductions and adjustments worksheet. As part of the Workflow setup, you also set a processing option to enter the address number of the human resource administrator who is to receive the W-4 forms through Workflow.

As part of setting up the self-service program for Form W-4, you must also define values on the reference tables for the two-earner/two-job worksheet.

▶ To set up Form W-4

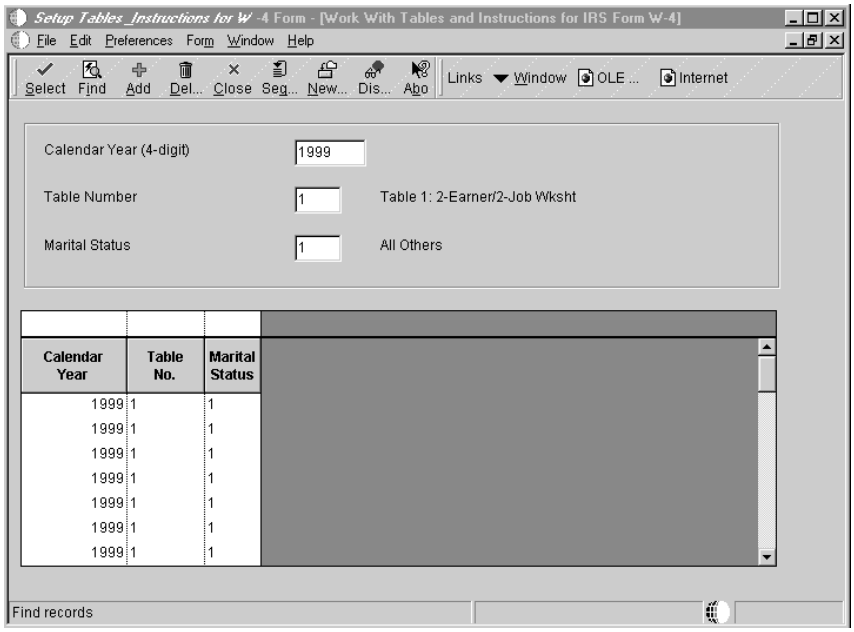
From the Employee Self Service Setup menu (G05BESS4), choose Setup Tables and Instructions for W-4 Form.

On Work With Tables and Instructions for IRS Form W-4



1. Complete the following field and choose W-4 Instructions from the Form menu:
   - Calendar Year (4–digit)
2. On Media Objects, enter the W-4 Instructions.

   For information about attaching media objects, see *Working with Media Objects in the OneWorld Foundation Guide.*
3. Choose Save and Exit from the File menu.
4. On Work With Tables and Instructions for IRS Form W-4, complete the following fields and click Add:
   - Table Number
   - Marital Status



5. On Tables in IRS Form W-4, complete the following fields and click OK:
   - From
   - To
   - Value, IRS W–4 Attachment Table
6. Repeat the procedure three more times until you enter all values for the two tables.

Field	Explanation
Calendar Year (4–digit)	The four-digit calendar year.
Table Number	The table number of a table associated with the worksheet for IRS Form W-4. For example, for the year 1999, Table 1 is the Two-Earner/Two-Job Worksheet.
Marital Status	A code that represents the marital status of an employee. This code is required by IRS Form W-4 Worksheet.
From	The lower limit in a range of wages. Employees use this range to determine the value to enter in box 2 of the Deductions and Adjustments Worksheet for IRS Form W-4.
To	The upper limit in a range of wages. Employees use this range to determine the value to enter in box 2 of the Deductions and Adjustments Worksheet for IRS Form W-4.
Value, IRS W–4 Attachment Table	A value that you use to determine the number of deductions to claim on IRS Form W-4 when both you and your spouse are wage earners. You copy this value from the Two-Earner/Two Job Worksheet to the Deductions and Adjustments Worksheet.

Processing Options for IRS Form W–4

User Level

1. User Level Enter ’ ’ or 1 if used by Employee ’2’ if used by HR personnel Note: workflow is enabled only if program is used by employee _____

Note: workflow is enabled only if program is used by employee

Workflow Setup

1. Address Number of HR person who will process W-4 forms _____

Year

1. Calendar Year – 4-digit _____

Per Allow Wksh

1. Line G, range 1, unmarried, lower limit $ _____
2. Line G, range 1, unmarried, upper limit $ _____
3. Line G, range 1, married, lower limit $ _____
4. Line G, range 1, married, upper limit $ _____
5. Line G, range 2, unamrried, lower limit $ _____
6. Line G, range 2, unmarried, upper limit $ _____
7. Line G, range 2, married, lower limit $ _____
8. Line G, range 2, married, upper limit _____
9. Line H, second bullet, single limit $ _____
10. Line H, second bullet, married limit $ _____

Ded + Adj Wksh

1. Line 1, all other, income limit $ _____
2. Line 1, married filing separately, income limit $ _____
3. Line 2, married filing jointly or qualifying widow(er), amount $ _____
4. Line 2, head of houshold, amount $ _____
5. Line 2, single, amount $ _____
6. Line 2, married filing separately, amount $ _____
7. Line 8, amount to divide by _____

SSA Phone/Add

1. Phone number to contact the Social Security Administration to _____

```
request a name change form
2. Web page address of the social
Security Administration
```

Setting Up the Employee Setup Process

After hiring an employee, a manager can use self-service to add an employee record and initiate an employee setup process. Workflow then messages task approvals, and reminders about equipment setup to certain people.

You can set up tasks for the new employee that are default tasks. Default tasks can be tasks that every new employee needs. For example, if all employees in your company have their own phone, you might want to set up a default task for installing a phone. Managers can change these tasks unless you enter a lock code for the task when you set it up. When you set up a default task, you always associate it with a job type and step. Information entered as a default task updates the Default Setup Tasks table (F087101).

You also set up a task list by location. You enter every possible setup task for every location. For every task in the task list, you can specify an approver, a task recipient, and other task details. Managers can pick and choose these tasks and assign them to a new hire's setup record.

Setting up the employee setup process includes the following procedures:

- Setting up default tasks
- Setting up tasks by location

You can set up each task to do one or more of the following activities: run a report, send an e-mail message, create a work order, or start a Workflow process. You must first customize a report, set up a work order, or set up an additional Workflow process if you are planning to attach these activities to a task.

You can also require an approval for each task that you set up. If you require an approval, Workflow e-mails an approval form to the address book number of the person you designated in the Approver field. You must also set your processing options to determine whether Workflow should obtain a process approval for the entire employee setup process for every new employee record.

The system determines the date to begin the approval process from the values that you enter in the following three fields on the Work With Setup Task Details form:

- Based On Date
- Duration
- Offset Days

To determine the date to begin each task, the system:

1 Retrieves the date from the Based On Date field (for instance, the arrival date of the employee).

2 Adds the number of days from the Duration field (the number of days it takes to complete the task).

3 Adds the number of days from the Offset Days field (the number of days, when added to the Duration values, that determines the day the task must be completed by).

The information that you enter in the header area of the setup forms updates the Setup Task List table (F087102). The information that you enter in the detail area of the setup forms updates the Setup Task Details table (F087103).

Before You Begin

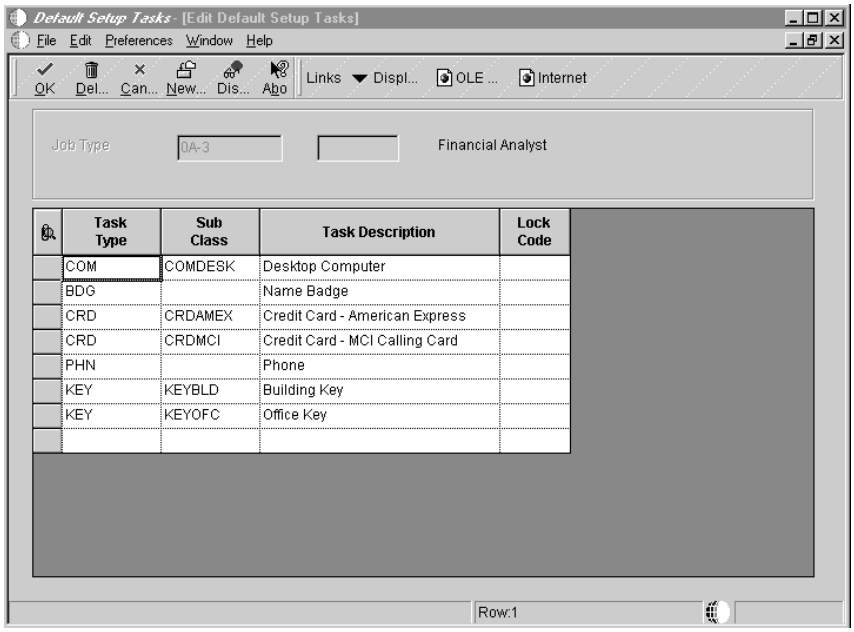
- ❑ You must set up numerous user defined codes for the employee setup process. See *Setting Up User Defined Codes for Employee Setup.*
- ❑ Set up the common settings for self-service. See *Setting Up Common Settings for Self Service Applications.*
- ❑ Set up your processing options to require a process approval and to specify an ending status for the process approval.
- ❑ Verify that the following Workflow processes are activated in the Process Master (P98800):

EESETUP01–Employee Setup Approval	The Workflow process that e-mails an approval form for the entire employee setup process to the address book number of the approver. After Workflow obtains an approval, it e-mails approval forms for each setup task that requires an approval. If you want your system to obtain an approval for this process, you must set a processing option. You must also set up this task on any task setup form. See *Processing Options for Employee Setup Process.*
EESUTSK03–Get Task Approval	The Workflow process that e-mails an approval form to the address book number of the approver for an individual employee setup task that requires an approval. After Workflow obtains an approval, it begins the task.
EESUTSK01–Employee Task Setup	The Workflow process that begins the employee setup task after obtaining approval. Depending on how this task is set up, this task might include running a report, sending an additional e-mail, creating a work order, or starting an additional Workflow process.

To set up default tasks

From the Manager's Employee Setup Options (G05BMSS4), choose Default Setup Tasks.

1. On Work With Default Setup Tasks, click Add.

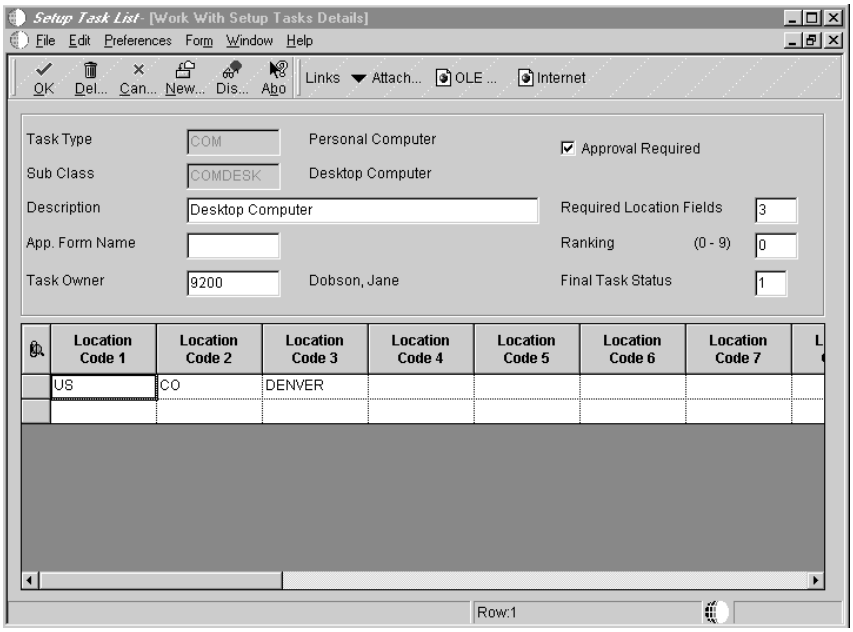


2. On Edit Default Setup Tasks, complete the following fields:
   - Job Type
   - Job Step
   - Task Type
3. Complete the following optional fields and click OK:
   - Task Sub Class
   - Lock code

To set up tasks by location

From the Manager's Employee Setup Options (G05BMSS4), choose Setup Task List.

1. On Work With Setup Tasks, click Add.



2. On Work With Setup Tasks Details, complete the following fields in the header area:

   - Task Type
   - Task Sub Class
   - Description
   - Approval Required
   - Required Location Fields
   - Ranking
   - Final Task Status

3. Enter your address book number or the address book number of the person responsible for monitoring this task in the following field:

   - Task Owner

4. Complete the following optional field if you have an additional form set up to enter additional task information:

   - App. Form Name

5. Complete the following field in the detail area:

   - Task Recipent

   The task recipient receives any e-mail, work order, or report that you attach to this task.

6. To identify the employee's workspace, complete as many of the Location Code fields that are required.

To determine the required number of fields, refer to the value in the Required Location Fields field.

7. If you entered the Approval Required option, complete the following field:
   - Approver
8. If you set up a customized report for this task, complete the following fields:
   - Report Name
   - Version
9. If you set up an additional workflow process for this task, complete the following field:
   - Process ID

   If you set up the process approval task, enter EESETUP01 in the Process ID field.
10. To send an email to the task recipient, complete the following field:
    - Send E–Mail
11. To create a work order for this task, choose Work Order Entry from the Form menu and proceed to the task *Creating Work Orders* in the *Work Orders Guide*.
12. If you create a work order, complete the following field:
    - Order Number
13. Complete the following fields so that the system can determine the start date of the task:
    - Completion Offset Days
    - Duration
    - Based on Date

    If you are setting up the process approval task, you must enter the creation date as the value in the Based on Date field. The Completion Offset Days and Duration fields must be set to 0.
14. Repeat steps 2–13 to enter different locations for the task.
15. When you are finished, click OK.

Field	Explanation
Task Type	A user defined code (08/T1) that represents the primary category or classification of an employee setup task.
Task Sub Class	A code that represents the classification of the current task. The system uses this code to further define the task.

Field	Explanation
Lock code	A code that specifies whether the hiring manager can change the selected default setup task. When you check this box, the following must be true: • Every employee who matches the current job type and step and location must have this default setup task. • Only a human resources administrator can change the task details.
Description	An alphnumeric description of the employee setup task.
Approval Required	A code that specifies whether an approval is required for a task. Valid values are: Y Yes, an approver is required. N No, no approver is required.
Required Location Fields	A code that specifies the rank of tasks within a task type. You rank tasks to restrict users from changing the subclass of a task to a subclass with a higher rank.
Ranking	A code that specifies the rank of tasks within a task type. You rank tasks to restrict users from changing the subclass of a task to a subclass with a higher rank.
Final Task Status	The status that the Employee Setup record or the Employee Setup Task record will be changed to when the process or task is completed. The ending status can be used to determine whether a process or task should be purged.
Task Recipent	The address book number of the person who is assigned to the current employee setup task.
Task Owner	The address book number of the owner of the setup task. The owner is responsible for the task and will receive approval messages if a task approver has not been entered on a task that requires an approval or the task approver has not responded to an approval request.
Application Name	The name of the application associated with a task. This application will provide a place for the user to enter specific information necessary to complete the setup task.
Approver	The address book number of the person who approves any given work. The system verifies this number against the Address Book.
Send E–Mail	A code that specifies whether the workflow process sends an e–mail message when processing the task. The workflow process creates the e–mail message by combining the media object associated with the setup task and the comments associated with the employee's actual task. Valid values are: T True. Send an e–mail message. F False. Do not send an e–mail message.

Field	Explanation
Report Name	The OneWorld architecture is object-based. This means that discrete software objects are the building blocks for all applications, and that developers can reuse the objects in multiple applications. Each object is stored in the Object Librarian. Examples of OneWorld objects include: • Batch Applications (such as reports) • Interactive Applications • Business Views • Business Functions • Business Functions Data Structures • Event Rules • Media Object Data Structures
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.
Process ID	The unique identifier for a process. If no value is entered, a next number is assigned. Once assigned, the value cannot be changed.
Order Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Completion Offset Days	The date that the setup task must be completed. The system uses this date as an offset to the date referenced by the task control date. This date might be the date that the setup task was processed, the date that the setup task was created, the employee start date, or the date that the employee arrives.
Duration	A value that specifies how long the setup task will take. The system also uses this value to calculate the task start date.
Based on Date	A user defined code (08/BO) that will specify which date you use to calculate the completion date of the setup task.

Managing Self-Service Benefits

These tasks should be performed by a human resource administrator or a system administrator.

Information related to an employee's current benefits enrollment is stored in multiple tables within the Human Resources - Benefits system, the Employee Master table, and employee DBA instruction tables. To improve performance and response time, OneWorld loads the appropriate information from these tables into workfiles. These workfiles are linked to the web pages on your company's intranet. When employees change their benefits elections and dependents and beneficiaries through the intranet, their changes are recorded in the workfiles. The updated workfiles are then loaded into the appropriate live tables in OneWorld.

Before employees can change their benefits or their dependents and beneficiaries online, you need to build workfiles that contain a variety of benefits information. After employees change their benefits online, you then need to process the information to move it from the workfiles into the appropriate live tables in OneWorld.

You should build and process the workfiles regularly to keep current information in both the workfiles and the live tables.

Managing self-service benefits consists of the following tasks:

- ❑ Building the Available Plans workfile
- ❑ Building the Current Coverage workfile
- ❑ Building the Dependent and Beneficiary workfile
- ❑ Updating benefit information to live tables
- ❑ Revising benefits workfiles
- ❑ Clearing benefits workfiles
- ❑ Reviewing workfile reports
- ❑ Reviewing the open enrollment exception report

Building the Available Plans Workfile

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Build Available Plans Workfile.

When you build the Available Plans and Plan Options by Employee workfile, the system searches the Employee Master table for all the active plans and plan options that are being offered for each employee's benefit group. It also calculates the new cost, as of the effective date, for each plan and plan option. The system uses the employee's age and salary as of the "point in time" date in determining the cost. If the plan requires the employee to enter an amount or rate, the system calculates the costs or credits dynamically after the employee enters the amount and requests the calculation.

You can build the Available Plans and Plan Options by Employee workfile for either open enrollment or current enrollment. In open enrollment, available plans and plan options, as well as their costs, might change. In current enrollment, which is typically associated with new hire, rehire, life event, or special enrollment, the available plans and plan options remain the same. The effective date processing option is used to obtain the active plans and plan options, with their associated costs and credits, for the event type. If you do not set up an effective date in the processing options, the system will not build the workfiles.

You can build the workfile twice, once for open enrollment and once for current enrollment. The workfile stores the records for both types of enrollment at the same time.

If the workfile contains unprocessed records, the unprocessed records are printed to an exception report.

This program uses the following OneWorld tables:

- Employee Master (F060116)
- Benefit Categories by Benefit Group (F08350)
- Plans Within Categories (F08351)
- Plan Master (F08320)
- Plan Option (F083202)
- DBA Master (F069116)
- Calculation Table (F069026)
- Basis of Calculation (F069036)
- Generic Message Table (F00191)
- Date Sensitive Plan Rates (F083203)
- Plan Master Tag Table (F08320B)

Before You Begin

❑ If your plan rates are changing during the open enrollment period, cross-reference the current year's DBAs to new rate DBAs. See *Setting Up New DBA Plan Rates*.

Processing Options for Build Available Plans WF

```
Date

      1. Effective Date:                                  _____________
      Enter the effective date to
      determine the active plans and
      plan options with their associated
      costs and credits.

Point in time dates used to calculate
    plan amounts based on age and
    salaries for open enrollment:

      2. Point in time date for age:                      _____________
      3. Historical Point in time date                    _____________
      for salaries (LSAL, FSAL, SAL):

Event Type

      1. Event Type:                                      _____________
      Enter '1' to build available
      plans/plan options for Open
      Enrollment. Otherwise '2' to build
      available plans/plan options for
      Current Enrollment.
```

What You Should Know About Processing Options

Effective Date — If the effective date is left blank, the system date is used.

Building the Current Coverage Workfile

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Build Current Coverage Workfile.

When you build the Current Coverage workfile, the system searches the Employee Master table and the Enrollment table. The system obtains each employee's current and pending elections as of the system date. It also precalculates the costs or credits associated with the elections.

This program uses the following OneWorld tables:

- Employee Master (F060116)
- Benefit Categories by Benefit Group (F08350)

- Plans Within Categories (F08351)
- Plan Master (F08320)
- Plan Option (F083202)
- DBA Master (F069116)
- Calculation Table (F069026)
- Basis of Calculation (F069036)
- Date Sensitive Plan Rates (F083203)
- Enrollment Table (F08330)
- Employee DBA Instructions (F06106)

Building the Dependent and Beneficiary Workfile

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Build Dep/Ben Workfile.

When you build the Dependent and Beneficiary Workfile, the system searches the Employee Master table (F060116) and the Dependent/Beneficiary Cross-Reference workfile (F08336) first. The system also searches the Primary Care Physician table (F08338), the Dependent/Beneficiary Cross-Reference Tag table (F08336B), and the Plan/Plan By Option table (F08320B). The system obtains each employee's dependents and beneficiaries records that are associated with plans, and records that are not associated with plans.

You can build the work table for open enrollment or for a non-enrollment event type. The work table stores the records for both types of events. The web application maintains the dependent and beneficiary records separately for each event type.

Before building the work table, if the system finds unprocessed dependent or beneficiary records for an employee, the system prints the employee on an exception report without processing the employee and proceeds to the next employee. The system does not include participants who have passed away.

Updating Benefit Information to Live Tables

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Process Benefit Elections to Live Tables.

You can update selected enrollment records in the Available Plans and Plan Options by Employee workfile, and you can update changed dependent and beneficiary records. The system tests the eligibility of each selected record and then updates the Enrollment Table, the Employee DBA Instruction table, and the Dependent/Beneficiary Cross-Reference work table (F08336)

If an employee is locked in a payroll run, that employee's record will not be processed. The employee's record will be written to an exception report and will remain in the workfile.

You can update benefit information for either open enrollment or current enrollment. If you update benefit elections for open enrollment before the end of open enrollment, any employee records that contain open enrollment changes will be written to an exception report and will remain in the workfile. You will need to update benefit elections following the end of the open enrollment period.

You can run this program in proof mode to review the changes that will be made to the live tables before they are actually made.

Processing Options for Update Benefits Information to Live Tables

```
Process

      1.  Event Type:                                    _____________
           1 = Open Enrollment
           2 = Current Enrollment
      2.  Mode:                                          _____________
           0 = Proof
           1 = Final

Defaults

      1.  End Enrollment Status                          _____________
           A valid code


      2.  End Enrollment Status based on                 _____________
      Plan End Date(s).
           A valid code.


      3.  Primary Beneficiary Code                       _____________
            A valid code


      4.  Secondary Beneficiary                          _____________
           Code.
           A valid code
```

Revising Benefits Workfiles

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Current Coverage Workfile Revisions, Available Plans Workfile Revisions, or Dependent/Beneficiary Coverage Revision.

If you have updated the work tables to live tables before revising them, you should update again after you revise so that the most current revisions are reflected in the live tables.

Revising these work tables might compromise the integrity of the workfiles, making the data incompatible with the live tables. Use extreme caution if you find that you need to edit these files. Also, you should assign security to these programs to prevent unauthorized access of them.

Clearing Benefits Workfiles

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Current Coverage Workfile Clear, Available Plans Workfile Clear, or Clear Dependent/Beneficiary X-Ref Work Table.

Use Current Coverage Workfile Clear or Available Plans Workfile Clear to delete all records from the Current Coverage and Available Plans workfiles. Use the Clear Dependent/Beneficiary X-Ref Work Table to delete all records in the Dependent/ Beneficiary Cross Reference work table (F08336WF). You should move the benefit elections to live tables before clearing the work tables so that data is not lost.

Reviewing Workfile Reports

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Current Coverage Workfile Report or Available Plans Workfile Report.

These reports list all of the records in the Current Coverage and Available Plans workfiles.

Reviewing the Open Enrollment Exception Report

From the Employee Self Service Advanced/Technical Operation menu (G08BESS31), choose Open Enrollment Exception Report.

To print a list of employees who did not enroll during the open enrollment period, print the Open Enrollment Exception Report. You can then notify these employees that they need to enroll, or you can enroll them in default plans.

Employee History and Turnover

Employee History and Turnover

Within any organization, employees continually change jobs, receive raises and promotions, or change marital status. You can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the new information. You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

Working with employee history and turnover information includes the following tasks:

- ❑ Working with employee history records
- ❑ Correcting turnover records
- ❑ Running history and turnover reports

You can track employee history and turnover for any of the information stored in the Employee Master table (F060116). You can use history and turnover information to do the following:

- Review an employee's job progression
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Consider an employee for a promotion
- Consider an employee for another position
- Monitor employee movement within your company

For more information about employee history, review the following topics:

- How the system stores Employee Master history and turnover
- Importance of the change reason code
- Where the system stores history and turnover records

How the System Stores Employee Master History and Turnover

Employee master history includes the history records that the system creates when you change information on the employee entry forms. You must choose the data items (such as home company, tax ID number, and so on) for which you want to track history and turnover.

These data items must exist in the Employee Master table. Whenever you change employee information, the system creates a separate history record for each data item for which you are tracking history.

The history records include the following information:

- The specific change
- The reason for the change (known as the change reason code)
- The date that the change became effective or the date that the change will become effective
- The system date when the change was made
- The user ID of the person who made the change
- The program ID that identifies where the change was made

Importance of the Change Reason Code

When you revise employee information, the system prompts you for a change reason code. If you enter a change reason code, the system creates a turnover record with a history record. If you do not enter a change reason code, the system creates only a history record.

You define change reason codes in the user defined code list 06/T. When you define change reason codes, remember to note that alphabetic codes indicate a negative effect on turnover. For example, you use an alphabetic code to indicate that a person has resigned. Numeric codes indicate either a positive or a neutral effect on turnover. For example, when you hire an applicant from outside of your organization, the change has a positive effect on turnover. When a person changes departments within your organization, the change has a neutral effect on turnover because it negatively affects turnover for the department that the employee leaves and positively affects turnover for the department that the employee enters.

Where the System Stores History and Turnover Records

The system stores history and turnover records in the following tables:

- Employee master history is in the HR History table (F08042)
- Employee turnover information is in the Employee Turnover Analysis table (F08045)

Working with Employee History Records

When current employee information changes, such as when an employee receives a promotion or changes marital status, you must update the employee's record to reflect the change. You can set up your system options so that the system creates history records for employees whenever you change employee information.

Working with employee history records consists of the following tasks:

- ❑ Reviewing complete history for an employee
- ❑ Reviewing employee history for a specific date
- ❑ Reviewing history for a specific field
- ❑ Correcting employee history

You can review historical information from the date you began tracking history. This allows you to analyze an employee's qualifications and work record. For example, you can do the following:

- Review an employee's job progression
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Analyze an employee's job history to determine whether the employee is ready for a promotion

You can review an employee's history record for information as it was on a specific date. For example, a supervisor might need to know the annual salary that an employee was earning on January 1, 1995.

When you enter, revise, or review employee information, you can easily access history for a particular field. For example, you can review past changes to an employee's salary or position ID.

If you make a mistake and do not want to maintain the record in history, you can delete the history record from the history table.

Before You Begin

- ❑ Choose the employee data items for which you want to track history. See *Choosing Data for History Tracking Purposes*.

❑ Verify that the Human Resources options are set up to track employee history. See *Setting Up System Options*.

Reviewing Complete History for an Employee

You can set up your system options so that the system creates history records for employees whenever you change employee information. You might want to review this history to do the following:

- Analyze historical changes to employee information
- Consider an employee's work record for promotions or raises
- Consider an employee's work record for another position

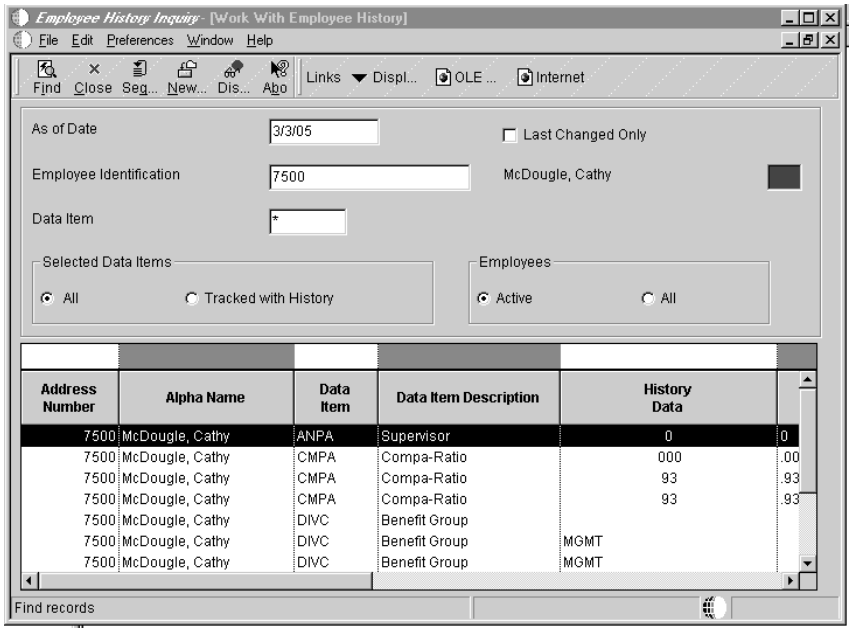
To review the complete history records for an individual, from the oldest entry through the most recent entry, you can use Employee History Inquiry.

▶ To review complete history for an employee

From the Employee History menu (G05BH1), choose Employee History Inquiry.

1. On Work With Employee History, complete the following field:
   - Employee Identification
2. To narrow your search, complete one of the following optional fields:
   - As of Date
   - Last Changed Only
3. Complete the following field if you are tracking history for a specific item:
   - Data Item
4. Choose an option under the Selected Data Items and Employees headings and click Find.

   If you choose the Active option, the system lists all employees who are not terminated or in a leave of absence.



If you choose the Tracked with History option, the system lists all data items that you selected for tracking during setup and which have history records attached. If you choose the All option, the system lists data items that you selected for tracking whether or not they have history records.

5. Review the information.

Field	Explanation
Employee Identification	This field may hold the employee number, TAX ID or Alternate number. The value this field holds, depends on the employee number mode setup in the Payroll Constants for Company 00000.
As of Date	The hire date of the employee
Last Changed Only	A code that defines whether the form displays only employee history changes made through the date you indicate in the As of Date field. Valid values are: Y Yes, display only the history changes in effect through the As of Date. N No, display all changes. Blank No, display all changes. Note: Since changes are based on the effective date, if two changes were made on the same date, the form shows both changes.

Field	Explanation
Data Item	For World, the RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes. Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, $. You can create protected data names by using $xxx and @xxx, where you define xxx. For OneWorld, a code that identifies and defines a unit of information. It is an 8-character, alphabetical code that does not allow blanks or special characters such as: % & , . +. Create new data items using system codes 55-59. The alias cannot be changed.

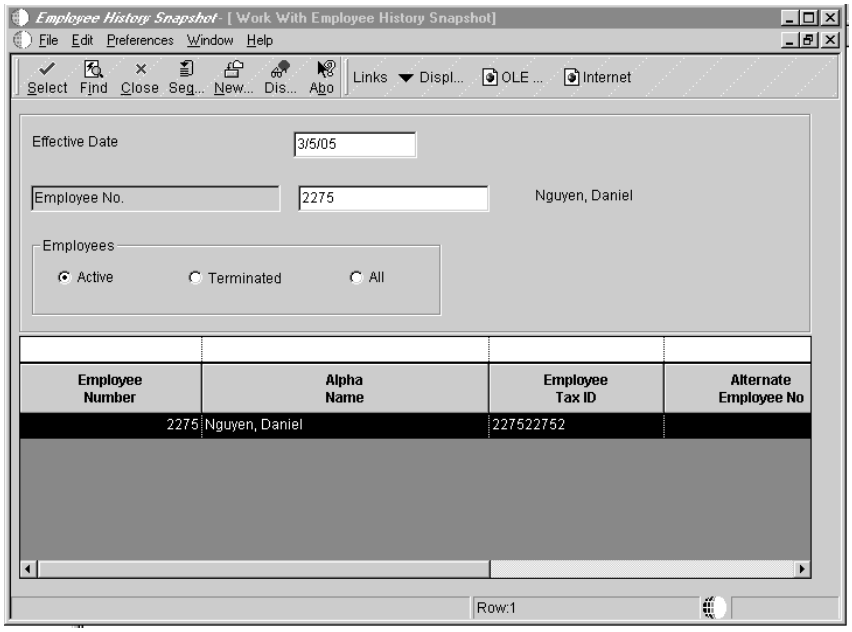
Reviewing Employee History for a Specific Date

To review employee history for a specific date, you can use Employee History Snapshot. For the date you enter, the system displays history information for the fields for which you are tracking history. You define the fields for which you want to track history when you set up your system.

▶ To review employee history for a specific date

From the Employee History menu (G05BH1), choose Employee History Snapshot.

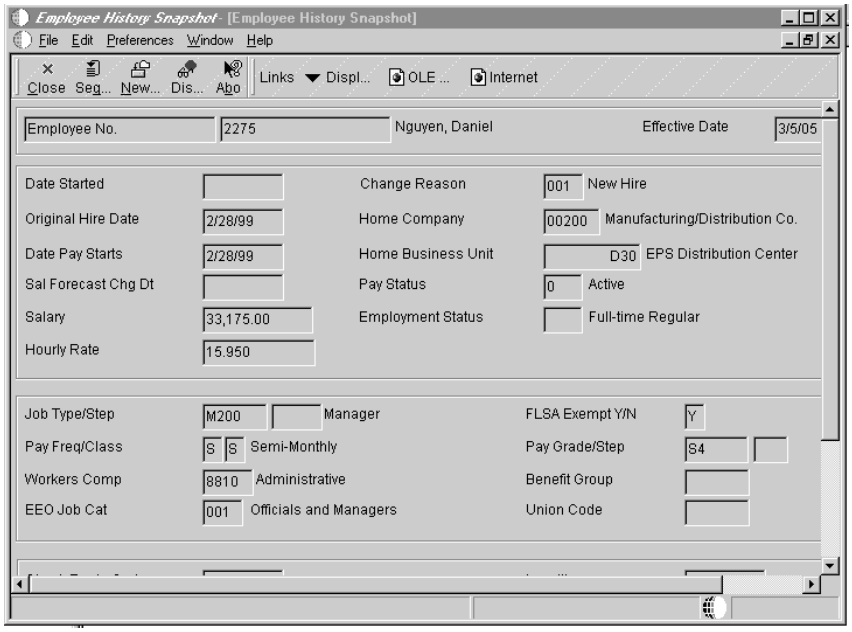
1. On Work With Employee History Snapshot, complete the following fields:
   - Employee Number
   - Effective Date
2. Click one of the options in the Employees area and click Find.



3. To view the information for a different date, change the value in the following field and click Find:

   - Effective Date

4. Choose the record you want to review and click Select.



5. On Employee History Snapshot, review the information.

Field	Explanation
Employee Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Effective Date	The hire date of the employee
Active Terminated All	Employee Active/Terminated/All Flag. This flag is used for OneWorld to select and sort employees depending on their status.

Reviewing History for a Specific Field

When you enter, revise, or review employee information, you might need to review history for a specific type of information only. For example, when you enter a job change for an employee, you might need to review all of the previous jobs in which the employee has worked.

The History Window provides quick and efficient access to field-specific history for an employee. You can access the History Window for any forms that have data items from the Employee Master table (F060116). For example, you can access history for a specific field from any of the following employee entry forms:

- Employee
- Personal
- Organizational Assignment
- Basic Compensation
- National and Fiscal Data
- User Def. Dates
- User Def. Category Codes
- Eligibility/NDT/Participation
- Employee Payroll Revisions

▶ To review history for a specific field

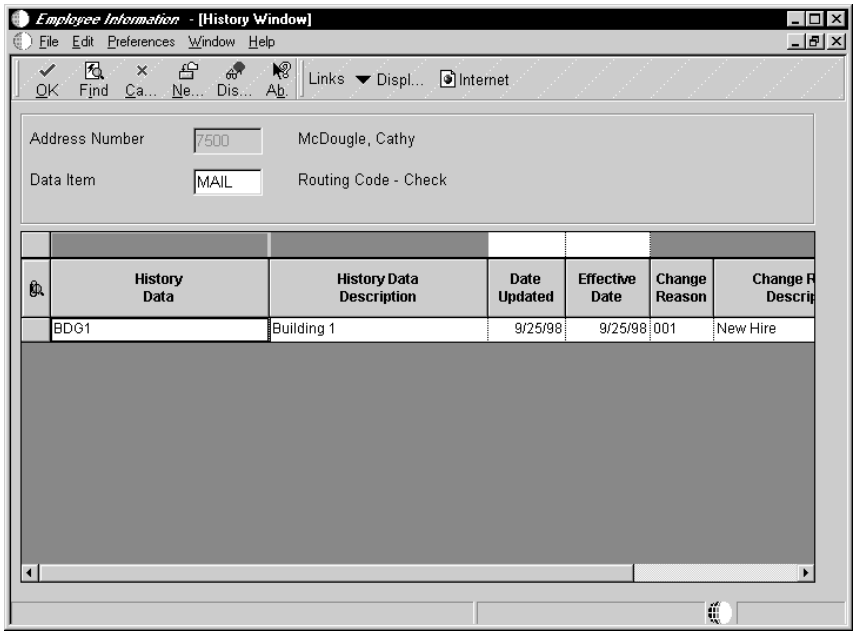
From the Employee Management menu (G05BE1), choose Employee Information.

On Work with Employee Information

1. To locate the employee record for which you need to review history, complete any of the following fields:
    - Home Business Unit

- Home Company

2. Click Active, Terminated, or All and and click Find.
3. Choose the employee record and, from the Row menu, choose the form that contains the information for which you need to review history.
4. On the appropriate form, move the cursor to the field for which you need to review history and choose History Tracking from the Form menu.



5. On History Window, review the information.

Field	Explanation
Home Business Unit	The number of the business unit in which the employee generally resides.
Home Company	The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.

Correcting Employee History

Each time you make an entry in an employee record, the system creates a record in the corresponding history table. If you make a mistake when you enter employee information and then correct the error, you must delete the incorrect record from the corresponding history table to maintain an accurate history trail. When you delete a record in the history table, you do not affect the information in the Employee Master table.

If the only information you entered incorrectly was the change reason or the effective date, you can correct that information in the history table. You do not need to delete the entire record to correct those two fields.

Correcting the error in the history table allows you to maintain accurate history records. If the history record you correct has a change reason, you must also correct the corresponding turnover record.

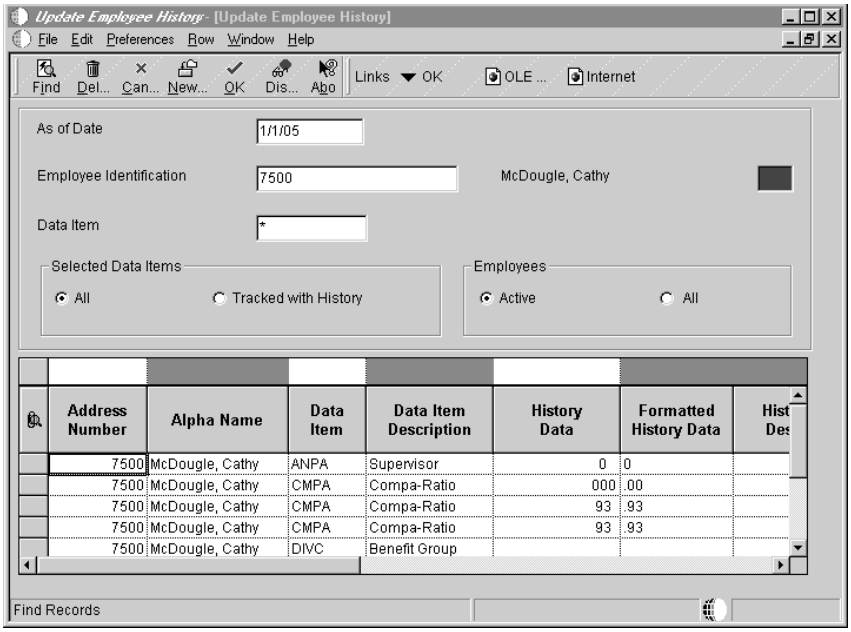
Correcting employee history includes the following procedures:

- Deleting an incorrect history record
- Correcting the change reason or effective date for a history record

▶ To delete an incorrect history record

From the EE History/Turnover Advanced and Technical Operations menu (G05BH3), choose Update Employee History.

On Update Employee History



1. To locate the record, complete one or both of the following fields:
   - Employee Identification
   - Data Item
2. To narrow your search, click an option under the Selected Data Items and Employees headings and click Find.

If you choose the Active option, the system lists all employees who are not terminated or in a leave of absence.

If you choose the Tracked with History option, the system lists all data items that you selected for tracking during setup and which have history records attached. If you choose the All option, the system lists data items that you selected for tracking whether or not they have history records.

3. Choose the incorrect record and click Delete.
4. If the record you deleted was a duplicate for the same data item on the same date, enter the correct sequence number for the remaining record in the following field:
   - Sequence Number
5. Click OK.

Field	Explanation
Sequence Number	A number used to sequence information for review purposes only.

▶ To correct the change reason or effective date for a history record

From the EE History/Turnover Advanced and Technical Operations menu (G05BH3), choose Update Employee History.

On Update Employee History

1. To locate the record, complete one or both of the following fields:
   - Employee Identification
   - Data Item
2. To narrow your search, click an option under the Selected Data Items and Employees headings and click Find.

   If you choose the Active option, the system lists all employees who are not terminated or in a leave of absence.

   If you choose the Tracked with History option, the system lists all data items that you selected for tracking during setup and which have history records attached. If you choose the All option, the system lists data items that you selected for tracking whether or not they have history records.

3. Change the value in either of the following fields and click OK:
   - Eff On
   - Change Reason

Field	Explanation
Eff On	The hire date of the employee
Change Reason	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. 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.

See Also

- *Correcting Turnover Records*

Correcting Turnover Records

When employee assignment information changes (such as when an employee changes jobs or moves to a new business unit within your organization), you must update the employee's record to reflect the change. You can set up your system to create turnover records of the information you change when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

If you enter incorrect employee assignment information, you must reenter the correct information. You should also correct the turnover record so that you can accurately analyze turnover information.

To track turnover for a change, you must enter a change reason and an effective date. The system does not create a turnover record unless you enter a change reason code. You can review turnover records to verify that there are no duplicate records, incorrect change reason codes, or incorrect effective dates.

You can correct only the effective date in the turnover data. If any other information in the turnover record is incorrect, you should delete the entire record. When you correct the information in employee information, the system creates the correct turnover record.

When you enter information for which you are tracking turnover, the system creates a turnover record for each of the following data items:

- Home company (HMCO)
- Home business unit (HMCU)
- Job number (JBCD)
- Check route (MAIL)

When you correct turnover, you must correct the turnover records for each of these data items.

To maintain the accuracy of your historical information, you should correct the corresponding employee history record when you correct turnover records.

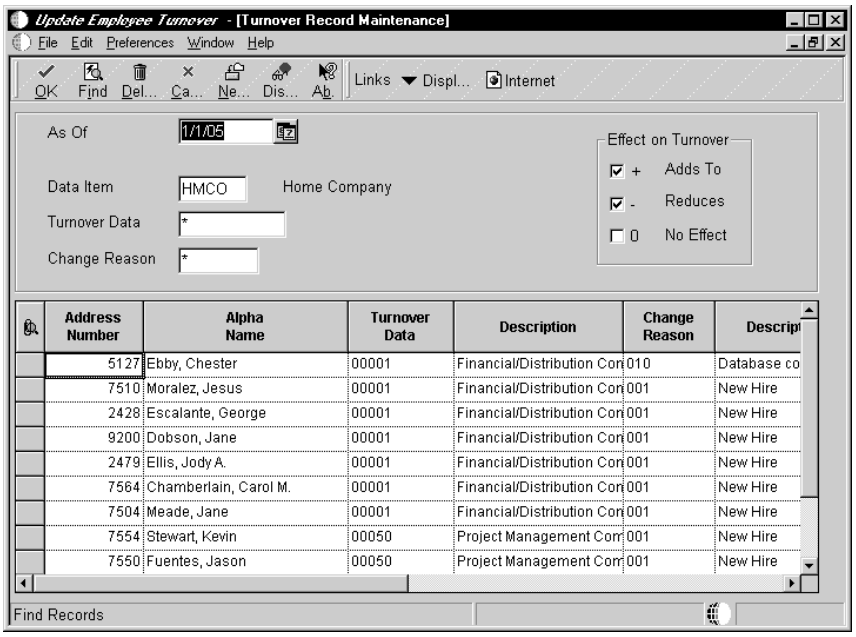
Before You Begin

❑ See *Initialize History & Turnover Tracking* for information about setting up turnover records

To correct turnover records

From the EE History/Turnover Advanced and Technical Operations menu (G05BH3), choose Update Employee Turnover.

On Turnover Record Maintenance



1. To locate the incorrect record, enter the data item, HMCO (Home Company), in the following field:
   - Data Item
2. To narrow your search, complete any of the following optional fields and click Find:
   - Turnover Data
   - Change Reason
3. To further narrow your search, click any of the following options:
   - Adds To
   - Reduces
   - No Effect
4. For a record that is correct except for the change reason or effective date, change the information in one or both of the following fields in the detail area:
   - Change Reason
   - Effective Date

5. For any record that contains incorrect information (other than the effective date), choose the record and click Delete.
6. Repeat steps 1 through 5 for each of the remaining data items: Home Business Unit (HMCU), Check Route Code (MAIL), and Job Code (JBCD).

Field	Explanation
Data Item	For World, the RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes. Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, $. You can create protected data names by using $xxx and @xxx, where you define xxx. For OneWorld, a code that identifies and defines a unit of information. It is an 8-character, alphabetical code that does not allow blanks or special characters such as: % & , . +. Create new data items using system codes 55-59. The alias cannot be changed.
Turnover Data	The value you enter in this field is specific to the data item you enter in the Turnover Data field. If you enter Home Business Unit (data item HMCU) in the Data Item field, enter an individual business unit. If you enter Home Company (data item HMCO) in the Data Item field, enter a specific company. If you enter Job ID (data item JBCD) in the Data Item field, enter a job type. If you enter Check Route Codes (data item MAIL) in the Data Item field, simply enter the correct check route code. . . . . . *Form-specific information* . . . . . . This field is optional. You can use it to limit the information that appears on the form. If you do not put a code in this field, all turnover information for the data item appears.

Field	Explanation
Change Reason	A user defined code (07/T) that indicates: • The reason that an active employee's record was changed. • The reason that an employee was terminated. • The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. Note: The default reason code for new hires is the default value for the Change Reason data item.
As Of	A future date that you want all changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date. . . . . . *Form-specific information* . . . . . . The specific date you are inquiring on.

See Also

- *Correcting Employee History*

Running History and Turnover Reports

You can run history reports to review the most recent changes made to your employee history records. Turnover reporting identifies changes in jobs and terminations. You define the columns that you want to use to analyze turnover. For example, you might want to report on terminations with and without cause. To do this, you would set up a column to compile the specific data types associated with termination.

Running history and turnover reports consists of the following tasks:

- ❑ Running the Employee History Log
- ❑ Running the Employee Salary History Analysis report
- ❑ Working with the Employee Turnover report
- ❑ Running the Employee Activity Analysis report

Running the Employee History Log

From the Employee History menu (G05BH1), choose Employee History Log.

Run the Employee History Log report to review history for either a single data item or for all data items that you are tracking for each employee. The information that prints on this report is the same information you can review on the Employee History Inquiry (P050242).

This report locates information from the Employee Master table (F060116) and the Human Resources History table (F08042).

See Also

- R080423, *Employee History Log* in the *Reports Guide* for a report sample

Processing Options for Employee History Log

```
Narrative

      1. Enter a '0' or blank to see                    _____________
      just Active employees. Enter a '1'
      to see just inactive employees.
      Enter a '2' to see both Active and
      Inactive employees.
      2. Enter Beginning Effective On                   _____________
      Date.
      3. Enter Ending Effective On                      _____________
      Date.
      4. Enter the Data Item you wish to                _____________
      view. Blanks will display all data
      items being tracked.
```

Running the Employee Salary History Analysis Report

From the Employee History menu (G05BH1), choose Employee Salary History Analysis Report.

Run the Employee Salary History Analysis report to review changes to the primary job salary within the date range you define.

The system selects a salary record and an hourly record for each employee. It then compares the effective dates of the two records and chooses the earlier date to identify the pay class linked to the employee.

If the pay class is S (Salary), the system prints the employee's information based on salary information. If the pay class is H (Hourly), the system prints the employee's information based on hourly rate information.

See Also

- R080424A, *Employee Salary History Analysis* in the *Reports Guide* for a report sample

Working with the Employee Turnover Report

You can define turnover columns to organize the turnover information that prints on the report. Working with the employee turnover report consists of the following tasks:

- Defining turnover columns
- Running the Employee Turnover report

Defining Turnover Columns

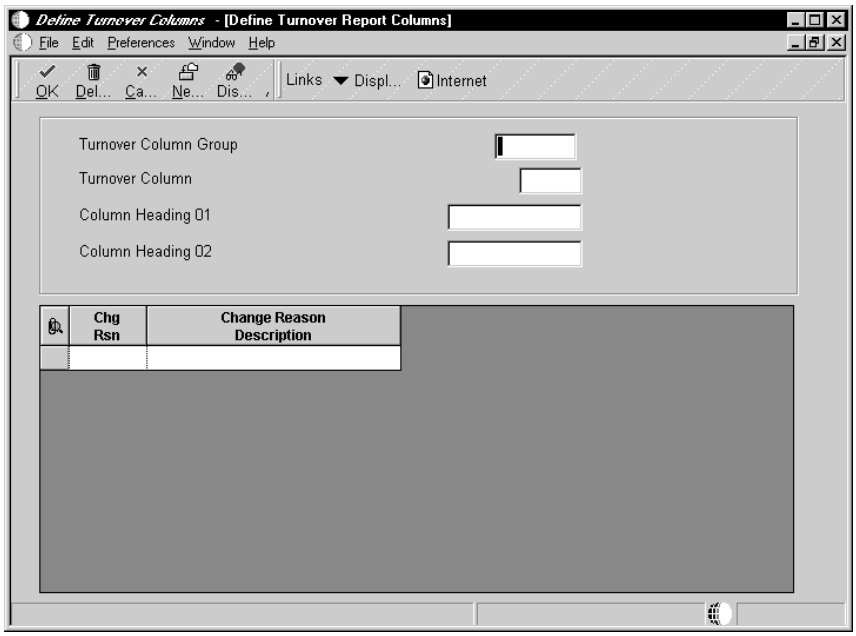
Before running an employee report, you define turnover columns to organize the turnover information that prints on the report.

▶ To define turnover columns

From the Employee History Setup menu (G05BH4), choose Define Turnover Columns.

On Work With Turnover Columns

1. Click Add.



2. On Define Turnover Report Columns, complete the following required fields:
   - Turnover Column Group
   - Turnover Column
   - Column Heading 01
3. Complete the following field as needed:
   - Column Heading 02
4. Complete the following field and click OK:
   - Chg Rsn

After defining the turnover columns, you can run your employee turnover report.

Field	Explanation
Turnover Column Group	You can define up to 999 sets of column headings for your turnover analysis reports. Use the Turnover Column Group field to number each set of column headings. For example, the first group of column headings might be Turnover Column Group 000. To define an additional set of column headings, enter 001 in this field and then define as many of the seven available column headings as you need.
Turnover Column	The number of a column to define for your employee turnover analysis reports. You can define up to seven columns. The columns are numbered from left to right.
Column Heading 01	This field, in conjunction with the second Column Heading field (data item TCH2), allows you to specify the title of one of the seven columns available on the employee turnover analysis reports. You use this first field to either enter the first word or an abbreviation of the column heading. You can enter a maximum of seven characters in this field. For example, to title a column New Hire, enter the word New in this field and enter Hire in the field below this one. On the reports, this column title would look like this: New Hire You do not have to define all seven available column headings.
Column Heading 02	This field, in conjunction with the first Column Heading field (data item TCH1), allows you to specify a title for one of the seven available columns on the employee turnover analysis reports. When the title that you want to enter is longer than 7 characters, use this field to enter a second word or an abbreviation. You can enter a maximum of seven characters in this field. For example, to title a column New Hire, enter the word Hire in this field and enter New in the field above this one. On the reports, the column title would look like this: New Hire You do not need to define all seven available column headings.
Chg Rsn	A user defined code (07/T) that indicates: • The reason that an active employee's record was changed. • The reason that an employee was terminated. • The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. Note: The default reason code for new hires is the default value for the Change Reason data item.

Running the Employee Turnover Report

From the Employee History menu (G05BH1), choose Employee Turnover Report.

After you define the turnover columns, you can run the employee turnover report. You can create turnover reports based on Company, Business Unit, Check Route code, and Job Type.

See Also

- R080430, *Employee Turnover* in the *Reports Guide* for a report sample

Processing Options for Employee Turnover

```
Process

      1.  Enter the From Date to begin                    _____________
      tracking turnover.
      2.  Enter the Thru Date when                        _____________
      calculations are to cease.
      Default of blank wil calculate
      through today.
      3.  Enter the Turnover Column                       _____________
      Group which contains the column
      headings you wish to have display
      on the report.
```

Running the Employee Activity Analysis Report

From the Employee History menu (G05BH1), choose Employee Activity Analysis.

Run the Employee Activity Analysis report to review employee turnover by the dates and the data item you define in your processing options. You can also set up your processing options to segment the date you entered in the From Date and Thru Date fields into six segments, such as months or years.

Processing Options for Employee Activity Analysis

```
Setup

      1) From Date                                        _____________
      2) Thru Date                                        _____________
      3) Turnover Column Group                            _____________
      4) Data Item                                        _____________

Segments

      1) Date 1                                           _____________
      2) Date 2                                           _____________
      3) Date 3                                           _____________
      4) Date 4                                           _____________
      5) Date 5                                           _____________
      6) Date 6                                           _____________
```

Job Information

Job Information

You can track detailed information about the jobs within your organization. You can use this information to do the following:

- Track pay and other types of information about jobs
- Simplify the process of entering employee information

You define jobs so that you can track pay and detailed information about the jobs within your organization. After you define a job, you can assign it to one or more employees.

You can review job information and the employees who are assigned to a particular job.

Periodically, you might need to update job information. For example, when management negotiates a new contract with a union, you typically need to update the pay rates for the pay grade steps associated with the union members' jobs. When you change information for a job, you can globally apply the changes for all of the employees who are assigned to that job.

Working with job information includes the following tasks:

- ❑ Defining jobs
- ❑ Reviewing jobs
- ❑ Updating pay rates for pay grade steps
- ❑ Updating jobs globally
- ❑ Updating the compa-ratio for an employee
- ❑ Working with obsolete jobs
- ❑ Reviewing jobs with job reports

Defining Jobs

You define jobs so that you can track pay and other types of information about the jobs within your organization. After you define a job, you can assign it to employees.

To help you determine equitable pay ranges for a job, you can evaluate each job by degrees or points, depending on the evaluation method that you link to each job.

When you define a job, you can track additional information that is unique to your organization or your industry. For example, if a senior consultant job requires fluency in Spanish, you can track the language skills required for the job.

Job information is stored in the Job Master table (F08001).

Defining jobs consists of the following tasks:

- ❑ Entering job information
- ❑ Entering job evaluation information
- ❑ Entering supplemental data for jobs

Entering Job Information

You enter job information to identify and define the jobs within your organization. You must define and identify a job before you can enter supplemental data for it. When you enter a new job, you can review an existing job first, and copy information from it, if applicable.

Initial job information includes information such as the following:

- Job identifiers
- Job titles
- Reporting information
- Pay information
- Union codes
- Hourly or salary classification

You must set up your processing options for Job Entry and Evaluation to allow a legislative form to appear after you enter job information. The legislative form allows you to enter job information specific to your country.

Entering this information at the job level simplifies the process of entering employee information because it eliminates the need to enter that information for each employee in that job. When you assign a job to an employee, you can have the system automatically assign all the associated job information to the employee. You can override this default job information for individual employees, if necessary.

After entering initial job information, you can evaluate a job to determine a salary for the position. Job evaluation is a method of comparing jobs and establishing equitable salaries for all positions relative to their importance and value to your company. You might evaluate jobs when you add new positions to your company or when you determine a salary increase for all positions in a certain job group to stay competitive with comparative salaries in the industry.

Depending on how your processing options are set up, you can access the Job Evaluation form following your entry of job information, or you can access the form from the menu.

You choose a job evaluation method to evaluate your jobs, and then rate the job using the evaluation factors that you defined for that method. Typical evaluation factors include:

- Problem-solving abilities
- Technical skills
- Working conditions
- Leadership qualities

For each job, you assign values (degrees or points, depending on your evaluation method) to each of the evaluation factors. The system then automatically calculates the total evaluation degrees or points for the job.

You can use job evaluation information to compare job requirements and compensation with other jobs within your organization and to similar jobs within your industry.

Before You Begin

❑ Set up the pay grades and pay grade steps for jobs. See *Setting Up Job Information.*

❑ Set up your processing options for Job Entry and Evaluation to specify whether the Job Evaluation form and a country-specific legislative form appear after you enter a job.

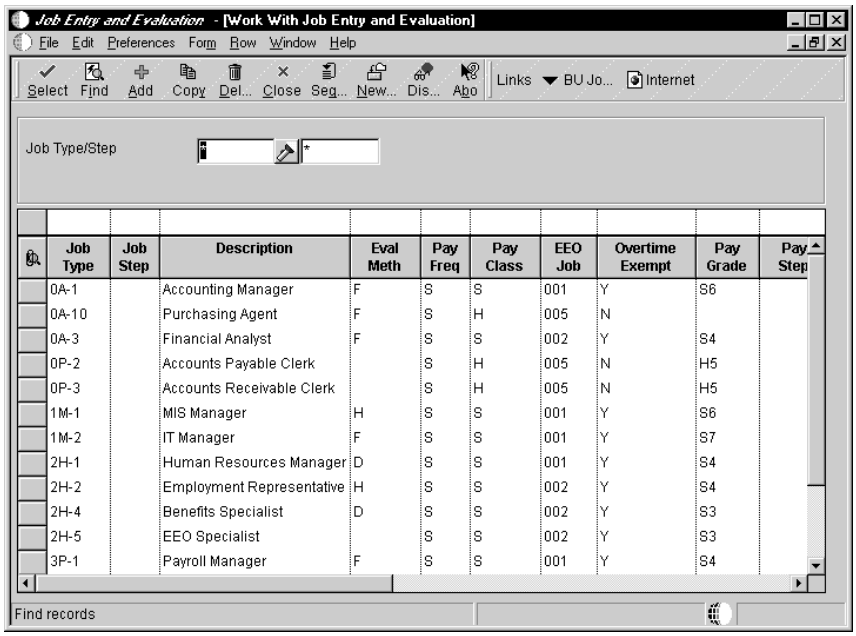
See Also

- *Adding Employee Records One at a Time* for information about assigning a job to an employee
- *Updating Jobs Globally* for information about changing the job specifications for one or more jobs in your organization

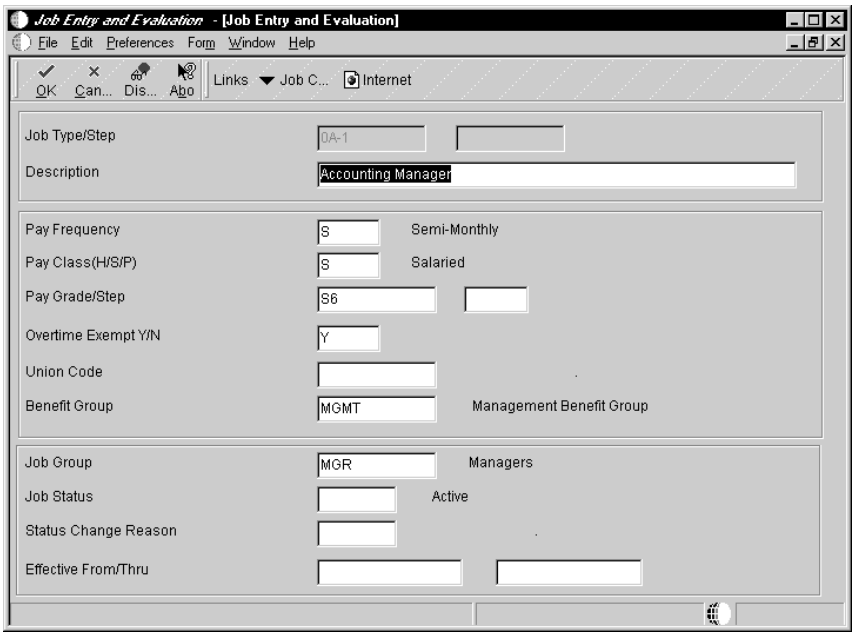
▶ To enter job information

From the Job Specifications menu (G05BJ1), choose Job Entry and Evaluation.

On Work With Job Entry and Evaluation



1. Click Add.



2. On Job Entry and Evaluation, complete the following fields:
   - Job Type/Step
   - Description
   - Overtime Exempt Y/N
3. To enter pay information, complete the following fields:
   - Pay Frequency
   - Pay Class (H/S/P)
   - Pay Grade/Step
4. Complete the following optional fields:
   - Union Code
   - Benefit Group
   - Job Group
   - Job Status
   - Status Change Reason
   - Effective From/Thru
5. Click OK.

   If your processing options are set up appropriately, a legislative form appears.

6. Enter the job information specific to your country and click OK.
7. If your processing options are set to enable the Job Evaluation form, choose Job Evaluation from the Form menu, and continue to the next task.

You must click OK for your changes to be accepted. If you enter job information and proceed to the Job Evaluation form without clicking OK, your changes will be lost.

See Also

- *Entering Job Evaluation 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.
Overtime Exempt Y/N	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act and thus does not have to be paid for working overtime. Valid codes are: Y Yes, the employee fits the rules and does not have to be paid for working overtime. N No, the employee does not fit the rules and is to be paid for working overtime.
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Bi-weekly W Weekly S Semi-monthly M Monthly A Annually C European Annualized 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. . . . . . *Form-specific information* . . . . . You can leave this field blank and enter a pay frequency at the employee level. A blank value in this field at the job level does not override any value that you enter at the employee level.
Pay Class (H/S/P)	A code that indicates how an employee is paid. Valid codes are: “ ” Blank H Hourly S Salaried P Piecework

Field	Explanation
Pay Grade	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
Pay Grade Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
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.
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.
Benefit Group	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. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups.

Field	Explanation
Job Group	A grouping of similar jobs that are associated as a unit. Similarities can be functions within the organization, job duties, tasks and responsibilities, job evaluation methods to be used, or similarity in pay philosophy. Typical job units are clerical/administrative, technical, engineering, scientific and professional, factory jobs, middle-management, and executive. Consider breaking up groups into separate populations based on the differences between exempt and non-exempt employees according to the rules and regulations of the Fair Labor Standards Act (FLSA). For example, consider assigning all your managers to the Managers job group. You can define job group codes using user defined code table 08/JG.
Job Status	A code that indicates whether a job is currently active or inactive. You can define codes using user defined code table system 08, type JS.
Status Change Reason	A user defined code (08/JC) that indicates why you changed the status of a job.
Effective From/Thru	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.

What You Should Know About

Entering additional job information

You might need to track specific job information that is unique to your organization or your industry. J.D. Edwards software includes category codes and user defined fields that you can customize to track specific information.

See *Entering User Defined Information for Employees*.

Deleting jobs

When you delete a job ID, you must enter a new job ID for each employee record associated with the deleted job ID.

See *Working with Obsolete Jobs*.

Processing Options for Job Entry

```
Auto Call

      1.  Enter a '1' to automatically                    _____
      call the Category Code window when
      adding a job.  Default of blank
      will not call the Window.
      2.  Enter the country whose                         _____
      legislative/regulatory window is
      to be called when adding a job.  A
      blank will call the form which
      applies to the country of the
      default company 00000.
      3.  Enter a '1' to automatically                    _____
      call the Job Evaluation window
      when adding a job.  Default of
      blank will not call the Window.

Exits

      1.  Enter a 'Select' button exit                    _____
      of a '1' for Job Entry and
      Evaluation (default), or '2' for
      Job Supplemental Data Inquiry.
```

Entering Job Evaluation Information

Job evaluation is a method of comparing jobs and establishing equitable salaries for all positions relative to their importance and value to your company. You might evaluate jobs when you add new positions to your company.

Evaluating jobs is also helpful for comparing how salaries in your company compare with other salaries for the same positions within the industry.

To evaluate jobs, you need to choose a method of evaluation and then define evaluation factors for rating the job. You can choose an industry method like the Hay method, or you can define your own method of evaluation.

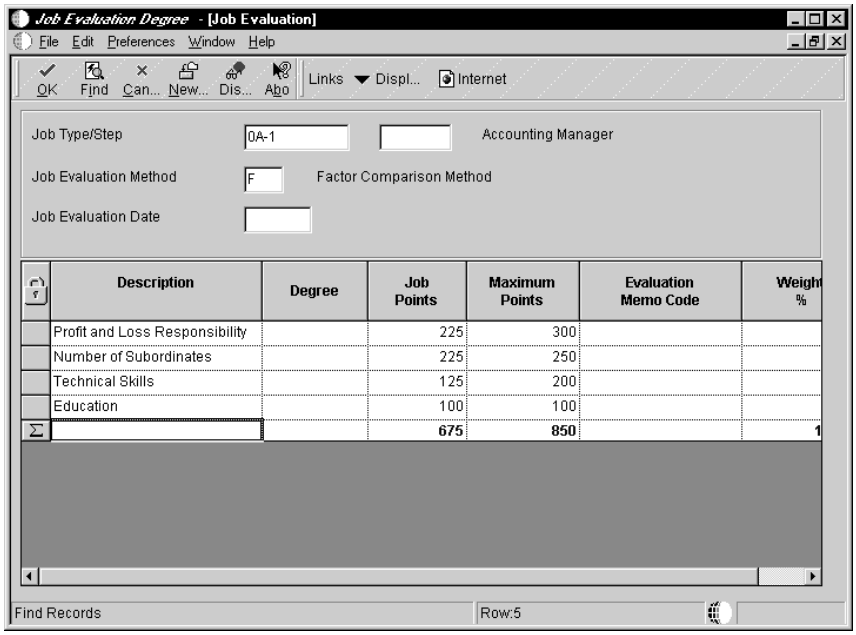
Before You Begin

- ❑ Use the Evaluation Factors Tables to define a table for each evaluation method you want to use. See *Defining Job Evaluation Factors*.

▶ To enter job evaluation information

From the Job Specifications menu (G05BJ1), choose Job Evaluation Degree. Or disregard this navigation and continue with the task if the system displays the Job Evaluation form after you enter job information.

On Job Evaluation



1. Complete the following fields and click Find:
   - Job Type/Step
   - Job Evaluation Method
   - Job Evaluation Date
2. Complete the following fields that apply to the evaluation method you entered:
   - Degree
   - Job Points
3. Complete any of the following optional fields and click OK:
   - Evaluation Memo Code
   - Weight %

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 Evaluation Date	The last date you evaluated the job.

Field	Explanation
Job Evaluation Method	A user defined code (08/EM) that specifies the method or grouping that you use to evaluate the jobs within your organization. Suggested values are: blank Simple Subjective Point System E Evalucomp Method F Factor Comparison Method P Point Factor Method H Hay Method
Degree	The degree (level of difficulty) awarded to the first factor associated with this job evaluation method. For example, you might have an evaluation method called the degree method that includes the following factors: • Know how • Problem-solving skills • Accountability You could assign the know how factor a degree of 10, the problem-solving skills factor a degree of 9, and the accountability factor a degree of 8.
Job Points	The points assigned to the first evaluation factor (or evaluation degree) within a job. After you enter the applicable number of points, the points calculation program automatically totals all points entered, and updates the Job Information table (F08001). Total points display for the point method (type 1) or the degree method (type 2) of job evaluation.
Maximum Points	The number of points calculated for a specific job using any job evaluation method. A job is defined as the combination of job type and job step. You can calculate the points manually and enter them at the Job Master Information level, or you can assign points to each individual factor that has been defined within the evaluation method.
Evaluation Memo Code	A field that indicates why a certain point value was assigned to the first job evaluation factor. For example, this field might contain the row and column numbers from a Hay evaluation chart where the particular point value resides. The value in this field is informational only. It does not affect the total evaluation points.

Field	Explanation
Weight %	A field that indicates the relative importance of the points assigned to the first job evaluation factor versus the other factors. The weight percent allows you to recognize that certain job evaluation factors are more important than other factors. This field is for information only. It does not affect the total evaluation points. The system recalculates the weight % each time you change the corresponding job points. When you change the job points for a job evaluation factor, the system first recalculates the total job points. Then, it uses the following formula to recalculate the weight percent for each evaluation factor: Weight percent = job points for the current evaluation factor divided by total job points multiplied by 100 When the system calculates the weight percent for an evaluation factor, it rounds the percentage to the nearest whole number. The system summarizes rounding errors on the last evaluation factor so that the total weight percent is 100. You can override the weight percent for an evaluation factor, but the total weight percent must equal either 0 percent or 100 percent.

Processing Options for Job Evaluation

```
Edits

      1.  Enter a '1' to clear the                    _____________
      Evaluation Points and Degrees when
      the Evaluation Method is changed.
      Enter a '2' to clear the
      Evaluation Points, Degrees, Memo
      and Weight when the Evaluation
      Method is changed.  Blank will not
      clear any of the Evaluation Data.
```

Entering Supplemental Data for Jobs

From the Job Supplemental Data menu (G05BSDJ1), choose Job Supplemental Data Entry.

Supplemental data is any type of information in addition to what the system provides for. You can track supplemental data for the following databases:

- Employees
- Jobs
- Applicants
- Requisitions

When you set up your Human Resources system, you define the types of supplemental data (data types) that you want to track. Supplemental data is not required by the system.

For jobs, typical types of supplemental data might include the following:

- Job descriptions
- Major responsibilities
- Authority level
- Job reporting relationships
- Education required
- Experience required
- Skills required
- Job progression patterns
- Hazardous materials handling
- Succession candidates

The method you use to enter supplemental data is the same as for any other type of supplemental information that you track.

See Also

- *Working with Supplemental Data* for information about entering, reviewing, and copying supplemental data

Reviewing Jobs

After you define and evaluate jobs for your organization, you can review job information to verify that it is correct. To ensure that you entered the correct job for each employee, you can review a list of employees who have been assigned to a particular job.

If your company posts job openings internally, your employees can review job descriptions online to determine whether they qualify for job openings. You can also print job descriptions and post them on company bulletin boards.

After you evaluate your jobs, you can review the evaluations for each job to verify that your evaluations are equitable. For example, you might compare the job evaluations for the following jobs to ensure that they received equal evaluation points for accountability:

- Manager of Information Services
- Manager of Documentation
- Manager of Software Development

You can also review the pay ranges for the jobs and pay grades within your organization. You can use this information to verify that these ranges are equitable and appropriate for the job duties and the geographic location where each job is performed.

Reviewing jobs consists of the following tasks:

- ❑ Reviewing employees by job type and step
- ❑ Reviewing job evaluation information
- ❑ Reviewing pay ranges for jobs
- ❑ Reviewing pay ranges for pay grades

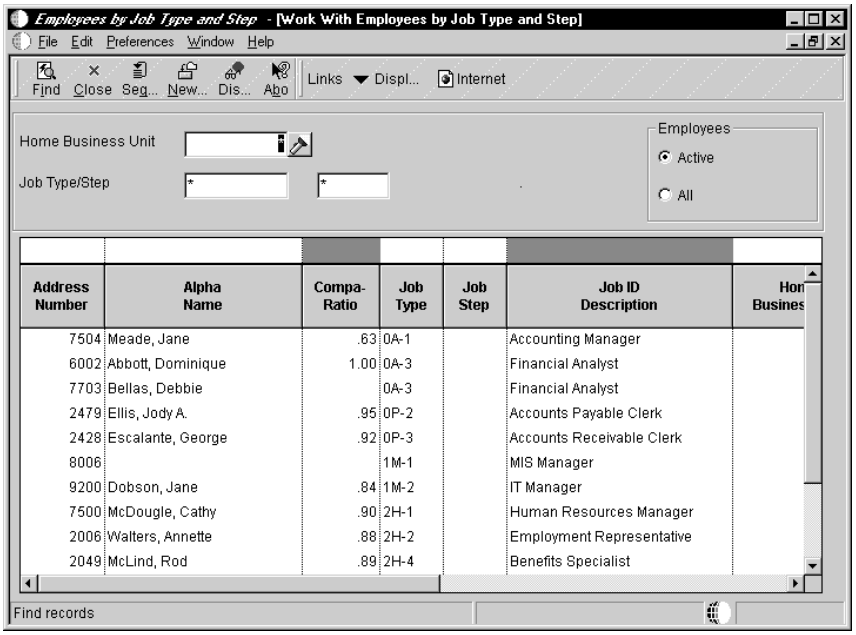
Reviewing Employees by Job Type and Step

After you define jobs and enter employee information, you can review jobs by employee to verify that you entered the correct job information for each employee. You can also review a list of employees who are in different job types or job steps to determine whether their compa-ratios are equitable.

▶ To review employees by job type and step

From the Job Specifications menu (G05BJ1), choose Employees by Job Type and Step.

On Work With Employees by Job Type and Step



1. Complete any of the following fields:
   - Home Business Unit
   - Job Type/Step
2. To narrow your search, choose one of the options in the Employees area and click Find.
3. When you finish reviewing information, click Close.

Reviewing Job Evaluation Information

You evaluate jobs to determine an equitable salary range for each job within your organization. You can define one or more evaluation methods that you use to assign degrees or points to the critical aspects of each job. Typical evaluation methods include the following:

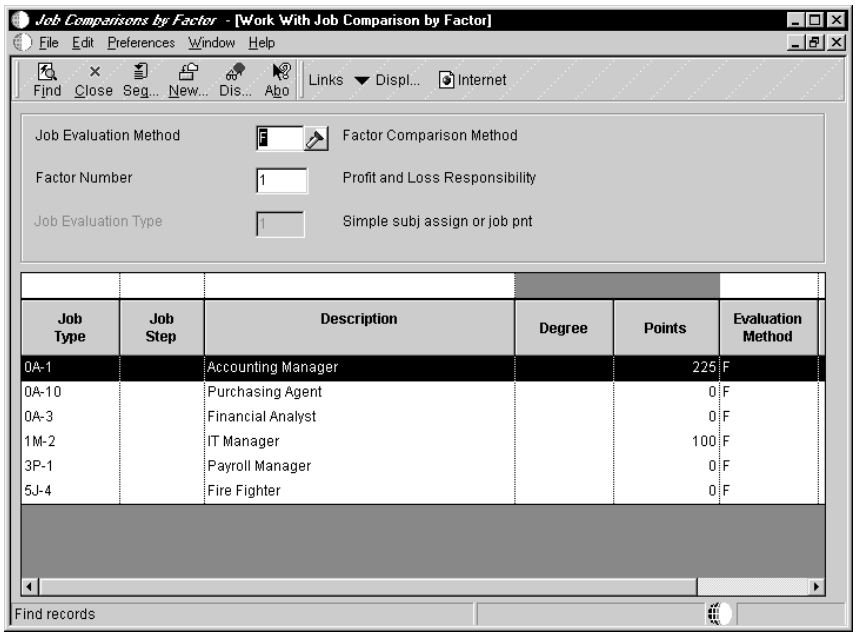
- Degree method
- Hay method
- Factor comparison method

After you define and evaluate jobs, you can review evaluation information for all the jobs that use a specific evaluation method. You can use this information to verify that you evaluated each job equitably.

▶ To review job evaluation information

From the Job Specifications menu (G05BJ1), choose Job Comparisons by Factor.

On Work With Job Comparison by Factor



1. Complete the following field and click Find:
    - Job Evaluation Method

2. Review the information in the following fields:
   - Factor Number
   - Job Evaluation Type
   - Job Type
   - Job Step
   - Degree
   - Points

Field	Explanation
Job Evaluation Method	A user defined method or grouping (08/EM) that is used for the evaluating this job. Suggested values are: blank Simple Subjective Point System E Evalucomp Method F Factor Comparison Method P Point Factor Method H Hay Method
Factor Number	A sequential number that identifies each job evaluation factor. Each job evaluation factor should: • Distinguish differences between jobs. • Be common to most of the jobs that you are rating. A factor should exist in greater to lesser amounts so that it is easier to measure factors within a job. • Have a maximum allowable number of points for each of the 10 levels of degree. • Not overlap any other factor. • Be accepted by employees and managers. • Be clearly and objectively defined so that all of the people who rate jobs interpret the factor in the same way. For each job evaluation method, define enough factors to ensure that a person can adequately rate the job without being overwhelmed by a large number choices. For example, you might set up the following job evaluation factors for the method, Degree: • Experience • Problem solving • Accountability

Field	Explanation
Job Evaluation Type	A numeric code that determines whether job information is recorded using degrees or points. Valid codes are: 1 Simple, subjective assignment of job points by each of the ten user defined evaluation factors. 2 Detailed specifications of degree of difficulty or value to each of ten evaluation factors.

Reviewing Pay Ranges for Jobs

After you define and evaluate the jobs for your organization, the system automatically creates a pay range (minimum, midpoint, and maximum rate) for each job, based on the job evaluation points and the pay range formulas. To verify that the pay ranges for your jobs are equitable and appropriate for the job duties and the geographic location where each job is performed, you can review pay ranges for jobs.

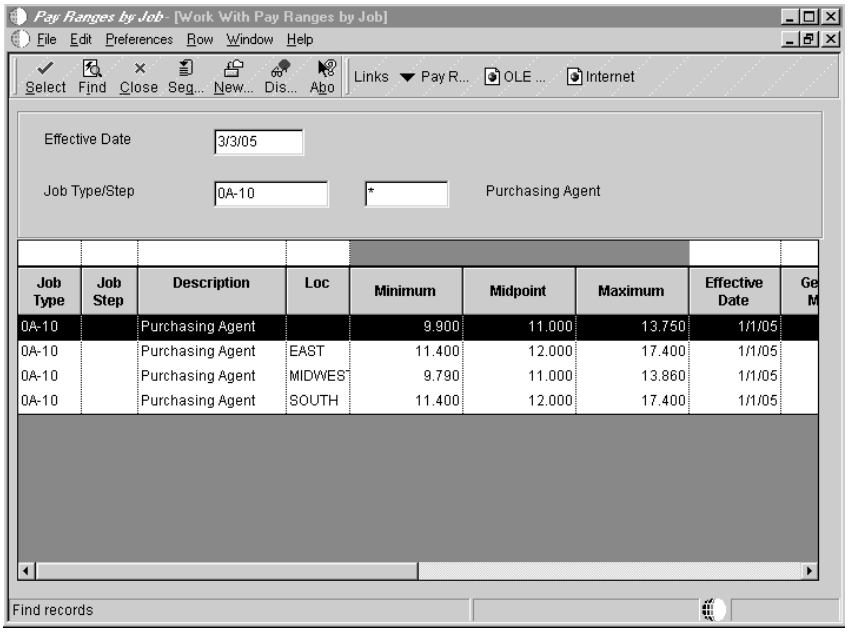
Before You Begin

- ❑ Evaluate the job and verify that it is not associated with a pay grade step. See *Entering Job Evaluation Information.*
- ❑ Verify that the job has a pay class. (The pay class defines the way in which an employee who works in the job is paid. Valid pay classes include salary, hourly, and piecework.) See *Entering Job Information.*
- ❑ Set up the formulas that the system uses to calculate pay ranges. See *Setting Up Pay Range Formulas*.

To review pay ranges for jobs

From the Job Specifications menu (G05BJ1), choose Pay Ranges by Job.

On Work With Pay Ranges by Job



1. Complete the following field:
   - Job Type/Step
2. To limit the pay ranges that appear, complete the following optional field and click Find:
   - Effective Date
3. To review additional information about a pay range, choose a record and click Select.
4. On Pay Range Formulas, review the information.
5. Click Cancel and then click Close.

See Also

- *Reviewing Pay Ranges for Pay Grades* for information about reviewing pay ranges for jobs that are associated with pay grades

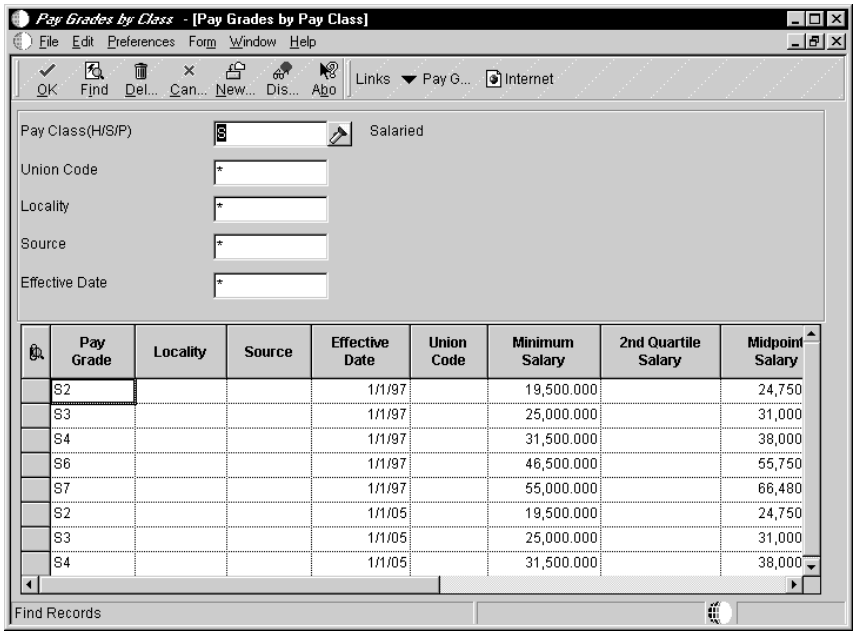
Reviewing Pay Ranges for Pay Grades

When you define a job, you can enter a pay grade for it. The pay grade defines the pay range (minimum, midpoint, and maximum rate) for the job. To verify that the pay ranges for your pay grades are equitable and appropriate for each job to which these grades are assigned, and for the geographic location where each job is performed, you can review the pay ranges for pay grades.

▶ To review pay ranges for pay grades

From the Job Specifications Setup menu (G05BJ4), choose Pay Grades by Class.

On Pay Grades by Pay Class



1. Complete the following field:
   - Pay Class(H/S/P)
2. Complete any of the following optional fields and click Find:
   - Union Code
   - Locality
   - Source
   - Effective Date
3. Review the information and then click Close.

Field	Explanation
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: " " Blank H Hourly S Salaried P Piecework
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.
Source	A user defined code (08/SS) that identifies the source of the salary information. To display all pay grades regardless of the source, place an asterisk (*) in this field.

Updating Pay Rates for Pay-Grade Steps

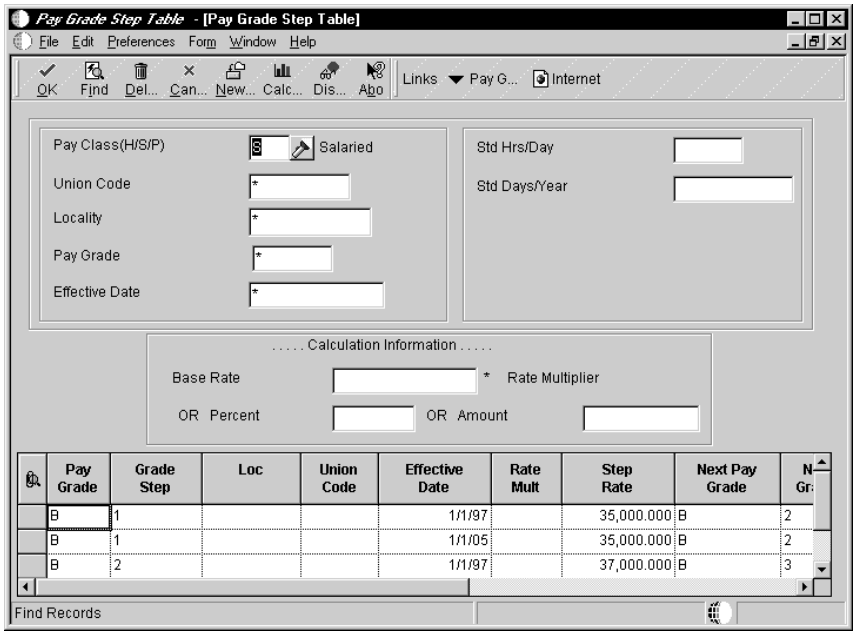
You periodically might need to adjust the pay rates for your pay grade steps. For example, you might need to enter a cost-of-living increase for certain pay grade steps. Updating the Pay Grade Step Table automatically applies a cost-of-living increase to one or multiple pay grade steps. Therefore, employees in these pay grade steps receive the specified increase.

You can enter a new amount or a percentage change once, and the system automatically applies the change to the specified pay grade steps.

▶ To update pay rates for pay-grade steps

From the Job Specifications Setup menu (G05BJ4), choose Pay Grade Step Table.

On Pay Grade Step Table



1. To locate the pay grade steps that you need to update, complete any of the following fields and click Find:
   - Pay Class (H/S/P)
   - Union Code
   - Locality
   - Pay Grade
   - Effective Date
2. Complete either of the following fields:
   - Percent
   - Amount of Increase
3. To cause the system to calculate the new pay rate for each pay grade step, choose Calculation from the Form menu.
4. Click OK.

Field	Explanation
Percent	An abbreviation for percentage.
Amount of Increase	This field represents a monetary amount increase that the system will apply to the selections on the form.

Updating Jobs Globally

From the Job Specifications Advanced Operations menu (G05BJ3), choose Update Job Information to EE Master.

When you change job specifications for one or more jobs in your organization, you can automatically update job information for employees that are assigned to those jobs. For example, if you change the pay grade for the job named Accountant, you do not need to individually change the pay grades for all the accountants in your organization. Instead, you can run a program that globally updates pay grades for employees affected by the pay grade change.

When you run this program, the system updates job information on an employee's record to match the information in the Job Master table and generates a list of employee records that are affected by the update.

Before You Begin

- ❑ Make any changes to job information that you want reflected in employee records. See *Entering Job Information*

Processing Options for Update Job Info to Employee Master

```
Update Options

      1. Update mode: Leave blank to                    _____________
      only produce a report of all
      employees affected by any job
      changes. Enter "1" to also update
      the Employee Master table
      (F060116)
      2. Category Code default method:                  _____________
      <Blank> = DO NOT default; "1"
      Default and override all Category
      Codes
      3. Change Reason. Required if in                  _____________
      Update Mode
      4. Effective date. If left blank,                 _____________
      the system date will default
```

Updating the Compa-Ratio for an Employee

From the Employee Advanced and Technical Operations menu (G05BE3), choose Compa-Ratio Batch Calculation.

A company can use a compa-ratio to asses how they are paying employees in relation to the midpoint of the employee's pay range. Compa-ratios can be used to compare employees' salaries against a company's intended pay policy. Generally, a compa-ratio of 100 percent means that the employee's current salary falls within close parameters of the company's pay policy.

The compa-ratio is an employee's salary divided by the mid-point amount of the employee's pay grade. For example, if an employee in pay grade X has a salary of 35,000, and the midpoint of pay grade X is 38,000, the employee's compa-ratio is 92.1 percent. This means that the employee is making 92.1 percent of his or her pay grade's midpoint. Deviations of compa-ratio calculations above or below 100 percent might be for a number of reasons. For example, a new hire typically has a compa-ratio under 100 percent. A compa-ratio over 100 percent could mean that the employee has high seniority or performs well.

When calculating the new compa-ratio, the system uses the midpoint of the pay grades that you defined in the Pay Grades by Class table (F082001). The system also uses the midpoint amount effective for the effective date.

If any of the information that the system uses to calculate compa-ratio changes, you must run a batch program to update employees' compa-ratio. For example, when you change the mid-point amount for a pay grade, you must update the compa-ratio for all of the employees assigned to those salary ranges. You can update compa-ratio for one employee or all employees.

You must update employee compa-ratios if you have run the global mass update program for pay grades, rates, or jobs and their salary ranges. You can run this program in either proof or update mode. You can also have the system print a report that lists the updated information.

If the new compa-ratio differs from the existing compa-ratio, and your system is set up to track employee history, the program creates a history record.

Processing Options for Compa-Ratio Batch Calculation

Report

1. Should the file be updated? (1-Yes, 0-No). Default is '0' _____
2. Would you like a report? (1-Yes, 0-No). Default is '1' _____

Employee

1. Enter a valid change reason code for all new records. _____
2. Enter the effective date. Blank will default to the system date. _____

Pay Range

1. Enter the effective date for the Pay Range. Blank will default to the system date. _____

Working with Obsolete Jobs

Occasionally, a job that you have defined becomes obsolete. When a job becomes obsolete, you can do one of the following:

- Delete the job from the Job Master table
- Change the status of the job to indicate that it is inactive

Deleting the job from the Job Master table conserves computer disk space and eliminates obsolete information. However, after you delete a job, you cannot use it for review or for historical reporting purposes.

To track historical records of all the jobs within your organization, you can change the status of obsolete jobs rather than delete them. After you change a job status to indicate that it is inactive, you should no longer assign that job to active employees. The inactive job remains in the Job Master table.

After you delete a job from the Job Master table or change a job status to inactive, you must change the employee records of each active employee who is assigned to the deleted or inactive job. When you change these employee records, you manually replace the obsolete job ID with a valid job ID.

To identify the employees assigned to obsolete jobs, you can print the Invalid Job IDs in Employee Master report.

Working with obsolete jobs includes the following tasks:

- ❑ Changing the status of a job
- ❑ Identifying employees assigned to obsolete job IDs

Changing the Status of a Job

If your organization needs to keep historical records of obsolete jobs, you can change the status of obsolete jobs rather than delete them. When you change a job status to inactive, you indicate that it is historical. You should not assign inactive jobs to active employees.

▶ To change the status of a job

From the Job Specifications menu (G05BJ1), choose Job Entry and Evaluation.

On Work With Job Entry and Evaluation

1. To locate the obsolete job, complete the following fields and click Find:
   - Job Type/Step
2. Choose the obsolete job in the detail area, and then click Select.
3. On Job Entry and Evaluation, change the value in the following field and click OK:
   - Job Status

Field	Explanation
Job Status	A code that indicates whether a job is currently active or inactive. You can define codes using user defined code table system 08, type JS.

Identifying Employees Assigned to Obsolete Job IDs

From the Job Specifications Advanced Operations menu (G05BJ3), choose Invalid Job IDs in EE Master.

Occasionally, a job you have defined becomes obsolete. A job can become obsolete for many reasons, such as the following:

- Your organization undergoes a restructuring and eliminates one or more jobs
- You restructure the naming conventions for your jobs

When a job becomes obsolete, you can delete it from the Job Master table. Then, for each employee who is assigned to the obsolete job, you must manually replace the obsolete job ID with a valid job ID. To identify the employees who are currently assigned to obsolete jobs, review the Invalid Job IDs in Employee Master report.

When you replace an obsolete job ID in an employee's record, verify that additional job-related information for the employee, such as the pay frequency, pay class, and pay grade step, are appropriate for the new job.

Reviewing Jobs with Job Reports

To review or compare all the information that you entered for jobs, you should complete one or more of the following tasks:

- ❑ Running job evaluation reports
- ❑ Running compensation reports
- ❑ Running job supplemental data reports

Running Job Evaluation Reports

Complete any of the following tasks to review job evaluation information:

- Running the Job Evaluation Factor Data report
- Running the Job Data and Evaluation Points report
- Running the Job Evaluation Factors report

Running the Job Evaluation Factor Data Report

From the Job Specifications menu (G05BJ1), choose Job Evaluation Factor Data.

After you evaluate jobs, you can run the Job Evaluation Factor Data report to review the evaluation method, factors, points, and degrees assigned to each job. Use this information to compare the job evaluations for similar jobs and to determine whether the reporting structure of the jobs accurately reflects their evaluations.

See Also

- R051450, *Job Evaluation Factor Data* in the *Reports Guide* for a report sample

Running the Job Data and Evaluation Points Report

From the Job Specifications menu (G05BJ1), choose Job Data & Evaluation Points.

You should run the Job Data and Evaluation Points report to review job information with evaluation information such as evaluation method, evaluation date, and evaluation points.

See Also

- R08001, *Job Data and Evaluation Points* in the *Reports Guide* for a report sample

Running the Job Evaluation Factors Report

From the Job Specifications Setup menu (G05BJ4), choose Job Evaluation Factors Report.

After you set up your evaluation methods for evaluating jobs, you can run the Job Evaluation Factors Report to review the evaluation methods that you defined. The information printed on the report is identical to the Evaluation Factors table (F08011).

See Also

- R080012, *Job Evaluation Factors* in the *Reports Guide* for a report sample

Running Compensation Reports

Complete any of the following tasks to review compensation information:

- Running the Pay Ranges By Job report
- Running the Employees Above/Below Pay Grade
- Running the Upcoming Employee Reviews by Supervisor report

Running the Pay Ranges By Job Report

From the Job Specifications menu (G05BJ1), choose Pay Ranges by Job Report.

You can run the Pay Ranges by Job report to review the pay ranges defined for each job. The information that prints is the same information that you review on the Work With Pay Ranges By Job form (P052002).

See Also

- R052450, *Pay Ranges by Job* in the *Reports Guide* for a report sample

Processing Options for Pay Ranges By Job

```
Defaults

      1.  Enter a Pay Range – As of                    _____________
      Date.  Blank will use the system
      date.
```

Running the Employees Above/Below Pay Grade Report

From the Job Specifications menu (G05BJ1), choose Employees Above/Below Pay Grade.

Run the Employees Above/Below Pay Grade report to review employees paid above the maximum amount for their pay grade or below the minimum amount for their pay grade.

See Also

- R052001, *Employees Above Pay Grade* in the *Reports Guide* for a report sample
- R052001, *Employees Below Pay Grade* in the *Reports Guide* for a report sample

Processing Options for Employees Above/Below Pay Grade

```
Title Display

      1)  Report Title Display:                          _____________
      Blank = Employees Above Pay Grade
      Maximum         1 = Employees
      Below Pay Grade Minimum
```

Running the Upcoming Employee Reviews by Supervisor Report

From the Periodic Processing menu (G05B2O), choose Upcoming Reviews.

This is a batch process to report employees who have upcoming reviews by supervisor. Each employee is displayed with the Dates of Next Review and Type of Review. You can set up processing options to determine whether this report runs automatically on a specified date, to activate Enterprise Workflow Management and to allow the system to update the Upcoming Reviews By Supervisor program (P052200) on the self-service website. If Workflow is activated, the system sends reminder electronic messages to each supervisor about pending reviews.

You also set a processing option to determine which of the three versions you want to run. There is a version that reports on overdue reviews and a version that reports on all employees with upcoming reviews without specified review dates. Neither of these versions starts Workflow.

See Also

- *Reviewing Upcoming Employee Reviews By Supervisor* and *Setting Up Upcoming Employee Reviews By Supervisor* for more information.

Processing Options for Upcoming Reviews

```
Defaults

1. Employee Number Display      A =
    Address Book      S = Social
    Security Number      O = Other
    Number
```

_____

```
2. URL for Supervisor Review
    Instructions
```

_____

```
3. URL for Sign on Screen
```

_____

```
Process

1. Workflow Remainder Process      1 =
    Run      0 = Don't run
        0 = Don't run
```

_____

```
2. From Date
```

_____

```
3. Thru Date
```

_____

```
4. Days from Today
```

_____

Running Job Supplemental Data Reports

Complete the following tasks to review supplemental data for jobs:

- Running the Job Supplemental Data report
- Running the Job Data by Data Type report

Running the Job Supplemental Data Report

From the Job Supplemental Data menu (G05BSDJ1), choose Job Supplemental Data Report.

This report helps you to review all jobs that have information for all data items.

See Also

- R080412, *Job Supplemental Data* in the *Reports Guide* for a report sample

Processing Options for Job Supplemental Data Report

```
Narrative

1. Enter a '1' to bypass printing text
    information on the report. Default
    of blank will print the text.
```

Running the Job Data by Data Type Report

From the Job Supplemental Data menu (G05BSJD1), choose Job Data by Data Type Report.

Run the Job Data by Data Type Report to review all jobs by a specified data item. For example, you can inquire on the Hazardous Materials Handling data item to identify all jobs that have this training as a requirement.

See Also

- R0804702, *Job Data by Data Type* in the *Reports Guide* for a report sample

Time Accounting

Time Accounting

Time accounting is a process that includes all aspects of the Time Entry system within the HR and Payroll Foundation system. Time accounting begins with creating timecards and ends with processing journal entries and updating the general ledger.

Time accounting consists of the following tasks:

- Working with employee timecards
- Overriding timecard information
- Working with time entry batch processing
- Processing journal entries

Time accounting includes a choice of programs for entering timecards, and batch processing for uploading timecard information from third-party software. The time entry program that you choose will depend on the structure of your company.

For example, you can enter time daily or enter time per pay period for a group of employees. If you have many sites where employees enter their time into a third-party source, you can use time entry batch processing to upload the timecard information into the J.D. Edwards Time Entry system to create timecards.

In all the time entry programs, the system can automatically supply a value for certain fields on each timecard you enter. This can save data entry time if you have employees who share the same time-entry information. You can also define system-supplied values for time entry.

Processing journal entries updates the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you are using the J.D. Edwards Payroll system.

Working with Employee Timecards

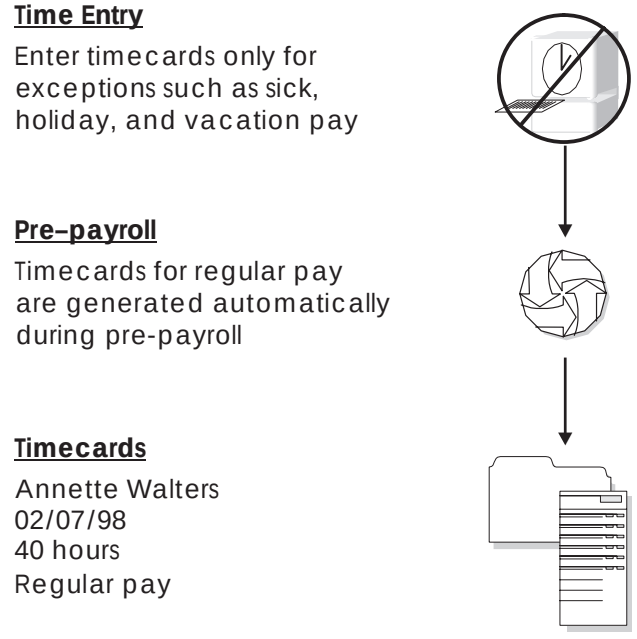
To facilitate the process for entering timecards, you can select employees that you need to enter time for based on shared information such as business unit and supervisor. After selecting the employees, you can review the information and enter timecards for the employees.

You can enter timecards manually or allow the system to generate them automatically during payroll-cycle processing. The Time Entry system helps reduce data entry time and typing errors by automatically creating timecards for the following types of employees:

- Salaried employees
- Hourly employees for whom you entered standard hours when you entered their pay and tax information

Employees whose timecards are automatically generated are classified as autopay employees. For autopay employees, you must enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also override the default timecard information for an employee.

The following graphic illustrates how the system processes time entry information for autopay employees:



You can choose from various programs for entering employee timecards. You can enter timecards daily or enter timecards per pay period for a group of employees. Or you can use Speed Time Entry to enter timecards for employees in a certain batch or enter timecards for employees individually based on their employee number. Speed Time Entry allows you to enter timecards per pay period only. If you need to enter daily time for employees, for release B73.3.1, you can not use Speed Time Entry (P051121). The time entry program you choose depends on the criteria you use to select employees before entering timecards.

To enter daily timecards or to enter timecards per pay period, you must first select employees from the Employee Master table (F060116), select employees who have unprocessed timecards, or select employees with processed time cards. To enter timecards with Speed Time Entry, you do not need to select a group of employee first, although you can select employees by batch number or by individual employee number.

For all time entry programs, you can complete fields in the tabbed areas of the form so that certain values are automatically supplied for each timecard you create. Completing these fields saves you from entering the same information for each timecard.

You can also define system-supplied values for timecards when you set up the Master Business Function processing options for Time Entry (P050002A).

Working with employee timecards consists of the following tasks:

- ❑ Selecting employees for time entry
- ❑ Entering timecards for employees
- ❑ Selecting employees for Speed Time Entry
- ❑ Entering timecards for employees using Speed Time Entry

Selecting Employees for Time Entry

You must choose one of the following methods to select employees for time entry:

- Selecting employees from the Employee Master table
- Selecting employees who have unprocessed timecards
- Selecting employees who have processed timecards

All of these selection methods contain inquiry forms that might include tabs with job-related, organization, and category code fields to narrow your employee search.

Selecting employees from the Employee Master table (F060116) allows you to select a group of employees who have shared information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Selecting employees who have unprocessed timecards allows you to select a group of employees from the Employee Transaction Detail table (F06116) who have timecards that have not yet been through payroll. A Subledger tab with Subledger and Subledger Type fields allows you to narrow your search.

You might want to use this method to select a group of employees for whom you enter timecards each day. For example, as part of your daily tasks, you might need to enter time for a group of employees in Business Unit 9. After entering the Business Unit field, the system displays all the employees in Business Unit 9 who already have timecards in the Employee Transaction Detail table (F06116).

Selecting employees who have processed timecards allows you to select employees whose timecards have already been processed and posted to the Time Card History table (F0618). You might want to use this program if you want to review employee's timecard history from the Time Card History table (F0618) before entering time.

You must set the processing options for Selecting Employees for Time Entry (T051191) for the tabs to appear on the forms.

After selecting employees for time entry, you choose to enter either daily timecards or timecards per pay period from a Form exit.

To facilitate timecard entry, you can set your processing options so that the system copies certain information from one timecard to the next. For example, after you enter the minimal amount of information needed to create a timecard, the system can supply the business unit, work order, and account number from the timecard that you previously entered.

You can also set your Master Business Function processing options for Time Entry (P050002A) to allow certain pay information to automatically be supplied on each employee's time entry form. For example, you can set your processing options to allow the system to assign a next number to the Batch field and to supply a pay rate.

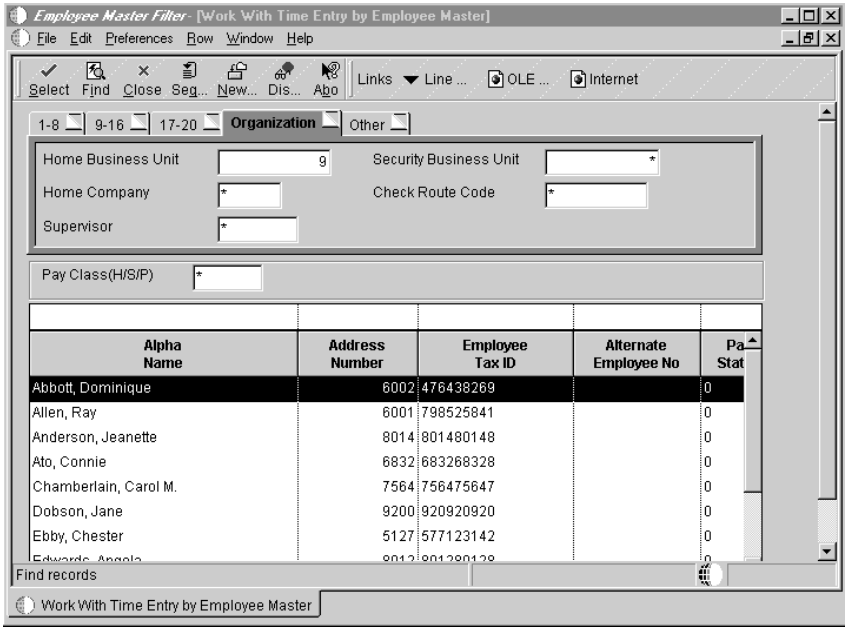
Before You Begin

- ❑ Enter labor distribution instructions for the employee. See *Entering Labor Distribution Instructions*.
- ❑ Define your Master Business Function processing options for Time Entry. See *Setting Up Master Business Functions.*
- ❑ Set up equipment numbers on the Equipment Master form. See *Creating an Equipment Master* in the *Equipment Billing Guide*.
- ❑ Set up equipment-rate tables and equipment-rate groups in the Job Cost system. See *Setting Up Equipment Billing Information* in the *Equipment Billing Guide*.
- ❑ Set up an AAI table for all journal types. See *Setting Up AAIs for Payroll and Time Accounting.*

To select employees from the Employee Master table

From the Time Entry/Timecard Post menu (G05BT1), choose Employee Master Filter.

On Work With Time Entry By Employee Master



1. Complete the following optional field:
   - Pay Class(H/S/P)
2. To narrow your search to employees from categories 1–20, click the appropriate tab (1–8, 9–16, or 17–20), and complete any Category code fields that apply.

   Category codes 1–4 are reserved for time entry. For J.D. Edwards demo data, category codes 1–4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.

3. Click the Organization tab and complete any of the following fields to search for employees who have shared organization information:
   - Home Business Unit
   - Home Company
   - Supervisor
   - Security Business Unit
   - Check Route Code
4. Click the Other tab.
5. Complete any of the following fields to search for employees who have shared job information and click Find:

- Business Unit – Last Worked
- Benefit Group
- Job Type
- Shift Code
- Job Step
- Work Schedule
- Pay Cycle Code

Your selected group of employees appears.

Proceed to the task *Entering Timecards for Employees*.

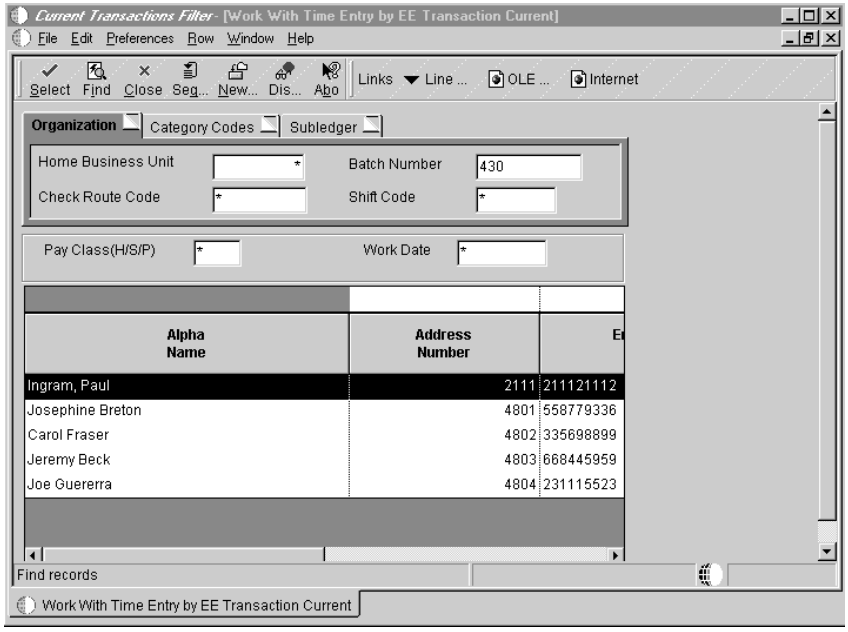
Field	Explanation
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Home Business Unit	The number of the business unit in which the employee generally resides.
Home Company	The company number in which the employee generally resides.
Supervisor	The address book number of the supervisor. Note: A processing option for some forms allows you to enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders that you create if the category code criterion is met. You can either accept or override the default value.
Security Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.

Field	Explanation
Check Route Code	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.
Business Unit – Last Worked	The last business unit (job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries. When you process a payroll cycle that includes the employee, the system automatically updates this field.
Benefit Group	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.
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.
Shift Code	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.
Work Schedule	A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example: A Monday through Friday B Saturday through Wednesday C Monday through Thursday (4 x 10 hrs)
Pay Cycle Code	A code that identifies the values for a master payroll cycle.

To select employees who have unprocessed timecards

From the Time Entry menu (G05BT1), choose Current Transactions Filter.

On Work With Time Entry by EE Transaction Current



1. Complete the following fields:
   - Work Date
   - Pay Class(H/S/P)
2. Complete any of the following fields on the Organization tab to search for employees who have shared organization information:
   - Home Business Unit
   - Check Route Code
   - Batch Number
   - Shift Code
3. To narrow your search to employees from categories 1–4, click the Category Code tab and complete any of the Category Code fields to help narrow your employee selection.

   Category codes 1–4 are reserved for time entry. For J.D. Edwards demo data, category codes 1–4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.
4. Click the Subledger tab.

5. Complete both of the following fields to search for employees who are associated with an account in the general ledger and click Find:

   - Subledger
   - Subledger Type

   Your selected group of employees appears.

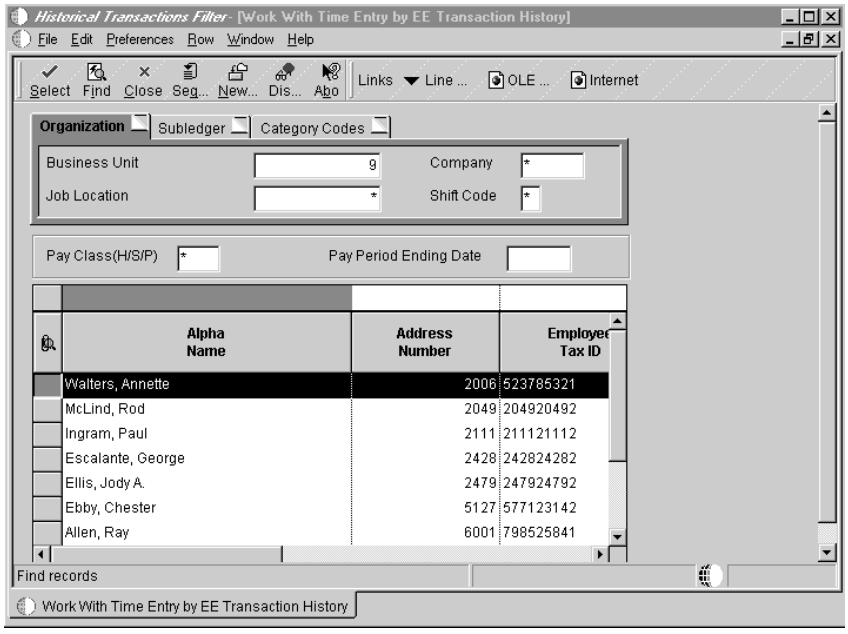
Proceed to the task *Entering Timecards for Employees*.

Field	Explanation
Work Date	The date used as the actual work date or pay-period ending date.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

▶ To select employees who have processed timecards

From the Time Entry menu (G05BT1), choose Historical Transactions Filter.

On Work With Time Entry by EE Transaction History



1. Complete the following fields:
   - Pay Class(H/S/P)
   - Pay Period Ending Date
2. Complete any of the following fields on the Organization tab to search for employees who have shared organization information:
   - Business Unit
   - Job Location
   - Company
   - Shift Code
3. Click the Subledger tab and enter both of the following fields to search for employees who are associated with an account in the general ledger:
   - Subledger
   - Subledger Type
4. Click the Category Codes tab.
5. To narrow your search to employees from categories 1–4, complete any of the Category Code fields to help narrow your employee selection.

   Category codes 1–4 are reserved for time entry. For J.D. Edwards demo data, category codes 1–4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.

6. Click Find.

   Your selected group of employees appears.

Proceed to the task *Entering Timecards for Employees*.

Field	Explanation
Pay Period Ending Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Job Location	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.

Processing Options for Selecting Employees for Time Entry

```
EE Master

1.  Enter a '1' to display or a '0' to
    hide the specified tabs.

      Category Codes 001 – 008                    _____
      Category Codes 009 – 016                    _____
      Category Codes 017 – 020                    _____
      Organization                                _____
      Other                                       _____

EE Current

1.  Enter a '1' to display the specified
    tabs.

      Organization                                _____
      Subledger                                   _____
      Category Codes (001-004)                    _____

EE History

1.  Enter a '1' to display or a '0' to
    hide the specified tabs.

      Organization                                _____
      Subledger                                   _____
      Category Codes (001-004)                    _____
```

Entering Timecards for Employees

You enter timecards for employees after you select employees.

Each row in which you enter information in the detail area of a time entry form is one timecard. The minimal information needed to create a timecard for a non-autopay employee consists of the following fields:

- Date / Batch

- Pay
- Hours

When you enter timecards for employees, you need to choose one of the following methods for entering timecards:

- Entering timecards per pay period for employees
- Entering daily timecards for employees

Entering timecards per pay period allows you summarize an employee's hours with each row (timecard), that you enter in the detail area of the form. Nothing prevents you from entering daily time on the Time Entry Revisions form. However, you would need to enter a row for each day of the week, and this may result in less efficient system performance when you run a payroll.

When you enter time per pay period, you can choose a form exit from the Time Entry Revisions form to copy labor distribution instructions for an employee. After you enter the essential timecard information, you can copy an employee's labor distribution instructions to avoid entering timecard information such as the associated account number, job type, and business unit. The system automatically copies the employee's labor distribution rules that you entered in Labor Distribution Rules (P050151). You might enter labor distribution instructions for employees who typically charge time to the same pay types and accounts for each pay period.

Entering daily timecards for employees allows you to enter hours for each day of the week on one row of the Daily Time Entry form. Use this method if your company needs to post labor to the general ledger every day.

For both methods of entering timecards, you need to enter a separate timecard for a bonus or a lump sum amount. You can also override system supplied information. For example, you might need to override the account number and job location when an employee works a job other than his or her regular job. The system uses this override information only once for the pay period.

Both methods for entering timecards can track various equipment information, including:

- Equipment ID number
- Number of hours that the employee used the equipment
- Equipment billing rates
- Equipment costs and expenses

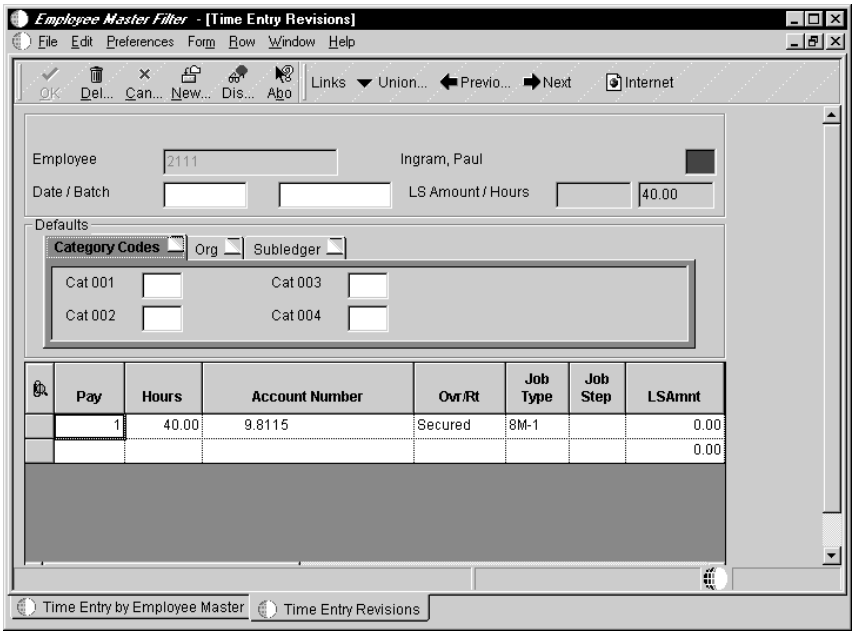
When you enter timecards, the system updates the Employee Transaction Detail table (F06116).

To enter timecards per pay period for employees

You enter time per pay period for employees after you have selected your employees for time entry. See *Selecting Employees for Time Entry* or proceed to the following steps.

On Work With Time Entry By Employee Master, Work With Time Entry By EE Transaction Current, or Work With EE By Transaction History

1. From the list of employees, choose the first employee that you are entering time for. Then choose Line Detail from the Row menu.



2. On Time Entry Revisions, complete any of the Category Code fields on the Category Codes tab with information that you want to appear on every timecard you enter.

   Complete fields on this tab to track time entered for employees in category codes 1–4. For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system will track time entered for these category codes.

3. Click the Organization tab and complete any of the following fields to have organization information supplied automatically to every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

   - Job Location
   - Check Route Code
   - Shift Code

When you enter a shift code on a time entry form, and the system finds a blank shift differential method (in the Shift table F069246), it uses the shift differential method associated with the pay type from the Pay Type table (F069116). When you don't enter a shift code, the system uses the shift differential method associated with the pay type.

4. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

   - Subledger Type
   - Subledger
   - Work Order

   To enter work-order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work-order information.

5. Review the following field in the detail area:

   - Lock Code

6. To enter a timecard, complete the following fields:

   - Date / Batch
   - Pay

7. Complete one of the following fields:

   - Hours
   - LSAmnt

   If you are entering a timecard for hours worked, complete the Hours field. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

   The Batch, Pay, and Hours or LS Amnt fields provide the minimal information needed to create a timecard.

8. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 6–7 for the next row in the detail area. Or to enter a timecard for the next employee, go to step 14.

9. If you need to override a DBA amount for the employee, choose the timecard and select One Time Override from the Form menu. Proceed to the task, *Overriding DBA Amnounts One Time*.

10. To copy labor distribution instructions, choose Copy Labor Instructions from the Form menu.

    The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.

11. Complete or override system-supplied values in any of the following fields:

    - Account Number

      As you enter one timecard after another, you can save time and reduce typing errors in the Account Number field by using certain formulas. See *Duplicating Account Number Segments* in the *General Accounting Guide*.

    - Ovr/Rt

      If you need to override the hourly rate, proceed to the task *Overriding an Hourly Rate for an Employee*.

    - Job Type
    - Job Step
    - Asset Number
    - Union
    - Position ID
    - Uprate
    - Shift Diff.
    - %/ Amt
    - Billing Rate
    - Work Date
    - Home Co
    - Home BU
    - Tax Area
    - Item
    - Pce/Rt
    - Pieces
    - Phase
    - Explanation
    - Record Type
    - WCI Code
    - SC/ WC
    - Trns.

    It is important to complete the Position ID field if you want to allocate hours and pay to a specific position budget.

12. To charge for equipment use, complete the following fields:
    - Hours Equipment
    - Equipment ID
13. To identify the billing information for the equipment that the employee used, complete the following fields:
    - Equipment Object Account
    - Bill RtCd
    - Equipment Billing Rate
14. Click Next to display the next employee.

    The system automatically adds the time entry record and displays the next employee in the group. You can click Previous to display the previous employee in the group.

    Values that you entered in the tabbed fields automatically default into the next employee's timecard record.

15. When you finish entering timecards for all employees, click OK.

Field	Explanation
Cat 001	Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories: • Division • Supervisor • Branch Office • Health Insurance Plan • Stock Plan Category Code 1 is used for time entry. You can use this category code for reporting purposes on timecard and human resources job information. The J.D. Edwards Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.
Job Location	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.
Check Route Code	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.

Field	Explanation
Shift Code	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
Work Order	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Date / Batch	The date used as the actual work date or pay-period ending date.
Batch	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. . . . . . *Form-specific information* . . . . . . You must set your processing options appropriately for the system to assign next numbers to each batch. Set up your Master Business Function processing options for Time Entry (P050002A)

Field	Explanation
Pay	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. . . . . . *Form-specific information* . . . . . If you are using pay rate tables and have set the processing option to use union rates, you can: • Leave the Pay field blank when you need to enter regular hours. The system automatically supplies the regular pay type and the corresponding union rate from the table. • Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.
Hours	The number of hours associated with each transaction.
LSAmnt	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.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. . . . . . *Form-specific information* . . . . . . If you leave this field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table. If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the account number from the accounting rules. To specify a business unit and a subsidiary account, but have the system retrieve the object account from the accounting rules, enter business unit subsidiary. For Work Orders speed code entry: You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a back slash (\), the work order number, and a period (.) For example, work order 145648 is entered as \145648. in the Account Number field. When you add the timecard information, the system: • Replaces the speed coding information with account number information • Uses the Charge to Business Unit number from the work order • Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD • Enters the work order number in the Subledger field in the detail area • Enters W as the subledger type
Ovr/Rt	The hourly rate for the employee. If applicable, the values for Pay Type Multiplier and Differential will be added to the hourly rate. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.

Field	Explanation
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.
Asset Number	An identification code for an asset that you can enter in one of the following formats: 1 Asset number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12–character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form. Note: This field appears only when reviewing a message on Message Log.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Position ID	A code that you use for budgetary (position) control purposes. The position ID consists of: • Position (position code and its description) • Fiscal year • Home business unit For example, you can identify position A0–1 as Accounting Manager for fiscal year 2005–2006, for home business unit 41. 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.

Field	Explanation
Uprate	An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages. The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.
Shift Diff.	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).
%/ Amt	A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are: H The amount in the Shift Differential field is added to the hourly rate. % The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate. % Percentage (must equal 100 percent). H Hours.
Billing Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Work Date	The date used as the actual work date or pay-period ending date.
Home Co	The company number in which the employee generally resides.
Home BU	The number of the business unit in which the employee generally resides.

Field	Explanation
Tax Area	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. 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.
Item	An inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are as follows: • Item Number (short) – An eight-digit, computer-assigned item number • 2nd Item Number – The 25-digit, free-form, user defined alphanumeric item number • 3rd Item Number – Another 25-digit, free-form, user defined alphanumeric item number
Pce/Rt	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.
Pieces	The number of pieces for piecework or any other unit of measure you want to track for this employee. Examples are: recording miles driven for drivers of company vehicles, cubic yards of concrete, feet drilled, or miles flown and so forth.
Phase	A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.
Explanation	A name or remark that describes an element in the J.D. Edwards systems.

Field	Explanation
Record Type	A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are: 1 Payroll Processing Only 2 Payroll and Recharge Processing 3 Recharge Processing Only After a timecard has been added, you cannot change its record type.
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
SC/ WC	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.
Trns.	The system gives each timecard entered a unique transaction number. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.
Hours Equipment	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.

Field	Explanation
Equipment ID	An identification code for an asset that you can enter in one of the following formats: 1 Asset number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12–character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form. Note: This field appears only when reviewing a message on Message Log.
Equip Obj	Use this field to indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards.
Bill RtCd	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
Equipment Billing Rate	The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example: Billing Rate = $100 $20 Rate 1 (Ownership Component) $50 Rate 2 (Operating Component) $25 Rate 3 (Maintenance Component) $5 Rate 4 (Other Costs Component) You can enter debits or charges to specific cost accounts using the total billing rate (for example, $100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.

Processing Options for Entering Timecards for Employees

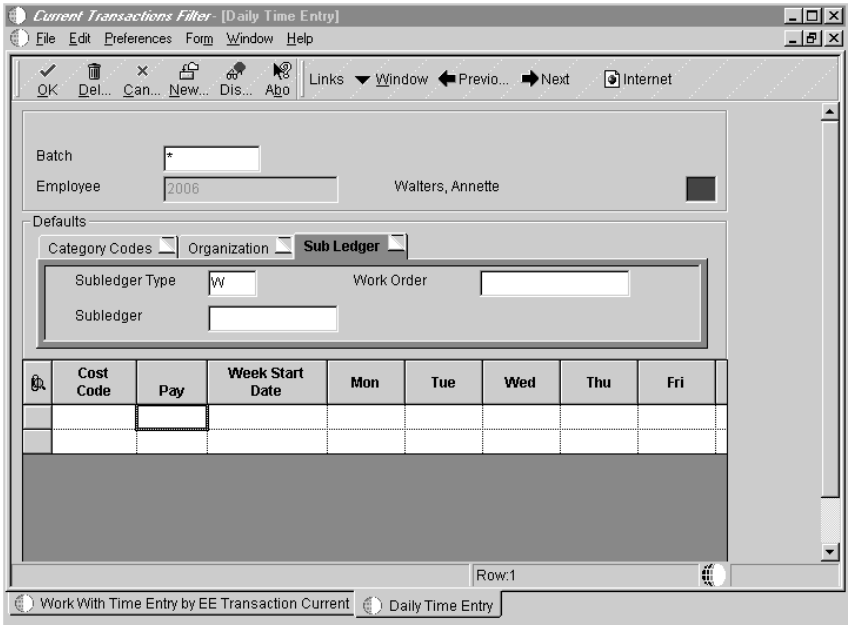
```
Time Entry

1.  Enter '1' to display batch
    statistics on request.

      Batch Statistics Flag  (Future          _____________
      Option)

2.  Enter '1' to prevent changes and
    deletes to records locked to another
    user.

      Time Entry Changes Flag                 _____________

3.  Enter Time Entry version.

      Version – Time Entry                    _____________

Tabs

1.  Enter a '1' to display or a '0' to
    hide the specific tabs.

      Category Codes Tab                      _____________
      Organization Tab                        _____________
      Subledger Tab                           _____________
```

▶ To enter daily timecards for employees

You enter daily timecards for employees after you have selected your employees for time entry. See *Selecting Employees for Time Entry* or proceed to the following steps.

On Work With Time Entry By Employee Master, Work With Time Entry By EE Transaction Current, or Work With EE By Transaction History

1. From the list of employees, choose the first employee that you are entering time for. Then choose Daily from the Row menu.



2. On Daily Time Entry, complete any of the Category Code fields on the Category Codes tab with information that you want to appear on every timecard you enter.

   Complete fields on this tab to track time entered for employees in category codes 1–4. For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system will track time entered for these category codes.

3. Click the Organization tab and complete any of the following fields to have organization information supplied automatically on every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

   - Job Location
   - Check Route Code
   - Shift Code

   When you enter a shift code on a time entry form and the system finds a blank shift differential method (in the Shift table F069246), it uses the shift differential method associated with the pay type from the Pay Type table (F069116). When you don't enter a shift code, the system uses the shift differential method associated with the pay type.

4. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

   - Subledger Type
   - Subledger
   - Work Order

   To enter work-order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work-order information.

5. Review the following field in the detail area:

   - Lock Code

6. To enter a timecard, complete the following fields:

   - Batch
   - Pay

7. Enter the number of hours worked for one of the following days or complete the LS Amnt field:

   - Mon
   - Tue
   - Wed
   - Thu
   - Fri
   - Sat
   - Sun

   If you are entering a timecard for hours worked, complete one of the day fields. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

   The Batch, Pay, and one of the day fields or the Lump Sum Amount field, provide the minimal information needed to create a timecard.

8. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 6–7 for the next row in the detail area. Or to enter a timecard for the next employee, go to step 14.

9. Complete the following field:

   - Week Start Date

10. To track time by job or business unit, complete the following field:

    - Cost Code

11. To override system-supplied information, complete any of the following fields:

    - Account Number

      As you enter one timecard after another, you can save time and reduce typing errors in the Account Number field by using certain formulas. See *Duplicating Account Number Segments* in the *General Accounting Guide*.

    - Ovr/Rt

      If you need to override the hourly rate, proceed to the task *Overriding an Hourly Rate for an Employee*.

    - Record Type
    - Job Type
    - Job Step
    - Asset Number
    - Union
    - Position ID
    - Uprate
    - Shift Diff.
    - %/ Amt
    - Billing Rate
    - Home Co
    - Home BU
    - Tax Area
    - Item
    - Pieces
    - Pce/Rt
    - Phase
    - Explanation
    - WCI Code
    - SC/ WC

    It is important to complete the Position ID field if you want to allocate hours and pay to a specific position budget.

12. To charge for equipment use, complete the following fields:

    - Hours Equipment

- Equipment ID

13. To identify the billing information for the equipment that the employee used, complete the following fields:
    - Bill RtCd
    - Equip Obj
    - Equipment Billing Rate
14. Click Next to display the next employee.

    The system automatically adds the time entry record and displays the next employee in the group. You can click Previous to display the last employee you entered time for.

    Values that you entered in the tabbed fields automatically default into the next employee's timecard record.

15. When you finish entering timecards for all employees, click OK.

Field	Explanation
Cost Code	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Week Start Date	The date used as the actual work date or pay-period ending date.

Processing Options for Daily Time Entry Processing Options

```
Time Entry

1.  Enter the beginning day of the
    week.

      Time Entry Week Begin Day                    _____________

2.  Enter a '1' to prevent changes and
    deletes to records locked to another
    user.

      Time Entry Changes Flag                      _____________

2.  Enter the Version of the Time Entry
    Master Business Function you wish to
    run.

      Version for Master Buisness                  _____________
      Function application.
      (P0500002A)

Tabs

1.  Enter a '1' to display or a '0' to
    hide the specific tabs.

      Category Codes Tab                           _____________
      Organization Tab                             _____________
      Subledger Tab                                _____________
```

Selecting Employees for Speed Time Entry

The Speed Time Entry program (P051121) allows you to enter timecards for multiple employees per pay period. If you need to enter daily timecards, you cannot use this program. The system does not require you to select employees for Speed Time Entry before entering timecards, however, selecting employees is beneficial if you need to review certain information before you enter timecards.

To select employees for Speed Time Entry you must choose one of the following selection methods:

- Selecting an employee by employee number
- Selecting employees by batch number

Selecting employees by employee number is preferable if you need to review certain timecard information before entering another timecard for that employee. When you select employees by employee number, the system displays all the employee's timecards from the Employee Transaction Detail table (F06116) by batch number. You can review certain timecard information such as work date, home business unit, home company, pay, hours, lump sum amount, subledger, and sub type.

Selecting employees by batch number is preferable if you always enter timecards according to the batch number. The system displays the batch number you entered and

batch information such as the number of timecards in the batch, the number of employees in the batch, batch hours, and the batch lump sum amount. You can enter all timecards for every employee on one form.

Both methods of selecting employees access the same Speed Time Entry Revisions form (W051121C), which allows you to enter all timecards on one form. Each row that you enter represents one timecard per employee.

The system locates information for Speed Time Entry in the Employee Transactions Detail table (F06116).

After selecting employees for Speed Time Entry, the system automatically supplies a form for you to enter timecards per pay period.

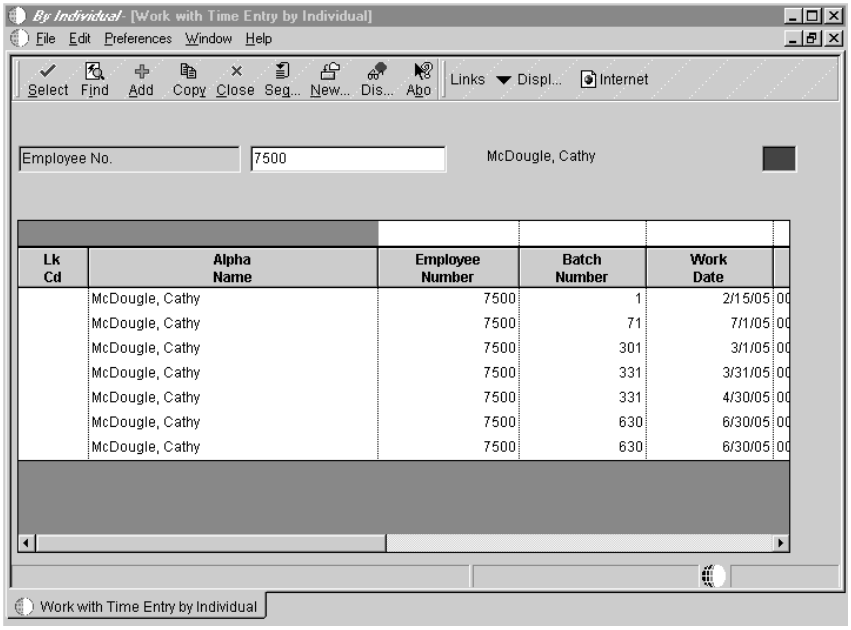
Before You Begin

- ❑ Enter labor distribution instructions for the employee. See *Entering Labor Distribution Instructions*.
- ❑ Define your Master Business Function processing options for Time Entry. See *Setting Up Master Business Functions.*
- ❑ Set up equipment numbers on the Equipment Master form. See *Creating an Equipment Master* in the *Equipment Billing Guide*.
- ❑ Set up equipment-rate tables and equipment-rate groups in the Job Cost system. See *Setting Up Equipment Billing Information* in the *Equipment Billing Guide*.
- ❑ Set up an AAI table for all journal types. See *Setting Up AAIs for Payroll and Time Accounting.*

▶ To select an employee by employee number

From the Time Entry menu (G05BT1), choose By Individual.

On Work With Time Entry By Individual



Complete the following field and click Find:

- Employee Number

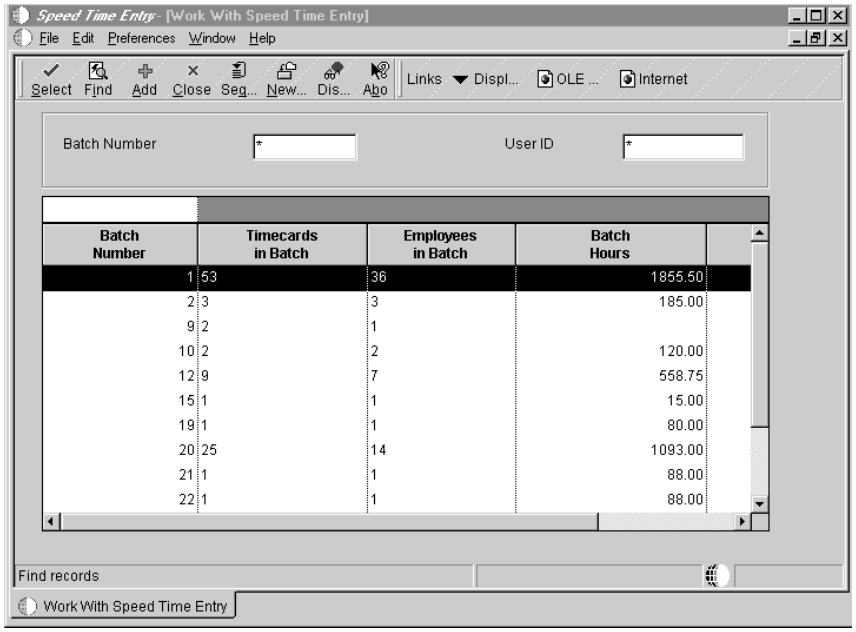
The system displays all timecards for the employee.

Review the information and then proceed to the task *Entering Timecards for Employees Using Speed Time Entry*.

▶ To select employees by batch number

From the Time Entry menu (G05BT1), choose Speed Time Entry.

On Work With Speed Time Entry



Complete the following field and click Find:

- Batch Number

The system displays all batches associated with the user's ID.

Review the batch information and then proceed to the task *Entering Timecards for Employees Using Speed Time Entry*.

Entering Timecards for Employees Using Speed Time Entry

You can enter timecards for employees using Speed Time Entry after you have selected employees for Speed Time Entry. If you do not want to select employees before entering their timecards, you must enter timecards from either the By Individual or Speed Time Entry menu options. Either menu option supplies the same time entry form.

If you need to enter daily timecards, you cannot use this program. You can use Speed Time Entry to enter timecards for employees per pay period only. Using Speed Time Entry allows you to enter all your employees timecards on the same form using each row as a timecard.

For employees who work with equipment, you can track the following equipment information on their timecards:

- Equipment ID number
- Number of hours that the employee used the equipment
- Equipment billing rates

- Equipment costs and expenses

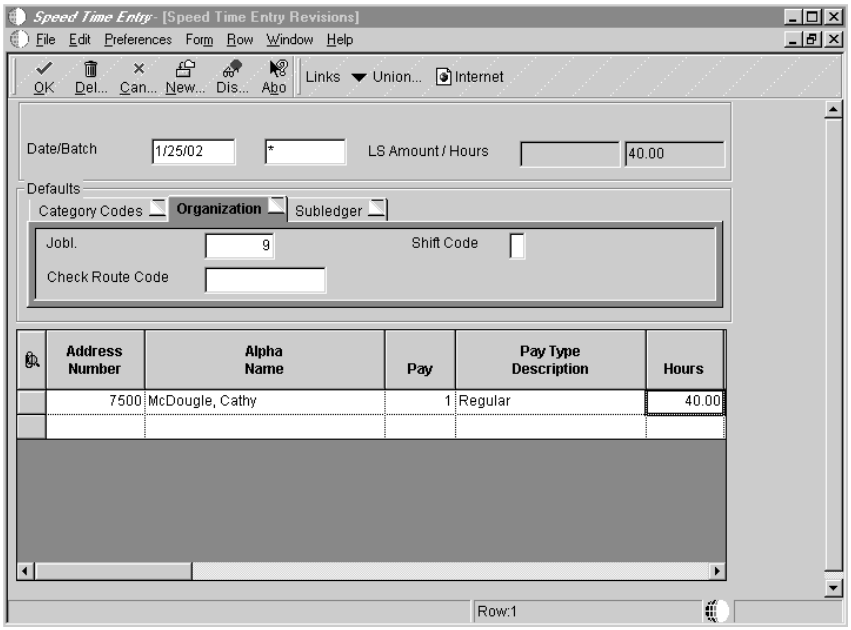
To facilitate timecard entry, you can set your processing options so that the system copies certain information from one timecard to the next. For example, after you enter the minimal amount of information needed to create a timecard, the system can supply the business unit, work order, and account number from the timecard that you previously entered.

You can also set your Master Business Function processing options for Time Entry (P050002A) to allow certain pay information to automatically be supplied on each employee's time entry form. For example, you can set your processing options to allow the system to assign a next number to the Batch field and to supply a pay rate.

▶ To enter timecards for employees using Speed Time Entry

You can enter time for employees using Speed Time Entry after you have selected your employees for Speed Time Entry. See *Selecting Employees for Speed Time Entry*. Or if you do not select employees, from the Time Entry menu (G05BT1), choose By Individual or Speed Time Entry.

1. On Work With Time Entry By Individual or Work With Speed Time Entry, if you selected employees first, choose a record and then click Select. If you did not select employees first, click Add.



2. On Speed Time Entry Revisions, complete the following fields:
   - Work Date
   - Batch

3. Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard you enter.

   Complete these fields to track time entered for employees in category codes 1–4. For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system will track time entered for these category codes.

4. Click the Organization tab and complete any of the following fields to have organization information supplied automatically to every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

   - Job Location
   - Check Route Code
   - Shift Code

   When you enter a shift code on a time entry form, and the system finds a blank shift differential method (in the Shift table F069246), it uses the shift differential method associated with the pay type from the Pay Type table (F069116). When you don't enter a shift code, the system uses the shift differential method associated with the pay type.

5. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

   - Subledger
   - Order Number
   - Subledger Type

   To enter work-order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work-order information.

6. Review the following field in the detail area:

   - Lk Cd

7. Complete the following field in the detail area:

   - Pay

8. Complete one of the following fields:

   - Hours
   - LS Amnt

   If you are entering a timecard for hours worked, complete the Hours field. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

The Batch, Pay, and Hours or LS Amnt fields provide the minimal information needed to create a timecard.

9. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 7–8 for the next row in the detail area. Or to enter a timecard for the next employee, go to step 13.
10. If you need to override a DBA amount for the employee, choose the timecard and select One Time Override from the Form menu. Proceed to the task, *Overriding DBA Amnounts One Time*.
11. To copy labor distribution instructions, choose Copy Labor Instructions from the Form menu.

    The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.

12. To override system-supplied information, complete any of the following fields and click OK:

    - Account Number

      As you enter one timecard after another, you can save time and reduce keying errors in the Account Number field by using certain formulas to key in. See *Duplicating Account Number Segments* in the *General Accounting Guide*.

    - Ovr/Rt

      If you need to override the hourly rate, proceed to the task *Overriding an Hourly Rate for an Employee*.

    - Job Step
    - Job Type
    - Union
    - Position ID
    - Job Location
    - Uprate
    - Shift Code
    - Shift Diff.
    - %/ Amt
    - Billing Rate
    - Work Date
    - Home Co
    - Home BU

- Tax Area
- Item
- Pce/Rt
- Pieces
- Phase
- Explanation
- Record Type
- WCI Code
- SC/ WC
- Trns.

13. If you selected employees first, click Next to display the next employee or the next batch of employees. You can click Previous to display the last employee you entered time for.

    Values that you entered in the tabbed fields automatically default into the next employee's timecard record.

14. When you finish entering timecards, click OK.

Processing Options: Speed Time Entry

Time Entry Tab

These processing options specify whether the system prevents changes to timecards and which version is used to process a batch of timecards.

1. Time Entry Changes

Use this processing option to define whether you want to prevent changes and deletes to timecards that are locked to another user. Valid values are:

1 Prevent changes and deletes to timecards locked to another user.
0 Do not prevent changes and deletes to timecards locked to another user.

2. Master Business Function Version

Use this processing option to indicate which version of the Time Entry Master Business Function (P050002A) that you want to use to process timecards. If you leave this processing option blank, the system uses the default version, ZJDE0001.

A version is a set of user-defined specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values, data selection options, and data sequencing options.

Interactive versions are associated with applications (usually as menu selections). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.

Defaults Tab

These processing options define the values that the system automatically supplies when you are entering timecards with Speed Time Entry.

1. Address Number

Use this processing option to specify whether the system automatically supplies this field from one timecard to the next as you are entering timecards on the Speed Time Entry Revisions form (W051121C). The system supplies this field if you leave it blank and tab to the next field. Valid values are:

1 Allow the system to supply the value. This is the default.
0 Do not allow the system to supply the value.

2. Pay Type

Use this processing option to specify whether the system automatically supplies this field from one timecard to the next as you are entering timecards on the Speed Time Entry Revisions form (W051121C). The system supplies this field if you leave it blank and tab to the next field. Valid values are:

1 Allow the system to supply the value. This is the default.
0 Do not allow the system to supply the value.

Overriding Timecard Information

When you enter the minimal timecard information needed to create a timecard, the system can supply additional information depending on how you've defined your processing options and system setup. For example, the employee's pay rate might come from the Pay Rate table, and the account number might come from automatic accounting instructions (AAIs).

You can temporarily override the DBA amount that the system normally calculates. For example, you might need to override DBA amounts for employees who began employment in the middle of a pay period. You can override the DBA amount when you enter a timecard for an employee, but you do not need to actually enter the hours the employee worked to override a DBA amount. For example, you can override the DBA amount for an autopay employee or enter the hours worked for an hourly employee later.

In some cases, you might need to temporarily override an employee's system-supplied hourly rate. For example, an employee might receive a higher rate for working in a job other than the employee's regular job. You can use time entry to override an employee's hourly rate for the current timecard.

Overriding timecard information includes the following tasks:

- ❑ Overriding DBA amounts one time
- ❑ Overriding an hourly rate for an employee

See Also

- *Appendix C : Timecard Derivation Sequence* for information about how the system derives timecard information

Overriding DBA Amounts One Time

To override DBA amounts, change the monetary amount (or the hour amount for an hourly accrual) that the system calculates for that DBA during payroll-cycle processing. You can enter zero or any adjusted amount.

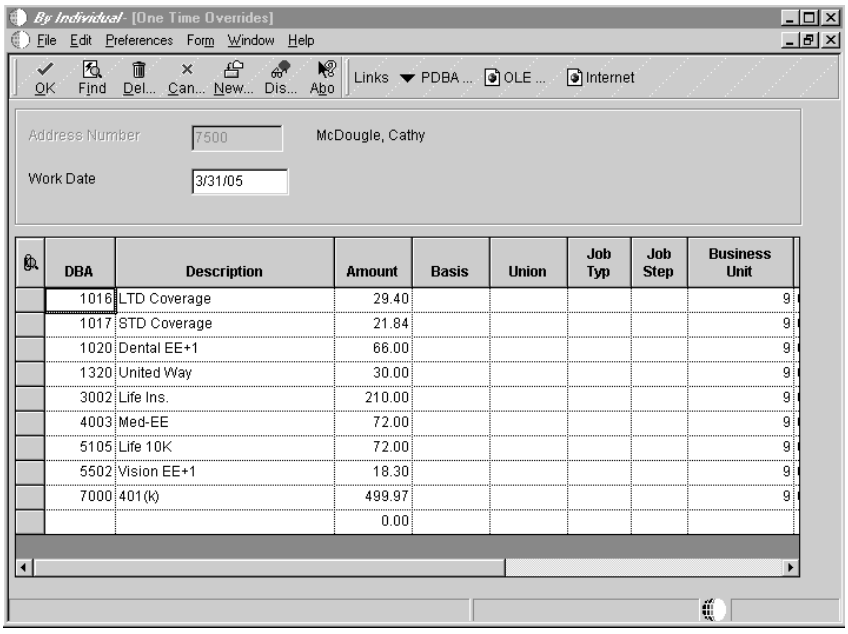
When you override DBA amounts, the system updates the DBA Ledger table (F0709).

When you review timecards, the system does not indicate that a DBA one-time override exists.

To override DBA amounts one time

You override DBA amounts one time when you are entering time for an employee. See *Entering Timecards for Employees* or *Entering Timecards for Employees Using Speed Time Entry*.

1. On Speed Time Entry Revisions or Time Entry Revisions, choose the record for which you need to override a DBA and choose One-Time Override from the Row menu.



2. On One-Time Overrides, review the information and revise any of the following fields for a specific DBA:
   - Amount
   - Basis
   - Union
   - Job Typ
   - Job Step
   - Business Unit
   - Company
   - Work Tax
3. To override voucher information, complete the following fields:
   - A/P Voucher
   - Payee No

4. If you are overriding a wage attachment deduction, complete the following field:
   - Wage Att
5. If you need to review or revise a DBA in the database, select the DBA and choose PDBA Setup from the Form menu. Proceed to the task *Setting Up Essential DBA Information*.
6. Click OK.

Field	Explanation
DBA	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.
Amount	The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY. When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).
Basis	The number of hours associated with each transaction.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Business Unit	This field will come from one of two sources: 1. Direct entry of a business unit on the One-Time-Override screen; or 2. When the system automatically calculates a DBA based on finding an entry in the Union/Plan Master (F069106) specifically for the business unit matching one or more time cards. Only in these two cases will the business unit be filled in in the F0609 and F0619 files. In all other cases it will be blank.
Company	The company number in which the employee generally resides.
Work Tax	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. 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.

Field	Explanation
A/P Voucher	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: N No, do not generate a voucher Y Yes, generate a voucher
Payee No	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. 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.
Wage Att	A control number used to group and identify all related elements associated with a Wage Attachment (Garnishment, Levy, Child Support or Loan). This number is assigned by the system and is used to attach a specific deduction to its related Wage Attachment information.

Overriding an Hourly Rate for an Employee

When you enter time for an employee, you typically do not need to enter an hourly pay rate. The system derives the hourly rate in the following sequence using the information that is entered and stored in these programs and tables:

1. Time Entry (P051121 and P051191) - Hourly rate

   The value in the Hourly Rate field is used as it is entered on the time entry forms for P051121 and P051191.

2. Union Rates Master Revisions (P059121) - Union and Job type

   This information is obtained from the Union Rates table (F069126)

3. Occupational Pay Rates (P050231) - Job type and Job step

   This information is obtained from the Employee Pay Rates table (F060146)

4. Employee Information (P0801) - Hourly rate

   This information is obtained from the Employee Master table (F060116)

Unless you set up your processing options differently, the system uses this sequence to derive an employee's hourly rate. For each employee, the system starts searching with the time entry programs and stops when it finds an hourly rate.

To override an employee's system-supplied hourly rate for a timecard, you can enter the hourly rate on a time entry form.

If you change the pay rate for an employee on the Employee Information form after entering time for that employee, you must revise the timecard and remove the value from the Override/Rate field. The system obtains the new rate and recalculates the gross pay for that timecard.

▶ To override an hourly rate for an employee

You override an hourly rate for an employee when you are entering time for an employee. See *Entering Timecards for Employees* or *Entering Timecards for Employees Using Speed Time Entry.*

1. On Speed Time Entry Revisions or Time Entry Revisions, complete the following field to override the system-supplied hourly rate:
   - Ovr/Rt
2. Complete any of the following fields and click OK:
   - Uprate
   - S h
   - Shift Diff.
   - %/Amt

Field	Explanation
Ovr/Rt	This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals. . . . . . *Form-specific information* . . . . . . Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs: • If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information. • If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate.
Uprate	An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages. The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.
S h	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. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.

Field	Explanation
Shift Diff.	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).
%/ Amt	A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are: H The amount in the Shift Differential field is added to the hourly rate. % The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate. % Percentage (must equal 100 percent). H Hours.

Working with Time Entry Batch Processing

Time entry batch processing is a process that uploads timecard information from a third-party source to the J.D. Edwards Payroll system. When you upload timecard information, the system converts it so that the information can be used to create timecards in OneWorld. You might upload timecard information from any of the following third-party sources:

- A remote PC time entry program
- Custom systems
- Electronic Data Interchange (EDI) transactions

The J.D. Edwards Interoperability model makes possible the sharing and processing of information between a third-party source and J.D. Edwards software. Inbound transactions are possible for release B73.3.1. That is, you can upload timecard information from a third-party source. A future release will allow outbound transactions also. That is, you will be able to download timecard information to a third-party source.

The Batch Time Entry File Upload (R47002C) program verifies that the information entered into the Employee Transactions Batch table (F06116Z1) is processed correctly into the Employee Transactions Detail table (F06116). After the information is in the F06116Z1 table, you can create timecards.

Working with time entry batch processing includes the following tasks:

- ❑ Setting up a flat file cross reference
- ❑ Completing required fields for the Employee Transactions Batch table (F06116Z1)
- ❑ Uploading timecard information
- ❑ Revising uploaded timecard information
- ❑ Reviewing the Batch Time Entry File Register report
- ❑ Creating timecards from uploaded information
- ❑ Purging processed payroll batches

You can upload timecard information from a third-party source as a flat file that will correspond to J.D. Edwards time entry forms. You might need to format the timecard

information in your third-party source so that the information uploads in a corresponding tabular format.

The uploaded timecard information is stored in the Employee Transactions Batch table (F06116Z1) until you process the information. When you process the information, the system creates timecards and stores them in the Employee Transactions Detail table (F06116) with all other timecards.

Before you create timecards from uploaded information, you can review and revise the information in the table for accuracy. You can use the Batch File Register report to verify that the uploaded batches are accurate.

After you have reviewed and revised a batch of uploaded timecard information, you can use the information to create timecards. After creating the timecards, you can include those timecards in payroll-cycle processing.

If your processing options are set up appropriately when you create the timecards, the system automatically purges the processed batches from the Employee Transactions Batch table (F06116Z1). Purging conserves computer disk space and makes it easier for you to locate unprocessed batches.

Setting Up a Flat File Cross Reference

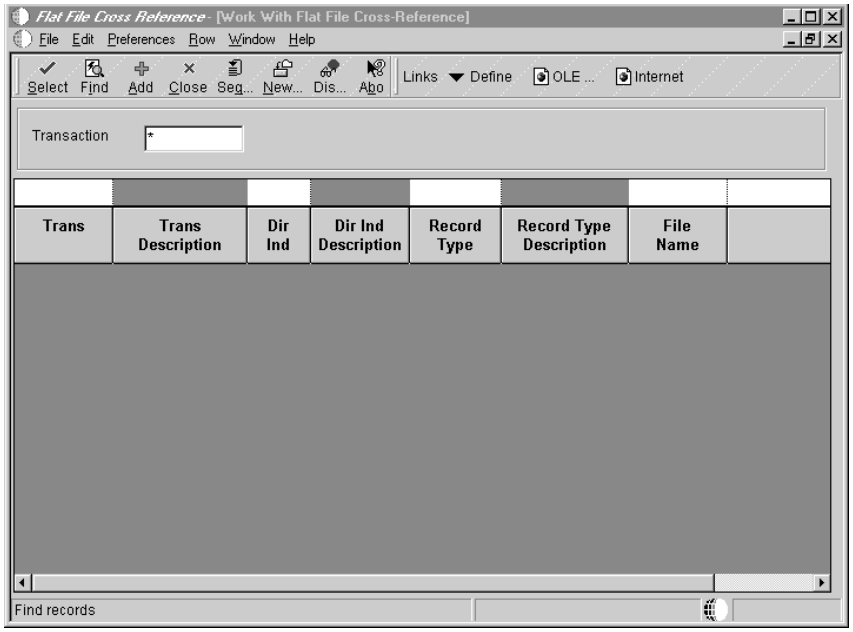
The system needs to identify the flat file with the timecard information before it can upload data from a third party source. When you upload timecard information, the system then retrieves the data from the flat files and stores it in the Employee Transactions Batch table (F06116Z1). You use flat file cross-reference information for the following conditions:

- For inbound transactions, if the third party source cannot write data to the interface tables in the required format for OneWorld. The third party source can write the data to a specific flat file for each transaction and record type.
- Any time you upload information from a new or different third-party source.

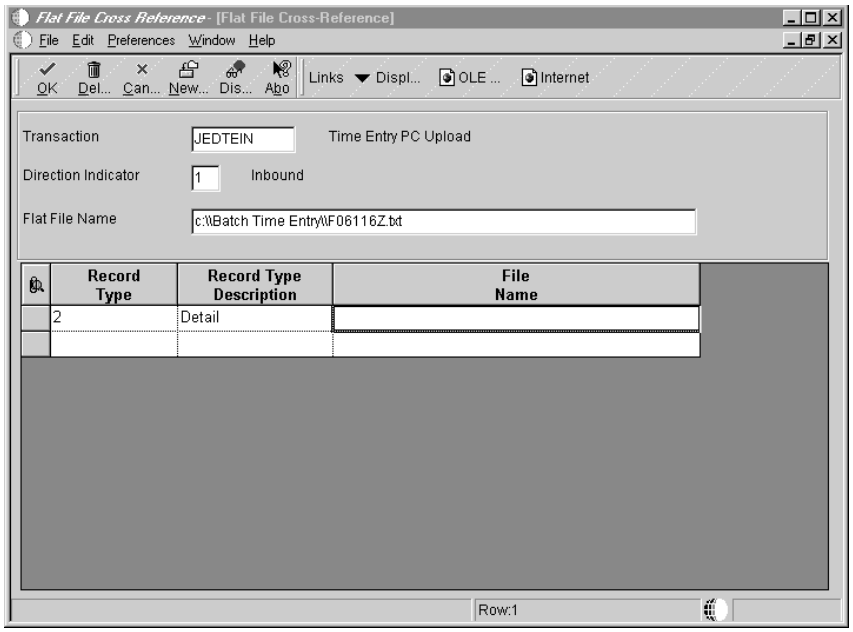
▶ To set up a flat file cross reference

From the Partner Process menu (G05BPP), choose System Setup. From the System Setup menu (G05BPP40), choose Personic. From the Personic menu (G05BPP41), choose Flat File Cross Reference.

On Work With Flat File Cross-Reference



1. Click Add.



2. On Flat File Cross-Reference, enter JDETEIN in the following field:
   - Transaction
3. Type 1 in the following field:
   - Direction Indicator
4. In the following field, type a filename for the flat file that the data will be uploaded to:

- Flat File Name

Any folders in the filename path *must* already exist. OneWorld will not create the folders. Also, use double backslashes (\\) in the filename (for example, c:\\Batch Time Entry\\F06116Z.txt).

5. Type 2 in the following field:
   - Record Type
6. Click OK.

Field	Explanation
Transaction	A code that identifies a transaction by type.
Direction Indicator	A code that indicates the direction of the transaction.
Flat File Name	The name of the flat file. This includes the directory path where the flat file exists.
Record Type	A user defined name or remark.
Record Type Description	The identifier used to mark EDI transaction records as header and detail information. This is an EDI function only.

Completing Required Fields for the Employee Transactions Batch Table (F06116Z1)

When you upload flat file information to the Employee Transactions Batch table (F06116Z1), the system must store the information in required fields on the table. These fields correlate with a OneWorld timecard. You must enter required fields in a custom program so that the system can identify the information and then create a timecard with another program.

Consult the following tables for the field names, alpha names, explanations, and values of required fields needed for the Employee Transactions Batch table (F06116Z1).

Required Transaction Fields

The following required fields must be entered in a custom program for the system to identify the transaction and place the values in the Employee Transactions Batch table (F06116Z1):

VLEDUS (User ID)	Enter the ID of the user entering transactions.
VLEDTN (User Transaction Number)	Enter a number to identify a specific transaction within a batch.

VLEDLN (Line Number)	Enter a number to identify each line within a given transaction.
VLEDDT (EDI Transmission Date)	Enter the Julian date of the transmission.
VLEDER (Send/Receive Indicator)	Enter R for inbound transactions. This indicates that the record was written by a system external to OneWorld with the intent that the transaction be received in OneWorld.
VLEDSP (Processed Flag)	Enter 0 for inbound transactions. When the system finishes uploading the information, it updates this field to 1.
VLEDTC (Action Flag)	Enter either A for add or D for delete. (Left justified)
VLEDTR (Transaction Type)	Enter 1 for the inbound transaction.
VLEDBT (User Batch)	Enter a batch number to identify a specific transaction for the specific user ID.

NOTE: VLEDUS, VLEDBT, and VLEDTN must contain values that identify the transaction within the table. You can complete any combination of these three fields to identify the transaction during the interface processing.

Required Data Fields

You must enter the following fields for the system to accept the transaction:

VLAN8 (Address Number)	Enter the employee's address book number.
VLPRTR (Transaction Number)	Enter a unique number assigned within the batch.
VLPHRW (Hours Worked)	Enter a number with implied decimals.
VLDWK (Date Worked)	Enter the date used as the actual work date or pay period ending date in Julian format.
VLPDBA (Pay Type Code)	Enter a pay type. The pay types are controlled by table F069116.

VLICU (Batch Number) Enter a number assigned to a batch of timecards. This may be the same as EDBT (User Batch).

Optional Fields

See *Appendix D: Optional Fields for the Employee Transactions Batch table (F06116Z1)*.

Uploading Timecard Information

From the Advanced/Technical Operations menu (G05B30), choose Batch Time Entry Processing. From the Batch Time Entry Processing menu, choose Batch Time Entry File Upload.

If you use a third-party source to store timecard information, you need to upload the information from a flat file into the Employee Transactions Batch table (F06116Z1) before you can create timecards. For example, if you keep timecard information in an Excel spreadsheet, you need to import that information into the J.D. Edwards Time Entry system in order to create timecards.

Always run the default version XJDE0031. This version is set up with the proper processing options attached to it.

After uploading timecard information, review the information before you create timecards. See *Revising Uploaded Timecard Information.*

Processing Options for Inbound Flat File Conversion

```
Transaction

      1. Enter the transaction to                    _____________
      process.

Separators

      1. Enter the field delimiter.3333              _____________
      2. Enter the text qualifier.                   _____________

Process

      1. Enter the inbound processor to              _____________
      run after successful completion of
      the conversion.
      2. Enter the version for the                   _____________
      inbound processor.  If left blank,
      XJDE0001 will be used.
```

What You Should Know About Processing Options

The following table lists information about using certain values in these processing options:

Transaction tab	JDETEIN is the default value and is set up as the Time Entry PC Upload transaction type.
Separators tab	1. Enter a value that the system recognizes as the beginning and end of the text within each cell or field when creating a flat file. 2. Enter a value that allows the system to recognize a new field or cell when creating the flat file.
Process tab	1. Enter the program number for Batch Time Entry Processor, R05116Z1I, if you want the system to automatically create timecards from the uploaded timecard information. If you want to review and revise your batch after uploading the timecard information, do not enter a value. 2. Enter the version of the processor program R05116Z1I.

Revising Uploaded Timecard Information

When the system uploads timecard information, it often identifies one or more inbound transactions that contain invalid transactions. For example, an employee might have an invalid employee number. In this case, the system does not add the record to the Employee Transactions Batch table. Instead, it e-mails the user's Employee Work Center Queue indicating the transaction number for the transaction that is in error.

After uploading timecard information to the Employee Transactions Batch table (F06116Z1), you should review the information and correct any errors before you create timecards. This process helps prevent errors on timecards and in your timecard tables.

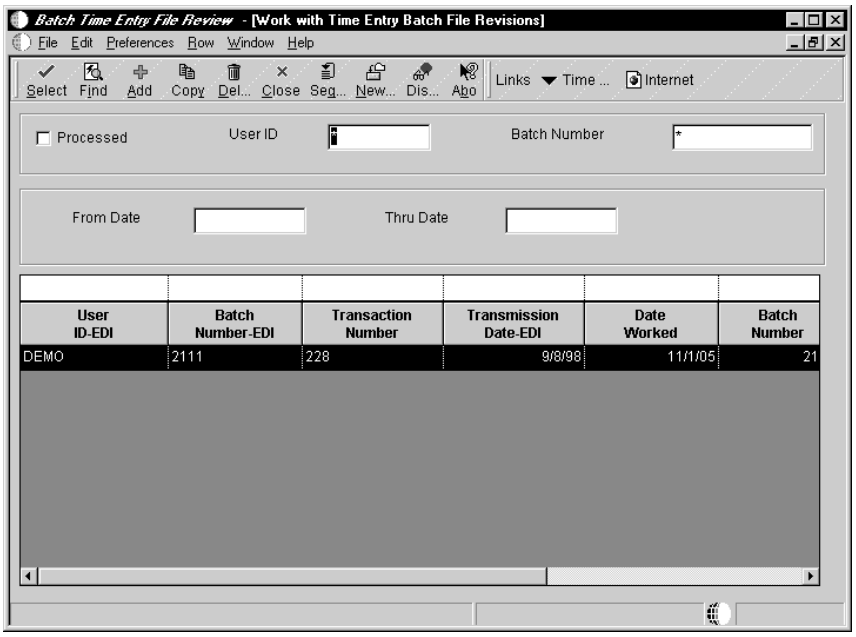
Before You Begin

- ❑ View your employee work center queue for transaction errors. See *Viewing Messages* in the *OneWorld Foundation Guide.*
- ❑ You can run the Batch Time Entry File Register report as an alternative to reviewing timecard information errors online. See *Reviewing the Batch Time Entry File Register Report.*

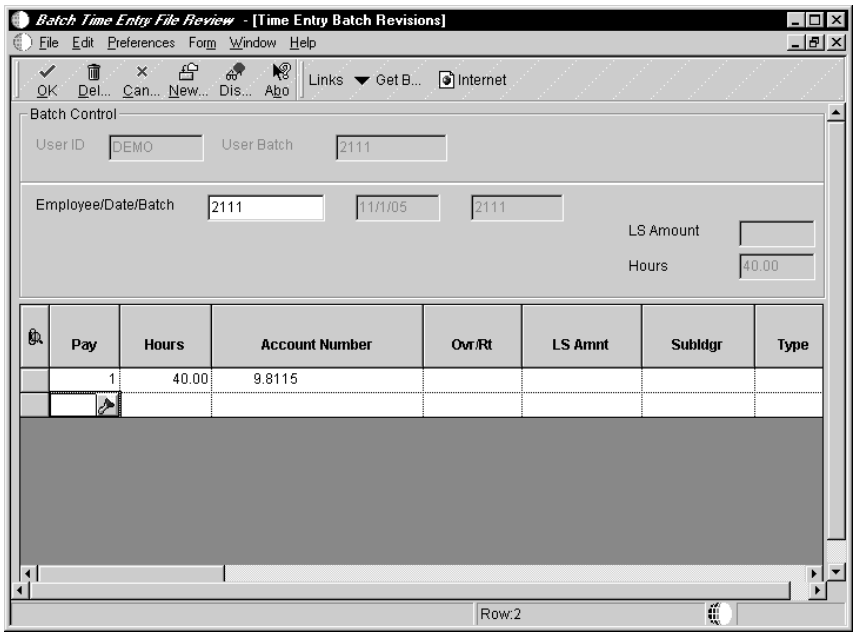
To revise uploaded timecard information

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry File Review.

On Work With Time Entry Batch File Revisions



1. Complete the following fields:
   - User ID
   - Batch Number
2. To further limit your search, complete one or more of the following optional fields and click Find:
   - From Date
   - Thru Date
3. Choose a record and then choose Time Entry from the Row menu.



4. On Time Entry Batch File Revisions, enter corrections or override information and click OK.

   The server completes blank fields during processing.

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
From Date	The date used as the actual work date or pay-period ending date.
Thru Date	The date used as the actual work date or pay-period ending date.

Field	Explanation
Processed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values for WorldSoftware are: Y Unprocessed only N Processed and unprocessed For OneWorld software: On The system shows records that have been successfully processed. Off The system shows records that have not yet been processed.

Reviewing the Batch Time Entry File Register Report

From Batch Time Entry Processing (G05BBT3), choose Batch Time Entry File Register.

After you revise uploaded timecard information, you should run the Batch Time Entry File Register report to verify that the information is correct.

Processing Options for Batch Time Entry File Register

```
Defaults

1.  Enter the type of Time Cards you
    wish to print.  ('L' = Labor Time
    Cards, 'R' = Recharge Time Cards,
    'E' = Equipment Time Cards.

      Time Card Type                          _____

2.  If 'L', enter the type of Employee
    Number you wish to print.

      Employee Number Format                  _____

3.  Enter a '1' to print the GL Account
    Number and Tax Area.  '0' is the
    default, and will not print these
    items.

      Print GL Account Number and Tax         _____
      Area

4.  Enter a '1' to print with EE Totals.
    '0' is the default, and will print
    without EE Totals.

      Print EE Totals                         _____
```

Creating Timecards from Uploaded Information

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

After you review and revise uploaded timecard information, you can create timecards. You then include those timecards in your usual payroll-cycle processing.

When you create timecards from uploaded timecard information, the system verifies the information against constants tables in the Payroll system.

To create timecards, the system transfers the uploaded information from the Employee Transactions Batch table (F06116Z1) to the Employee Transactions Detail table (F06116).

You need to set up your processing options for Batch Time Entry Processor (R056116Z1I) to run this program in proof or final mode. When you run the program in proof mode, the system prints the Employee Transaction Update report and the Transaction Errors report without updating the Employee Transactions Detail table (F06116). Correct any errors before resetting your processing options to run the program in final mode.

When you run the program in final mode, the system does the following:

- Uses next numbers to assign batch numbers, and transaction numbers for each timecard.
- Creates and prints the Employee Transaction Update report and the Transaction Errors report.
- Marks transactions as processed.
- Supplies any applicable default values in the optional timecard fields.

If no errors appear on the Transaction Errors report, the system creates timecards in the Employee Transactions Detail table (F06116). If errors occur, the system does not create timecards, but sends an error message to the appropriate person as defined in your processing options.

If errors occur, correct the errors and run the batch again. If processing options are set up appropriately the system automatically purges the records from the Employee Transactions-Batch table (F06116Z1) when the batch runs successfully.

You cannot use the Batch Time Entry File Review and Revisions form to revise processed batches. If you find an error in processed batches, you must make revisions on individual time entry forms.

See Also

- *Revising Uploaded Timecard Information* for information about making corrections

Processing Options for Time Entry Batch Processor

```
Processing

      Time Entry Version                                  _____________
      Final Flag  ’1’ = Final,  ’ ’ =                     _____________
      Proof
      ’ ’ = Proof
      Purge Flag  ’1’ = Purge,  ’ ’ = No                  _____________
      Purge
      ’ ’ = No Purge

      Payroll Lockout Processing  ’1’ =                   _____________
      Error Message, No Upload  ’2’ =
      Warning Message, Upload  ’3’ = No
      Message, Upload

Messages

      User ID for Work Center Messages                    _____________
```

Purging Processed Payroll Batches

From the Batch Time Entry Processing menu (GO5BBT3), choose Purge Batch Time Entry.

After you create timecards, you should purge the processed batches if your processing options are not set up to do so automatically. Purging batches conserves disk space and makes it easier to locate unprocessed batches. When you purge processed batches, the system removes records from the Employee Transactions Batch table (F06116Z1).

Processing Journal Entries

You process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you are using the J.D. Edwards Payroll system.

If you are using the J.D. Edwards Payroll system, you process journal entries as part of each payroll cycle. You also process journal entries when you process an interim payment for an employee. In some cases, you might choose to process journal entries at other times during a pay period. For example, labor-intensive organizations might need to monitor and analyze labor expenses on a daily basis. These organizations can process journal entries for timecards daily.

If you are not using the J.D. Edwards Payroll system, but you are using the time accounting features of the HR and Payroll Foundation system to enter timecards and to track labor and equipment expenses, you can process journal entries for timecards.

You process two types of journal entries for payroll and time accounting:

Pro forma journal entries	Preliminary, review-level journal entries that the system stores in the Compressed Payroll Journal workfile (F063951)
Actual journal entries	Journal entries that the system posts to the Account Ledger table (F0911) and, optionally, the Account Balances table (F0902)

When you process journal entries for Payroll, you create pro forma journal entries during each payroll cycle. After you review the pro forma journal entries, you can create the actual journal entries that you post to the general ledger. You can set up your company options so that the system automatically posts actual journal entries during the final update step of the payroll cycle. If your company options are set up so that the system does not automatically post the actual journal entries, you or someone in your accounting department must post the journal entries manually. You also must post the actual journal entries manually when an error prevents the system from posting them automatically.

When you process journal entries for timecards, you run a batch program to create the pro forma journal entries. After you review the pro forma journal entries and correct any errors, you run another batch program to create the actual journal entries and post them to the general ledger.

You can create journal entries for the following document types:

Document types for payroll

- T1 Payroll disbursement
- T2 Payroll labor distribution
- T3 Actual burden
- T4 Labor billing distribution
- T5 Equipment distribution
- T6 Payroll accruals and deferrals
- T7 Payroll vouchers

The system creates document-type T7 journal entries only when your Payroll system is integrated with the J.D.Edwards Accounts Payable system.

Document types for time accounting

- T2 Payroll labor distribution
- T4 Labor billing distribution
- T5 Equipment distribution

Processing journal entries includes the following tasks:

- ❑ Processing pro forma journal entries for timecards
- ❑ Reviewing the Journal Batch Proof report
- ❑ Reviewing batches of journal entries
- ❑ Deleting a batch of pro forma journal entries
- ❑ Posting journal entries for payroll or time accounting

You process pro forma journal entries for timecards only when you are not processing the journal entries associated with a payroll cycle. You can use the Journal Batch Proof report to review the pro forma journal entries before you post them to the general ledger. You can also use this report to review the pro forma journal entries that the system created during a payroll cycle. If errors occur in the journal batch, you can correct the errors, delete the batch, and reprocess the pro forma journal entries.

When the pro forma journal entries are error-free and approved for posting, you post them to the general ledger. You can post either of the following types of pro forma journal entries:

- Timecard journal entries
- Payroll journal entries that were not posted during the payroll cycle, either because of errors or because of the way in which your company options are set up

When you post journal entries, the system creates, posts, and removes the timecard batch details from the Payroll Journal Compression workfile (F063951) and updates the

Account Ledger table (F0911) and the Account Balances table (F0902) with the timecard transactions.

You must run the full journal entry process either in WorldSoftware or in OneWorld.

See Also

- *Interactive Versions for Applications* in the *OneWorld Foundation Guide*

Processing Pro Forma Journal Entries for Timecards

From the Timecard Post/History Update menu (G05BT11), choose Generate Timecard Journals.

You process pro forma journal entries for timecards only if you are not creating the journal entries associated with a payroll cycle.

When you process pro forma journal entries for timecards, the system converts the Employee Transactions Detail table (F06116) into the Compressed Payroll Journal Workfile (F063951) and the Burden Distribution Workfile (F06241). When you process these journal entries, you can do the following:

- Define the general ledger date for the journal entries
- Select timecards based on a range of dates

In addition to generating pro forma journal entries, this program generates the Journal Batch Proof report. You review this report to verify the accuracy of the transactions that the system generated from the journal data. This report includes individual entries and totals for document type, period, and company, as well as a grand total for the batch report. If necessary, you can rerun this report without rerunning the pro forma journal entries.

See Also

- *Processing Pro Forma Journal Entries* in the *Payroll Guide* for information about processing journal entries during a payroll cycle
- *Reviewing the Journal Batch Proof Report* for more information about that report

Processing Options: Generate Timecard Journals

Date Tab

This processing option determines the date the system uses to post journal entries.

General Ledger Date

Use this processing option to define whether the program uses the G/L date or the system date when it posts journal entries. To use the system date, leave this processing option blank. Timecards that have multiple work dates are posted on the date that you define in this processing option. To account for daily timecards, you must run this program every day with the processing option set to the system date.

Process Tab

These processing options determine certain values processes related to Benefits, Intercompany Settlements, Components, and Premium.

1. Benefits

Use this processing option to define how the system processes benefits and accrual when it posts journal entries for timecards. Valid values are:

0 Do not calculate any benefits or accruals for the employees.
1 Calculate only non-monthly benefits and accruals for the employees.
2 Calculate monthly and non-monthly benefits and accruals for the employees. Enter this value only when you are processing the last timecards for calendar month. The system uses the month that corresponds to the general ledger date.

Non-monthly benefits and accruals are those for which you entered M in the fifth Pay Period of the Month field on the Basic DBA Information form (W059116E). An M in this field indicates that the system calculates the benefit or accrual during daily timecard post.

Monthly benefits and accruals are calendar-month DBAs, including those that are non-monthly, that have the following characteristics:

- They are set up to calculate for the employee for an entire calendar month.
- They have a value of 2 or Blank in the Limit Method field on the Advanced DBA Information form (W059117A).

2. Intercompany Settlements

Use this processing option to define whether you want to process intercompany settlements when you post timecard journal entries. Valid values are:

1 Process intercompany settlements. When processing intercompany settlements, the system uses the general accounting constants and the company number on the timecard.
0 Do not process intercompany settlements.

This processing option applies only when the journal type IC is set up in the Debit/Credit-Accruals Clearing table (P069041).

3. Components

Use this processing option to define how you want to post timecard journal entries for equipment time when the equipment is used to build an item that is comprised of multiple components.

Valid values are:

1 Distribute equipment time billed from the parent item to its components.
0 Bill equipment time to parent item only.

In the Asset Master table (F1201), you define the parent/child relationship between parent items and their components. You enter billing rates for the components in the Equipment Rates table (F1301).

4. Premiums

Use this processing option to define how you want to update the Account Ledger table (F0911) for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Valid values are:

1 Update labor hours to the Units field for premium labor entries. Choose this option when you want journal type PR to include labor hours in the Units field.
0 Do not update labor hours to the Units field for premium labor entries. Choose this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the Debit Burden/Premium Labor Distribution table (P069042) is set up in the following way:

- The journal type PR has been added to the table.
- The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

5. Summarization Rules

Use this processing option to define how Journal Entries are created and printed. Each account number has a summarization rule defined for it in the Journal Summarization Rules program (P06914). This processing option enables you to override the summarization code so that it will be a Type 6 and you can see the Journal Entries in the highest level of detail possible. Valid values are:

1 This option overrides any summarization rules, making the summarization code a Type 6. Choose this option when you want the Journal Entries to be created and printed in full detail.

0 This option is the default, so the pre-defined summarization rule will be used.

Reviewing the Journal Batch Proof Report

From the Timecard Post/History Update menu (G05BT11), choose Journal Batch Proof.

After you process pro forma journal entries, you review the Journal Batch Proof report. The system prints this report when you do either of the following:

- Process pro forma journal entries for timecards
- Process the journal entry step of a payroll cycle

Use this report to review the accuracy of the journal entries before you post the information to the general ledger.

The Journal Batch Proof report lists the journal entry information by document types. Grouping journal entries by document types enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

- T1 - Payroll Disbursement
- T2 - Payroll Labor Distribution
- T3 - Actual Burden
- T4 - Labor Billing Distribution
- T5 - Equipment Distribution
- T6 - Payroll Accruals and Deferrals

If you find errors on the Journal Batch Proof report, you must correct the errors and rerun the pro forma journal entries. The following list contains examples of what might cause errors to appear on the Journal Batch Proof report:

- Inaccurate AAIs.
- An account number not yet added to the chart of accounts.
- Incorrect setup of nontaxable benefits or accruals that were processed in the journal entries step.
- Incorrectly entered timecard information. (In this case, if you are processing journal entries for a payroll cycle, you also must rerun pre-payroll.)

The system does not recognize the corrections until you rerun the pro forma journal entries. If you do not rerun the pro forma journal entries after you correct the errors, the system creates the actual journal entries with errors.

When you are processing journal entries as part of a payroll cycle and you have not yet printed the payments, you can complete the following procedure to correct inaccurate timecard information:

1. Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards
2. Correct the inaccurate timecards
3. Run a changes-only pre-payroll
4. Rerun the journal entries step

You can reprint the Pay Period Journal Batch Proof report when you want to print the report without re-creating the pro forma journal entries. The system prints the same proof report that was created during the last iteration of the process. The related payroll ID appears on the report when you reprint it. You can print this report as many times as necessary before you run the final update. After you run the final update, the system clears the Summarized Journal Entry Workfile, and the report does not produce any information.

See Also

- *Processing Pro Forma Journal Entries* in the *Payroll Guide*
- *Appendix A: Report Examples* for an example of the Journal Batch Proof report
- *Setting Up AAIs for Payroll and Time Accounting*
- *Setting Up Deductions, Benefits, and Accruals*
- *Processing Changes-Only Pre-Payroll* in the *Payroll Guide*
- *Verifying the Journal Entry Post* in the *General Accounting Guide* for common error messages associated with journal entries

Reviewing Batches of Journal Entries

After you generate pro forma journal entries, you can review them to verify that they are correct. You can review batches of journal entries based on your user ID, the batch number, a posting status, or a specific date range. You can review batches of pro forma journal entries to verify that they are error free before you post them. You can review the pro forma journal entries that were generated from the payroll cycle, as well as those that were generated from timecards.

You also can review actual journal entries that the system creates when you post timecard journal entries to the general ledger, as well as the actual journal entries that were created during the final update step of the payroll cycle. Depending on how your company options are set up, the system might automatically post these actual payroll journal entries.

The system uses batch types to group the various kinds of journal entries. You can review the following batch types:

51	Timecard pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
41	Payroll pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
P	Actual timecard journal entries that have been posted to the general ledger.
7	Actual payroll journal entries that have been posted to the general ledger.

If you discover errors when you review batches of pro forma journal entries, you must delete the entire batch, correct the errors, and then generate the pro forma journal entries again.

If you discover errors when you review batches of actual journal entries, you can use the General Journal Review program to do any of the following to individual journal entries:

- Revise unposted journal entries
- Delete unposted journal entries
- Void posted journal entries

  You can revise and delete actual journal entries only. You cannot revise or delete pro forma journal entries.

See Also

- *Reviewing Journal Entries* in the *General Accounting Guide* to see the steps for reviewing and revising journal entries
- *Deleting a Batch of Pro Forma Journal Entries*
- *Deleting an Unposted Journal Entry* in the *General Accounting Guide*
- *Voiding a Posted Journal Entry* in the *General Accounting Guide*

Deleting a Batch of Pro Forma Journal Entries

From the Timecard Post/History Update menu (G05BT11), choose Batch Delete.

You delete an unposted batch of pro forma journal entries when the batch contains errors and you must correct the timecard entries before you regenerate the corrected batch.

Processing Options for Deleting Unposted Journal Entries

```
Delete Batch

This option will submit a batch job to
    delete the specified Daily Timecard
    Journal Batch.  The batch may not be
    recovered after deletion, so
    exercise this option with care.

      ENTER BATCH NUMBER TO DELETE                _____________
```

Posting Journal Entries for Payroll or Time Accounting

From the Timecard Post/History Update menu (G05BT11), choose Post Journals to General Ledger.

Alternatively, from the Payroll Workbench menu (G07BUSP11), choose Manual Payroll Journal Post.

For time accounting, you must run a program to post the batch of timecard journal entries to the general ledger. The batch that you post for timecards contains pro forma journal entries. During the posting process, the system creates the actual journal entries in the Account Ledger table (F0911) and automatically posts them to the Account Balances table (F0902).

For payroll journal entries, you can set up your company options for either of the following:

The system automatically posts actual journal entries during final update	You use the manual post program only if an error occurred during final update that prevented the system from posting the journal entries.
The system does not automatically post actual journal entries	After you run the final update, you run the manual post program to post the actual journal entries to the general ledger. You or someone in your accounting department might need to approve the batch before you run the post program.

If the Pre-Post General Ledger program encounters any errors, the system creates the actual journal entries in the Account Ledger table but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.

When you run the manual post program, the system prints the General Ledger Post report. If errors occurred during the posting process, the system also prints the Post Detail Error report. Review these reports to verify that the journal entries were posted successfully.

The General Ledger Post report lists all journal entries. The column titles and information are similar to the Journal Batch Proof report. However, the General Ledger Post report prints the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

Before You Begin

❑ Review the batch of journal entries to verify that it is approved for posting. You might need to approve the batch before posting can occur. See *Approving Batches of Journal Entries for Posting* in the *General Accounting Guide*.

See Also

- *Posting Journal Entry Batches* in the *General Accounting Guide* for information about using a General Accounting program to post batches
- *Verifying the Journal Entry Post* in the *General Accounting Guide* for information about the General Ledger Post report and the Post Detail Error report

Setup

General System Setup

Before using any features in your HR and Payroll Foundation system, you need to define critical information that the system uses for processing. You also define information you will use to enter data throughout the system.

This information consists of the following:

System controls

Set up system controls to activate specific features and systems such as the followintg:

- Country-specific HR and Payroll Foundation system
- Personic Workflow

System options

Set up system options to define default information and to activate processes, such as the following:

- History tracking
- Recruitment management
- Pay grade step management
- Position budget management

Company options

Set up company options to define default information that applies to all of the employees in a particular company within your organization. For example, company options let you define different standard hours per day for each company within your organization.

Business-unit constants

You set up business unit constants to define default information associated with a business unit.

Employee information

Set up employee information to do the following:

- Track information that is unique to your organization or your industry
- Define the fields for which you will allow future changes

Employee history and turnover tracking

Set up employee history and turnover tracking to track historical records of employee information.

Job information

Set up job information to track complete information about the jobs within your organization.

Earnings information	Set up earnings information to define the types of pay that your employees receive.
Tax information	If you are using the Payroll system, set up tax information so that you can process payroll for employees.

To set up general system information, complete the following tasks:

- ❑ Setting up system controls
- ❑ Setting up system options
- ❑ Setting up company options
- ❑ Setting up business-unit constants
- ❑ Setting up employee information
- ❑ Setting up employee history and turnover tracking
- ❑ Understanding pay rate source setup
- ❑ Setting up job information
- ❑ Setting up pay rate table information
- ❑ Setting up earnings information
- ❑ Setting up tax information
- ❑ Understanding Master Business Functions
- ❑ Setting up Master Business Functions
- ❑ Understanding Workflow setup

Setting Up System Controls

You use system controls to control specific features or activate various modules within OneWorld. For example, if you are using OneWorld in conjunction with Personic Workflow or Criterion Blueprint, you need to activate the Personic or Criterion modules.

Consult the following table to understand the data items that you can activate for certain OneWorld HR and Payroll processes in the System Control table:

System Controls for System Activation

To activate French Canadian Specific HRM Foundation system	• SY05QU. Use HRM Foundation-French CDN Specific. Set this data item to Yes if you have the French Canadian version of Foundation. You need to do this in addition to entering the Country Code on User Profile Revisions.
To activate the U.S. specific HR and Payroll Foundation system	• SY05U. Use HRM Foundation-U.S. Specific? This data item allows the system to provide U.S.-specific fields and forms in the HR and Payroll Foundation system.
To activate the Canadian specific HR and Payroll Foundation system	• SYO5C. Use HRM Foundation-Canadian Specific? This data item allows the system to provide Canadian-specific fields and forms in the HR and Payroll Foundation system.
To activate Payroll B73.3 or later	• SY07P733. Use OneWorld Payroll B73.3 Or Later? Set this data item to Yes if you are using OneWorld Payroll B73.3 and above. If this data item is set to Yes, the system searches for history records in the F07*tables. If this data item is not set to No, the system searches for history records in the F06* tables.
To activate Criterion	• SY05CRTN. Use Criterion Integration.
To activate Personic	• SY05PRSC. Use Personic Integration.

System Controls for Processes and Features

To activate Wage and Salary Administration

- SY08W. Use HRM Wage and Salary Administration? This system control will be available in a future release.

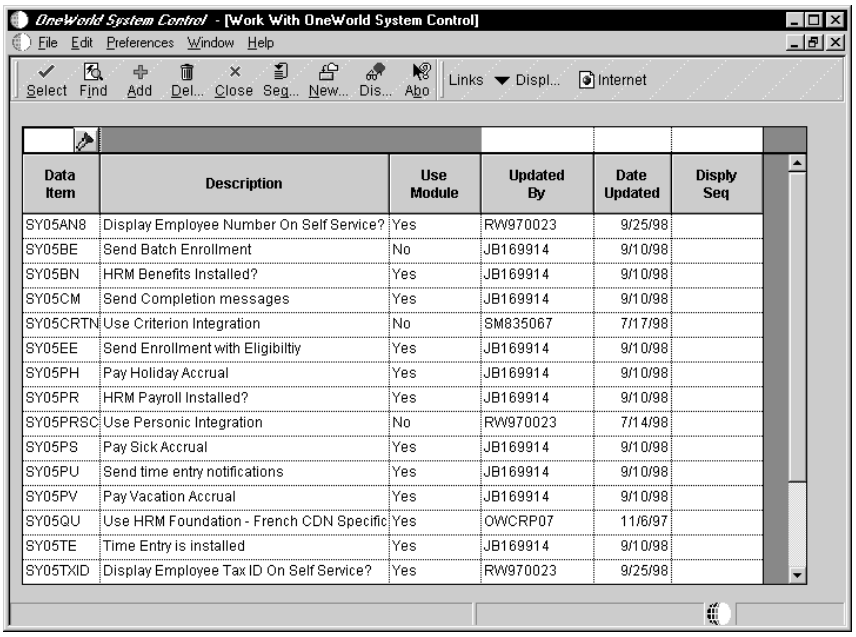
See Also

- *About Criterion BluePrint* in the *HR - Benefits Guide*
- *About Personic Workflow* in the *HR - Benefits Guide*

▶ To set up system controls

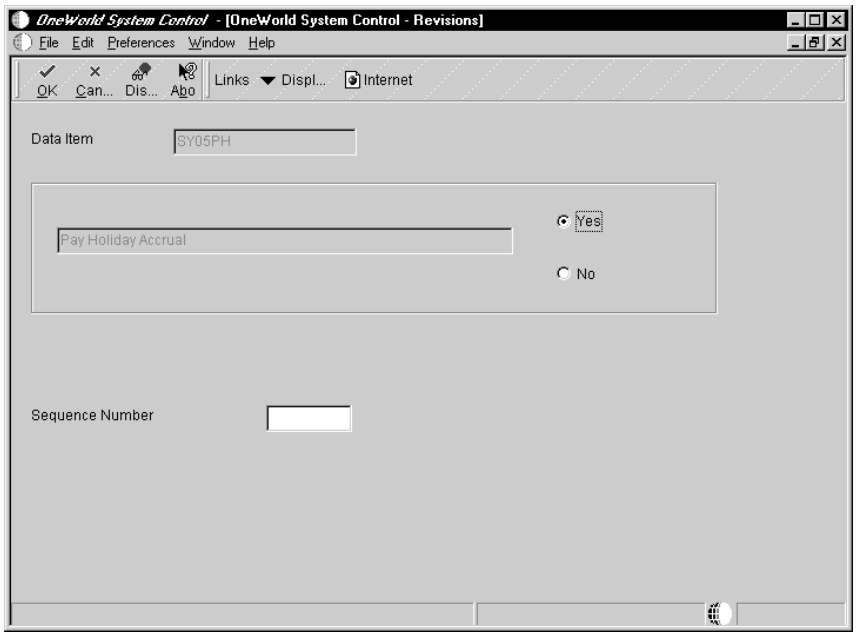
From the HRM Setup menu (G05B4), choose OneWorld System Control.

On Work With OneWorld System Control



Data Item	Description	Use Module	Updated By	Date Updated	Disply Seq
SY05AN8	Display Employee Number On Self Service?	Yes	RW970023	9/25/98	
SY05BE	Send Batch Enrollment	No	JB169914	9/10/98	
SY05BN	HRM Benefits Installed?	Yes	JB169914	9/10/98	
SY05CM	Send Completion messages	Yes	JB169914	9/10/98	
SY05CRTN	Use Criterion Integration	No	SM835067	7/17/98	
SY05EE	Send Enrollment with Eligibiltiy	Yes	JB169914	9/10/98	
SY05PH	Pay Holiday Accrual	Yes	JB169914	9/10/98	
SY05PR	HRM Payroll Installed?	Yes	JB169914	9/10/98	
SY05PRSC	Use Personic Integration	No	RW970023	7/14/98	
SY05PS	Pay Sick Accrual	Yes	JB169914	9/10/98	
SY05PU	Send time entry notifications	Yes	JB169914	9/10/98	
SY05PV	Pay Vacation Accrual	Yes	JB169914	9/10/98	
SY05QU	Use HRM Foundation - French CDN Specific	Yes	OWCRP07	11/6/97	
SY05TE	Time Entry is installed	Yes	JB169914	9/10/98	
SY05TXID	Display Employee Tax ID On Self Service?	Yes	RW970023	9/25/98	

1. Choose a row containing the data item you want to activate and click Select.



2. On OneWorld System Control - Revisions, click Yes and then click OK.

Setting Up System Options

To define default information that applies to your entire system, you set up system options. These options control the types of information that you track and the rules that the system uses to perform certain calculations. For example, you use system options to define the standard hours per year that employees within your organization work.

You use system options to control the following types of information:

General information	To define general information, such as the standard number of hours employees work and the country in which employees are paid, set up foundation options.
Pay information	To ensure that you enter acceptable pay rates for employees, set up the system to verify appropriate pay types for an employee's pay grade or pay-grade step.
Employee history and turnover	To define whether you want to keep historical records of employee information, set up employee history and turnover options. These options are crucial to successful history and turnover tracking.
Recruitment	To automate the process of creating and maintaining requisitions, set up requisition information.
Position control information	To create, monitor, and control position budgets, set up position information.

Setting up system options includes the following tasks:

- Setting up general options
- Setting up position control options

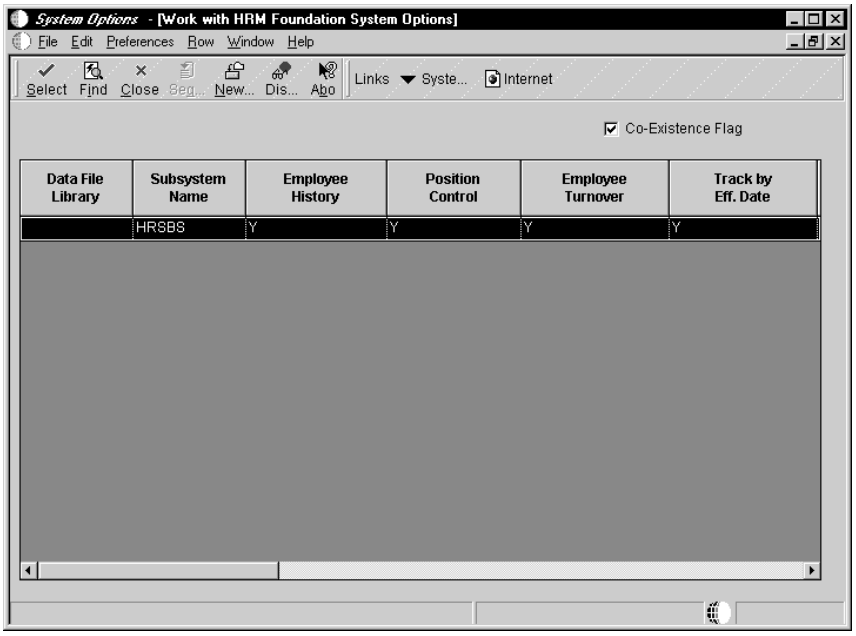
Before You Begin

❑ Choose data for history tracking. Also, research whether you should add employee records to the database before or after setting up employee history and turnover tracking options. See *Setting Up Employee History and Turnover Tracking.*

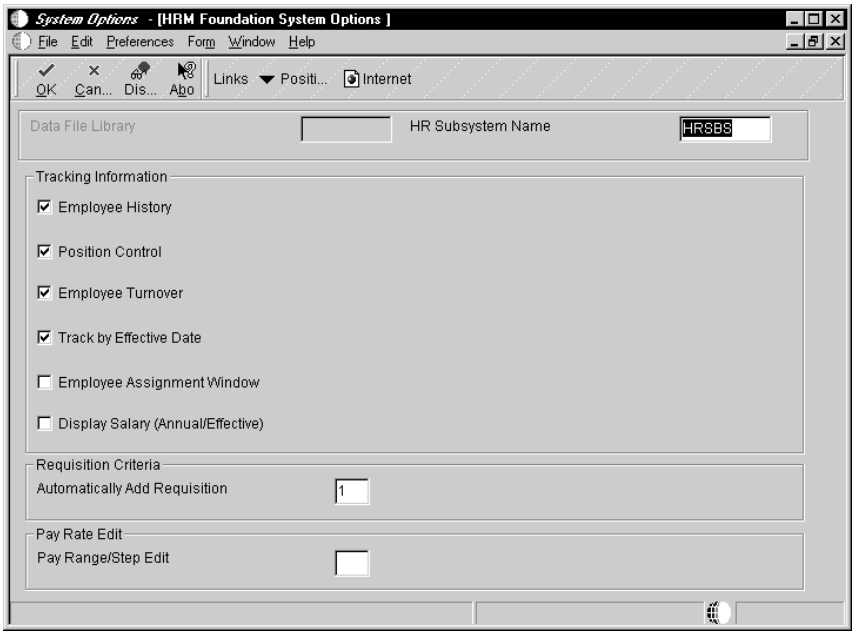
To set up general options

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

On Work With HRM Foundation System Options



1. If you are using the World Human Resources or Payroll system in conjunction with the OneWorld system, click the Co-Existence Flag option to turn it on.
2. Click Select to choose the options for the default subsystem.



3. On HRM Foundation System Options, complete the following fields:
   - Employee History
   - Position Control
   - Employee Turnover
   - Track by Effective Date
   - Employee Assignment Window
   - Display Salary (Annual/Effective)
   - Automatically Add Requisition
   - Pay Range/Step Edit
4. If you are tracking history and turnover, and you are using the OneWorld Human Resources system in conjunction with the World Human Resources system, you must complete the following field in the World Human Resources system:
   - HR Subsystem Name

   See *Setting Up History and Turnover Constants* in the *Human Resources Guide* for World software.

   If you clicked the Position Control option, complete the steps to set up position control options.

Some of the definitions in the following field tables 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
Employee History	A code that determines whether the system creates employee history records when you enter or change employee information. The system can create employee history records for only that information that is stored in the Employee Master table (F060116). To specify the information for which you want to track history, use the program, Select Data Items for History Tracking (P08041). Employee history records are stored in the HR History table (F08042). For World: Before the system can create history records, you must start the Human Resources subsystem and monitor.
Position Control	A code that indicates whether you want the system to create records in the Position Activity table (F08111) when you enter or change position-related information for an employee. If you choose to use this feature, you must also choose to track employee history.

Field	Explanation
Employee Turnover	A code that determines whether the system creates employee turnover records when you change employee information. Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank. For World: Before the system can create turnover records, you must start the Human Resources subsystem and monitor.
Track by Effective Date	A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. This field controls the dates that appear on history and turnover reports and review forms. It does not function as a suspense operation that allows you to enter a change now, and update the history and turnover tables at a later time. When this field is activated, the system tracks both the effective date of a change and the date that the change was entered into the system. Valid values for World are: Y Yes, use the effective date of the change (data item EFTO) to track employee history and turnover N No, instead of using the effective date of change, use the date on which you entered changes into the system Valid values for OneWorld are: On Use the effective date of the change (data item EFTO) to track employee history and turnover Off Instead of using the effective date of change, use the date on which you entered changes into the system If you choose to use the effective date of the change, the system prompts you to enter an effective date each time you change any employee information for which you are tracking history or turnover. If you choose to use the effective date of the change, you must also choose to track employee history, employee turnover, or both.
Employee Assignment Window	This field specifies whether the system displays the Employee Assignment window when an employee changes to a new job, position, or home business unit. You use the employee assignment window to update requisition information for the requisitions affected by the change.

Field	Explanation
Display Salary (Annual/Effective)	A field that specifies whether the system displays annual or effective salaries for employees. An employee's annual salary is the number of hours per year that the employee works multiplied by the employee's hourly rate. The effective salary is (annual salary divided by pay frequency) multiplied by periods to pay. 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. You can set up your system to use the Pay Grade Step table as the source of employee pay rates. The pay rates in the Pay Grade Step table are based on the table's number of hours worked per year (hours per day time days per year). When the employee's standard hours per year are different than the amount in the table, the employee's hours per year times the table's hourly rate is the employee's effective salary. When the table hours and employee hours are the same, the employee's effective and annual salaries are the same. For OneWorld: Valid values are: On Display annual salaries Off Display effective salaries For World: Valid values are: A Display annual salaries E Display effective salaries
Automatically Add Requisition	This field specifies whether the system automatically creates a requisition for the position when you terminate an employee.
Pay Range/Step Edit	This field specifies whether the system displays an error or warning message when you enter a pay rate for an employee that is not within the pay range for the employee's pay grade. If you are using pay grade step progression, the system displays an error or warning message when you enter a pay rate for an employee that does not match the rate for the employee's pay grade step. Allowed values are: blank No Edit 1 Warning message if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing continues. 2 Hard error if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing stops, and the system does not update any tables.

Field	Explanation
HR Subsystem Name	Enter the name of the Human Resources subsystem. A subsystem is the portion of the overall processing capacity of the computer that is used for a specific purpose. The system creates the subsystem (if it doesn't already exist) when you run the program that starts the Human Resources subsystem. Because the Human Resources subsystem provides a place for the monitor to run, it is important to know the name of the subsystem so you can determine if the monitor is running.

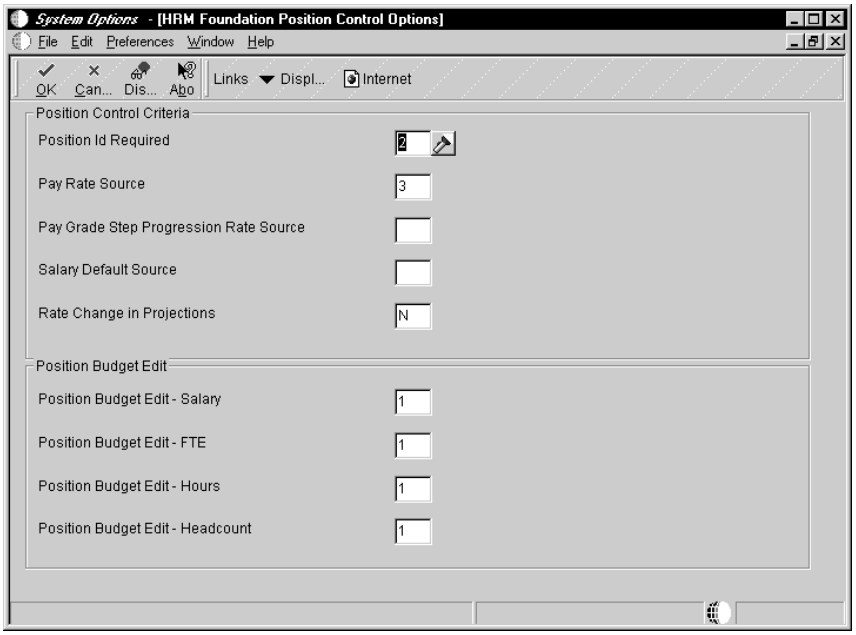
▶ To set up position control options

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

Set up position control options if you clicked the Position Control option when you set up system options.

On Work with HRM Foundation System Options

1. Choose Position Control from the Row menu.



2. On HRM Foundation Position Control Options, complete the following fields:
   - Position Id Required
   - Pay Rate Source
   - Pay Grade Step Progression Rate Source
   - Salary Default Source

- Rate Change in Projections
- Position Budget Edit – Salary
- Position Budget Edit – FTE
- Position Budget Edit – Hours
- Position Budget Edit – Headcount

Some of the definitions in the following field tables 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
Position Id Required	This code determines whether you are using the position control feature and, if so, whether all employees are required to have a position ID. Valid codes are: 1 Position ID is required. 2 Position ID is optional. The Position ID field appears on the HR Employee Entry form. 3 Position ID is not required, and the Position ID field does not appear on the HR Employee Entry form. If you leave this field blank, the system assumes that the Position ID is optional (code 2). When you set this option to position ID required, the job ID associated with a position in the Position Master table becomes the default job for the employee.
Pay Rate Source	This constant specifies the default source for employee pay rates. When you add or change employee information, the system uses this constant to locate a pay rate for an employee when you leave the salary and hourly rate fields blank. Pay Rate Source 1 Pay Rate Tables 2 Pay Grade Step Table 3 None You choose a pay rate source in Setting Up System Options. To calculate a salary for the employee, the system multiplies the employee's standard hours per year by the hourly rate from the table.

Field	Explanation
Pay Grade Step Progression Rate Source	This field specifies the default pay grade step that the system uses to locate a pay rate for employees who have a salary forecast change date. The system uses this rate to calculate annual position budget amounts that are based on employee records. Step Progression Rate: 1 Same Grade Step 2 Next Grade Step
Salary Default Source	This field specifies the default source for salary (pay rate) that the system uses to create new positions or to define vacancies when you run the Create Next Year's Position program (P081820). Allowed values are: blank None 1 Pay Grade Minimum 2 Pay Grade Midpoint 3 Pay Grade Maximum 4 Pay Grade Step Amount When the salary default source is the Pay Grade Step table, that table's calculated hours per year (hours per day multiplied by days per year) is the default standard hours per year for the position. If standard hours per year do not exist in the table, the system uses the following default sequence to determine the standard hours per year for the position: • Home Company Standard Hours Per Year • Default Company Standard Hours Per Year • Data Dictionary • 2080
Rate Change in Projections	This constant indicates whether the system uses future rate changes, based on an employee's salary forecast change date, to calculate projected year-end values for position budgets. Valid values are: Y Yes N No
Position Budget Edit – Salary	This field specifies whether you want the system to use position budget editing, and if so, whether the system displays a warning or error message when you enter or change a salary that is over the budgeted salary for the position. The system checks (edits) the Salary, Hourly Rate and Position fields on P0801CMP against the Position Master Table (F08101). Valid values are: Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.

Field	Explanation
Position Budget Edit – FTE	This field specifies whether you want the system to use position budget editing for full-time equivalents (FTE), and if so, whether the system displays a warning or error message when a change to the the full-time equivalent field is not within the budgeted full-time equivalents for the position. Allowed values are: Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.
Position Budget Edit – Hours	This field specifies whether you want the system to use position budget editing for work hours, and if so, whether the system displays a warning or error message when the employee's work hours are not within the budgeted effective hours for the position. Allowed values are: Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.
Position Budget Edit – Headcount	This field specifies whether you want the system to use position budget editing for headcount, and if so, whether the system displays a warning or error message when you enter or change headcount that is not within the budgeted effective headcount for the position. Allowed values are: Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.

Setting Up Company Options

To define default information that applies to a specific company within your organization, you set up company options. These options control the types of information that you track for a specific company. Typically, you first set up options for the default company. When you enter options for other companies, you can override the corresponding values that you entered for the default company. For example, you can enter standard hours per year for a particular company that vary from the standard hours per year that you entered for the default company. The options that you enter for the default company apply to any other company for which you did not override these options.

You set up company options to control the payroll processing for the employees of each company. You must set up company options for the default company before you can process a payroll or account for labor.

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

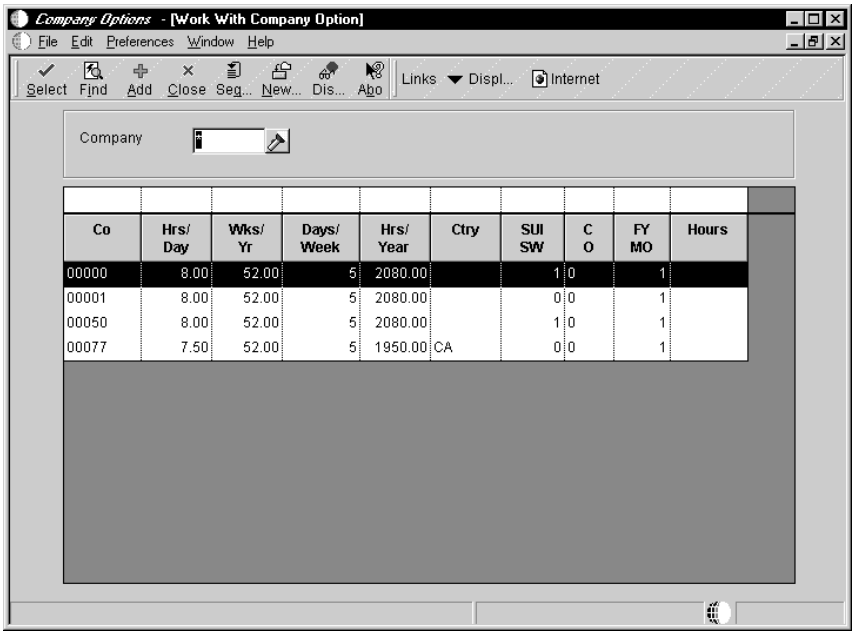
Before You Begin

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

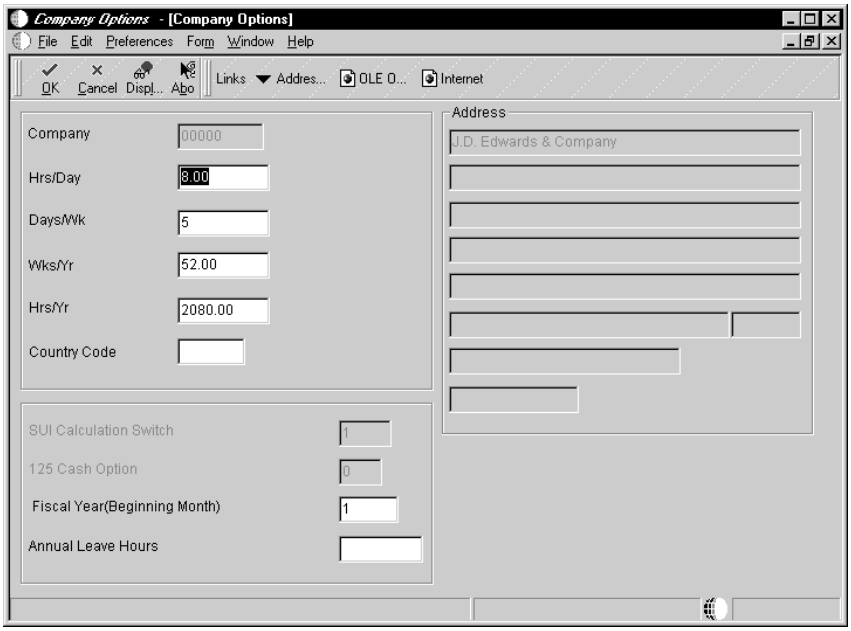
To set up company options

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

On Work With Company Options



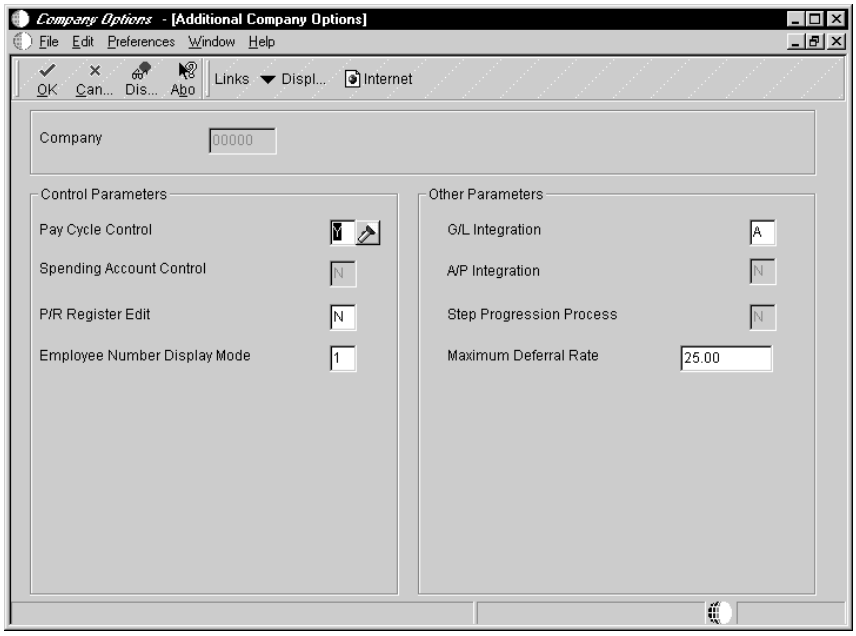
1. Click Add to access Company Options.



2. On Company Options, complete the following field:
   - Company

   The address and default information for the company appear.

3. To define standard working times, complete any of the following fields:
   - Hrs/Day
   - Days/Wk
   - Wks/Yr
   - Hrs/Yr
4. To use a country code for this company that varies from the default country code for the system, complete the following field:
   - Country Code
5. To define payroll information, complete the following fields:
   - Fiscal Year(Beginning Month)
   - Annual Leave Hours
6. Choose Additional Options from the Form menu to enter more company options.



7. On Additional Company Options, complete the following parameter fields and click OK:
   - Pay Cycle Control
   - P/R Register Edit
   - Employee Number Display Mode

- G/L Integration
- Maximum Deferral Rate

8. If you are using the J.D. Edwards Payroll system and you want to use Payroll to create vouchers for payroll taxes and other payroll liability amounts, complete the following field:
    - A/P Integration

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
Company	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. 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.
Hrs/Day	This field indicates the number of hours in a standard working day. This information may be used for automatic overtime computations and other scheduling purposes.
Days/Wk	The number of days in the work week. This number may be used (among other reasons) in the computation of automatic overtime.
Wks/Yr	The number of work weeks in the year. The number of bi-weekly, semi-monthly, and monthly periods in the year will be assumed to be 26, 24, and 12, respectively.

Field	Explanation
Hrs/Yr	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). 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: • 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
Country Code	A user defined code 00/CN that indicates the country in which the employee resides.
Fiscal Year(Beginning Month)	The number of the month in which the payroll fiscal year begins.
Annual Leave Hours	The standard number of hours generated as Annual Leave during automatic wage processing.
Pay Cycle Control	A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are: Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle. N No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.
P/R Register Edit	A code that specifies a type of error. The system always notes errors the Payroll Register if the gross pay amount minus the taxes and applicable deductions does not equal net pay. Valid values are: Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code. N Soft error. This error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete.

Field	Explanation
Employee Number Display Mode	This code identifies which form of the employee number displays on an inquiry screen. Valid values are: 1 Display the eight-digit Address Book number. This is the default code. 2 Display the nine-digit Social Security number. 3 Display the eight-digit Additional Employee number preceded by a slash (/). All forms of employee number remain valid. This code controls only what displays.
G/L Integration	Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are: A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.
A/P Integration	This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step. N No integration 0 Create vouchers for both DBAs and taxes that have been setup with A/P integration 1 Create vouchers only for DBAs that have been setup with A/P integration 2 Create vouchers only for taxes that have been setup with A/P integration

See Also

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

Setting Up Business-Unit Constants

You set up business-unit constants to define default information that is associated with a business unit. Default business-unit information expedites data entry for time entry and payroll information.

Setting up business-unit constants also allows you do the following:

- Define taxing authorities for a business unit.
- Set up the business unit to act as a certified job for governmental reporting purposes. Job information for the business unit will be included in certified payroll reports.

You can associate a business unit with one company only.

When you set up a business unit, the system adds that business unit to the General Accounting Business Unit Master table (F0006) if the business unit does not already exist in that table. In many companies, business units are set up in the J.D. Edwards General Accounting system by the Accounting department.

You must use the General Accounting system and not the Payroll system to change any of the following information:

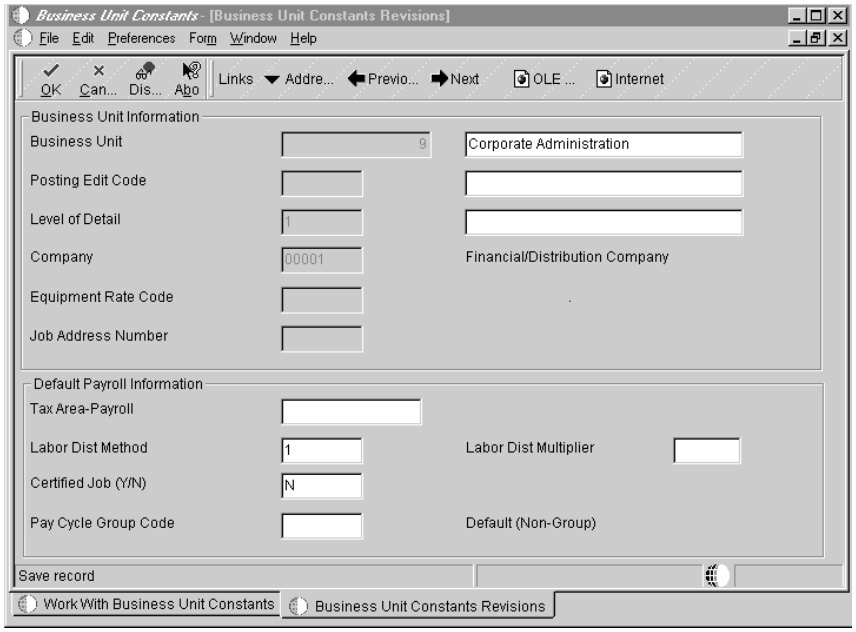
- Posting Edit Code
- Level of Detail
- Company Number
- Equipment Rate Code
- Job Address Number

▶ To set up business-unit constants

From the HRM Setup menu (G05B4), choose Business Unit Constants.

On Work With Business Unit Constants

1. Click Add.



2. On Business Unit Constants Revisions, complete the following optional fields in the Default Payroll Information box:
   - Business Unit Number
   - Tax Area– Payroll
   - Labor Dist Method
   - Labor Dist Multiplier
   - Pay Cycle Group Code
3. For governmental reporting in the U.S. only, complete the following optional field and click OK:
   - Certified Job (Y/N)

Field	Explanation
Business Unit Number	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Company Number	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. 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.
Tax Area– Payroll	A geographic area with common tax rules for rate and distribution. A tax area must include a tax authority such as a state, county, city, and so on. This field is used for sales tax accounting.
Labor Dist Method	Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid values are: 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor is always greater than or equal to 1.0000, so the labor costs include a flat burden.
Labor Dist Multiplier	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Pay Cycle Group Code	A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process. This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.

Field	Explanation
Certified Job (Y/N)	A Yes/No field that specifies whether to include information about this job in certified payroll reports used for governmental reporting. Y Include job information on certified payroll reports. N Do not include job information. This is the default code.

Setting Up Employee Information

Before you begin adding employee records to your system, you should set up employee information. If you need to track information that is unique to your organization or your industry, you can define category codes. To allow users to enter future changes for specific types of information, you can choose fields for future data revisions.

To set up employee information, complete the following tasks:

- ❑ Define category codes
- ❑ Choose fields for future data revisions

Before You Begin

- ❑ Set up the user defined codes for employees. See *Setting Up User Defined Codes for Employees*.

Defining Category Codes

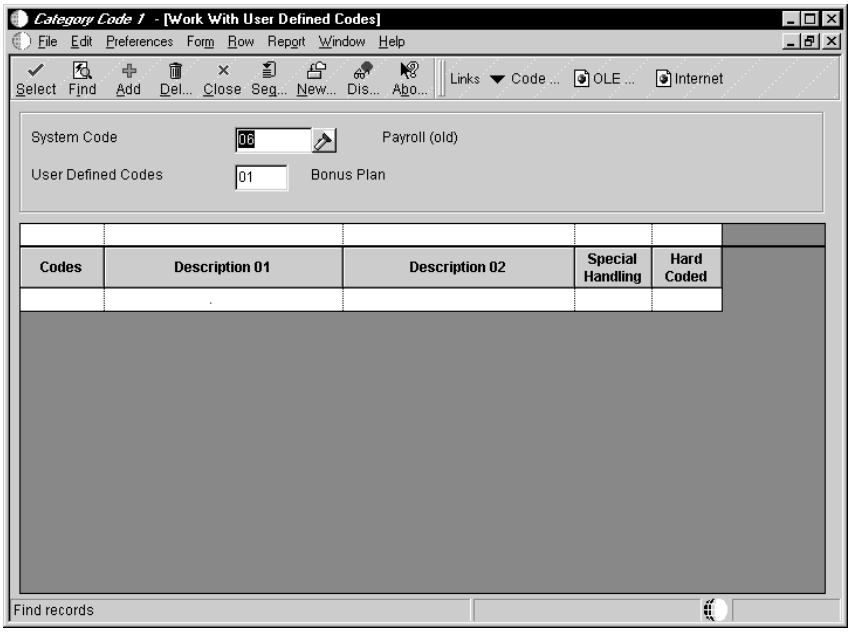
You might need to track information that is unique to your organization or your industry. For example, you might need to track the employees who are participating in the company stock purchase plan. J.D. Edwards provides category codes that you can define to track any type of additional information that your organization needs.

Category codes are a type of user defined code that you use to classify employees for tracking and reporting. You can define up to 20 category codes to meet the specific requirements of your organization.

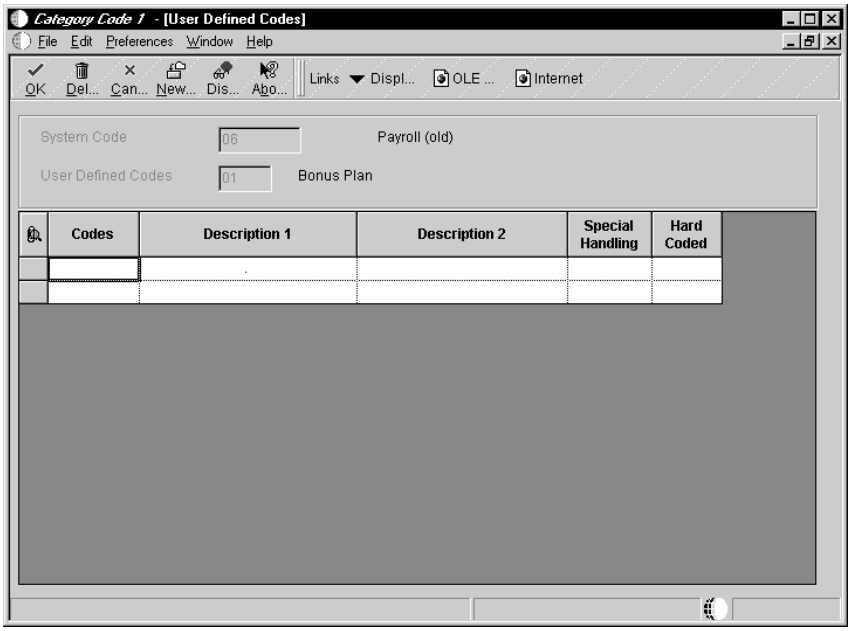
▶ To define category codes

From the Employee Category Codes Setup menu (G05BE41), choose an option.

On Work With User Defined Codes



1. Click Add to access User Defined Codes.



2. On User Defined Codes, complete the following fields:
   - Codes
   - Description 1
3. Complete the following optional field and click OK:
   - Description 2

Field	Explanation
Codes	A column that contains a list of valid codes for a specific user defined code list.
Description 1	A user defined name or remark.
Description 2	Additional text that further describes or clarifies a field in the J.D. Edwards systems.

Choosing Fields for Future Data Revisions

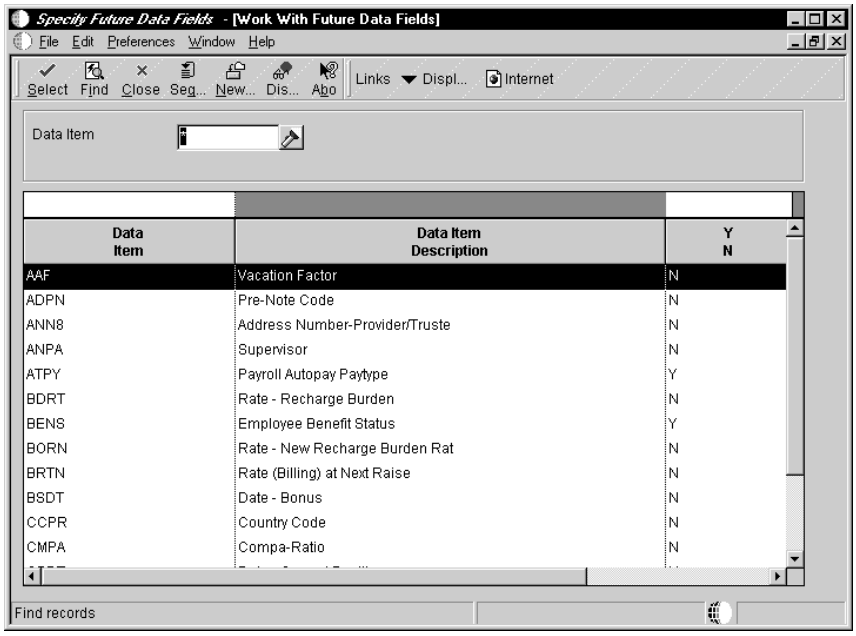
Choosing fields for future data revisions activates data items in the Employee Master table so that they can be updated using the future data forms. For example, you activate the Marital Status field so that, in the event of marriage, you can change the employee's marital status in the Employee Master table using a future data form.

Some fields have default activation values that you cannot change.

▶ To choose fields for future data revisions

From the Employee Management Setup menu (G05BE4), choose Specify Future Data Fields.

On Work With Future Data Fields



1. Complete the following field and click Find:
   - Data Item

2. For each data item, review the value in the Y/N field.

   You can enter future data changes for data items that you enter a Y (yes) value.

3. To indicate that you want to allow future data revisions for a data item, select a data item that has N in the Yes or No field.
4. On Change Verification, click Yes to accept the change.
5. Repeat steps 2 and 3 for each data item for which you want to allow future data revisions.

Field	Explanation
Data Item	For World, the RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes. Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, $. You can create protected data names by using $xxx and @xxx, where you define xxx. For OneWorld, a code that identifies and defines unit of information. It is an 8-character, alphabetical code that does not allow blanks or special characters such as: % & , . +. Create new data items using system codes 55-59. The alias cannot be changed.
PR History–Include Y/N	A code which is used to indicate whether the Employee Master field is to be included in the Future Data Facility processing capabilities.

Setting Up Employee History and Turnover Tracking

To help you manage your employee information, you can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. For example, when an employee receives a promotion or changes marital status, you can update the employee's current information to reflect the change and store the previous information in historical records.

You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

You can use history and turnover information to do the following:

- Review the employee's job progression since you began tracking history
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Monitor employee movement within your company

When you initialize history and turnover tracking, the system creates initial history records for all employee records in the Employee Master table. Furthermore, the system tracks history only for specific fields that you choose to track before you initialize. The history records are dated so you can determine when you began tracking history and turnover.

You can track history and turnover for any fields that the system stores in the Employee Master table (F060116). It is important to choose these fields before initializing to eliminate cluttering the History table (F08042) with unneeded history information.

Setting up employee history and turnover tracking includes the following tasks:

- ❑ Choosing data for history tracking purposes
- ❑ Initializing history and turnover tracking

Setting up history and turnover tracking also includes enabling your history and turnover tracking options in System Options, and entering all employee records in the database. Whether you need to initialize history and turnover tracking depends on the order you complete these tasks and your history record specifications. The following table explains when you might or might not initialize history:

Do not initialize history and turnover tracking	Choose data for history tracking purposes and then enable the history and turnover system options. After enabling the history and turnover system options, enter or upload all employee records into the database. In this case you may not want to initialize history. The system creates initial history records for all employees as they are entered into the system. This option is preferable if you want history records for every employee the date they are entered into the system. However, you do not get the chance to verify the employee information before creating history records.
Initialize history and turnover tracking	Choose data for history tracking purposes and then enter or upload all employee records into the database. After entering employee records, enable the history and turnover system options, and then initialize history and turnover tracking. This option allows you to verify your employee records before creating initial history records. This process is preferable if you want to avoid adding and then deleting incorrect history records from the History table. The system creates history records beginning with the date that you determine in your Initialize Employee History and Turnover Processing Options.

See Also

- *Setting Up System Options* for information on enabling the history and turnover tracking options.
- *Adding Employee Records One at a Time* for information on adding employee records to the database.

Choosing Data for History Tracking Purposes

You choose the data items that you want to track history for before you initialize history and turnover tracking. Limiting the data items for which you track history makes it easier to locate information when you review history records. For example, you might choose to track history for data items such as, Marital Status, Employment Status, Salary, and Pay Status, but not for items that rarely change, such as Gender and Tax ID.

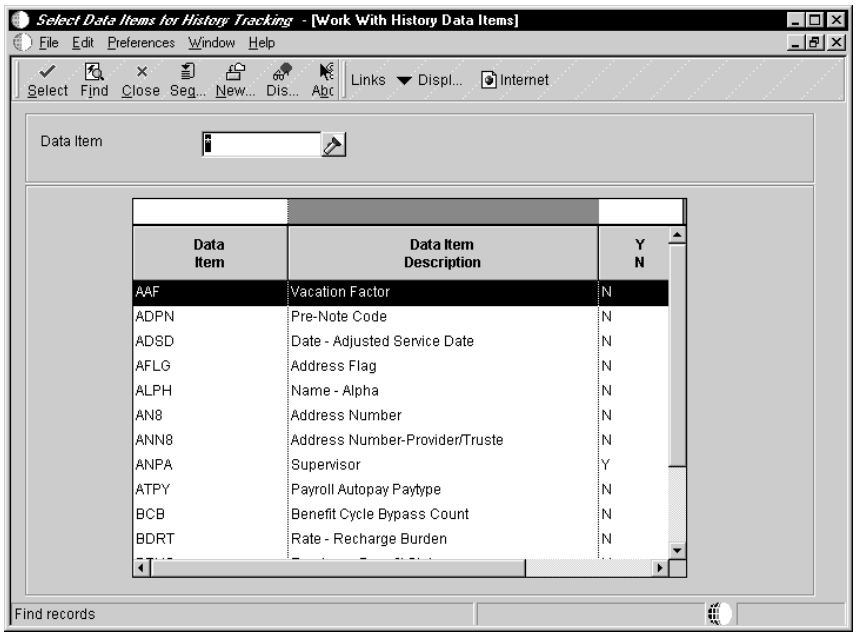
If you do not choose data for history tracking purposes before you initialize, the system will automatically track history for every item on the Employee Master table.

After initializing, you can choose to deactivate certain Employee Master table data items if you do not want to track certain history items anymore.

▶ To choose data for history tracking purposes

From the Employee History Setup menu (G05BH4), choose Select Data Items for History Tracking.

On Work With History Data Items



1. Complete the following field and click Find:
   - Data Item
2. For each data item, review the value in the following field:
   - Y N

   The system tracks history for data items that display a Y value.
3. To specify that you want to track history for a data item, choose a data item that has an N in the Yes or No field and click Select.
4. On Change Verification, click Yes to accept the change.
5. Repeat steps 3 and 4 for each data item for which you want to track history.

Initializing History and Turnover Tracking

From the Employee History Setup menu (G05BH4), choose Initialize History and Turnover.

After choosing data for history tracking, you initialize history and turnover tracking. The system activates history tracking for your chosen fields on the Employee Master table (F060116). You can review which fields are on the Employee Master when you choose data for history tracking purposes.

If you set up your system options for history and turnover tracking before you begin entering employee records, you do not need to initialize history and turnover tracking. In this case, the system automatically creates history and turnover records when you add new employee records.

You need to run this program only if you begin using the history and turnover features after you have been using the system for a while. You can use these initial history and turnover records to determine when you began tracking history and turnover. After initializing, the system continues to create history and turnover records each time you change employee information fields that update the Employee Master table.

Before You Begin

❑ Add all employee records to your system. See *Adding Employee Records One at a Time.*

Processing Options for Initialize Employee History & Turnover

```
Initialize

1)  Enter a date to be used as the
    Effective Date for all history
    records.  Blank will default the
    date when each employee record was
    last changed.

      Effective Date                                _____________

2)  Choose what files to initialize
    given the following choices:
    H = Initialize History file only.
    (Default)           T = Initialize
    Turnover file only.           B =
    Initialize both History and Turnover
    files.
    History and Turnover files.

      Initialize which file(s).                     _____________

3)  To clear records from the indicated
    file(s) before initialization, enter
    one of the following values:
    1 = Clear the entire selected
    file(s).           2 = Clear
    History/Turnover records for the
    selected employees only.
    ' ' = Do not clear records.
    (Default)
              ' ' = Do not clear
    records. (Default)

      Clear Mode                                    _____________

4)  Enter a change reason for initial
    turnover and history records.  A
    blank will default a change reason
    of '001' (New Hire).

      Change Reason                                 _____________
```

What You Should Know About Processing Options

Effective dates (1)	J.D. Edwards recommends that you enter an effective date for this processing option. The effective date should be a day prior to the date of your first date for reporting turnover. The system considers employees active as of the initialize effective date.
Change reason (4)	Enter a numeric change-reason code for this processing option.

Understanding Pay Rate Source Setup

Before you enter employee compensation, you must choose an appropriate pay-rate source based on your business purpose and organizational structure. The HR and Payroll Foundation system provides the following pay-rate source options:

- Pay Rate table
- Pay-Grade Step table
- None (no default pay rate source)

Pay Rate Table

When you need to associate pay rates with a specific group of employees, such as members of a union, you can use the Pay Rate table as the default pay rate source. The Pay Rate table, as set up in Union Rates and Master Revisions (P051921), associates job types and steps with union codes. Therefore, there are specific hourly rates attached to union codes when you set up hourly rates with job types and steps.

Pay rate tables are useful for positions that are compensated based on a flat rate rather than a pay range. Pay rates can be used with hourly jobs, for which an employee is paid a set hourly rate regardless of performance or seniority. For use with unions, pay rate ranges would usually need to accommodate only seniority adjustments. However, the use of pay rates can include performance adjustments. To recognize performance, you would need to set up a pay type, such as bonus pay, or change the employee's job type to a job type attached to an increased pay rate.

The Pay Rate table is frequently used by the public sector and other industries that are closely linked to unions.

See Also

- *Setting Up Pay Rate Tables*

Pay-Grade Step Table

To ensure that all of the employees working in a job receive the same rate of pay, and to provide for progression within a pay grade, you can use the Pay Grade Step table as the pay rate source.

Using the Pay Grade Step table is convenient for a company whose structure consists of many positions that allow for progressive advancement. Using the Pay Grade Step table to enter compensation also saves data entry time and reduces calculation errors and compensation inconsistencies.

On the Pay Grade Step table, a pay grade consists of a group of jobs that are equal in pay range. For example, assume all junior accountant positions and junior graphic artists in a company are in pay grade A and pay grade A represents a pay range of 30,000–40,000. Therefore, all junior accountant and junior graphic positions need to be compensated within this pay range.

However, within each pay grade, you set up pay grade steps that represent a specific salary or hourly rate. For example, in pay grade A, there are pay steps A1, A2, and A3. Employees in step A1 receive 15.00 per hour, employees in step A2 receive 15.50 per hour, and employees in step A3 receive 16.00 per hour.

Setting up pay-grade steps lets you automate the process of entering compensation information for employees. When you enter employee information, the system automatically calculates the employee's salary or hourly rate, based on the pay-grade step that you enter for the employee.

When you define pay-grade steps, you can also save time and reduce calculation errors by having the system automatically calculate the pay rates for a group of steps. You enter a base pay rate that applies to the group of steps, and then you enter a pay-rate multiplier for each step. The system automatically calculates the rate for each step by multiplying the base pay rate by each step's pay-rate multiplier.

You might also prefer to use pay grades without using pay grade steps to calculate compa-ratios for pay-grades. Compa-ratios are helpful calculations for management to determine equitable pay increases for employees.

See Also

- *Setting Up Pay Grades* and *Setting Up Pay-Grade Steps*

None (No Default Pay Rate Source)

If your organization consists of employees' salaries and hourly rates that are not associated with specific amounts for a job or pay grade steps, you can choose to use no default pay rate source. By choosing this option you will need to enter each salary or hourly rate individually.

This is a good option for companies who do not use predefined rates for all employees in like jobs. This may also be preferable for an organization with fewer positions and fewer job types.

Compa-ratios can be determined by calculating salary midpoints on the Job Information table (F08001).

Setting Up Job Information

Before you can use your system to define the jobs within your organization, you must define pay and job evaluation information. You define pay information to set up the pay ranges or amounts associated with each job.

To define the methods that you use to evaluate jobs, you define job evaluation information. You use job evaluations to determine equitable pay ranges for jobs. To define default job information for employees in a specific business unit, you also can set up a cross-reference table by business unit.

You can set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit. For payroll, you can identify combinations of job types and job steps that you want to print on the Certified Payroll Register report to meet taxing authority regulations.

Setting up job information includes the following tasks:

- ❑ Setting up pay grades
- ❑ Setting up pay-grade steps
- ❑ Setting up pay-range formulas
- ❑ Defining job evaluation factors
- ❑ Setting up a cross-reference table by business unit
- ❑ Setting up job classification constants

Before You Begin

- ❑ Set up the user defined codes for jobs. See *Setting Up User Defined Codes for Jobs*.
- ❑ Review the pay range and step information that you have set up in your system options. See *Setting Up System Options*.

Setting Up Pay Grades

To create categories for grouping employees according to pay ranges, you can define pay grades for each pay class within your organization. A pay class defines how an employee is paid, such as salary, hourly, and so on. For example, within the pay class Salaried you can define pay grades 1 through 10. For each of these pay grades, you define a minimum, midpoint, and maximum salary amount. These amounts define the pay range for the pay grade. For example, the pay range for pay-grade 1 might be:

- Minimum = 20,000.00
- Midpoint = 25,000.00
- Maximum = 30,000.00

This means that the annual salary for an employee in pay-grade 1 can be any amount between 20,000.00 and 30,000.00.

For each pay grade, you can define a separate pay range for each of the following factors:

- Locality
- Union
- Salary data source
- Effective date

For example, if your organization has three locations in different areas of the country, you might want the pay ranges for employees in the same job to vary according to the location where the employees work. When you create a pay grade, you can define a separate pay range for each of the three locations:

West Area	Minimum = 25,000
	Midpoint = 30,000
	Maximum = 35,000
Midwest Area	Minimum = 28,000
	Midpoint = 33,000
	Maximum = 38,000

East Area	Minimum = 31,000
	Midpoint = 36,000
	Maximum = 41,000

When you define pay grades by class, you create a record of the pay ranges for your organization's pay grades. The system uses these pay ranges to calculate compa-ratios for the employees whom you assign to these pay grades. When you enter employee information, either an error or a warning message appears when you enter a rate that is not within the pay range for an employee's pay grade. The type of message that appears depends on how you set up your system options.

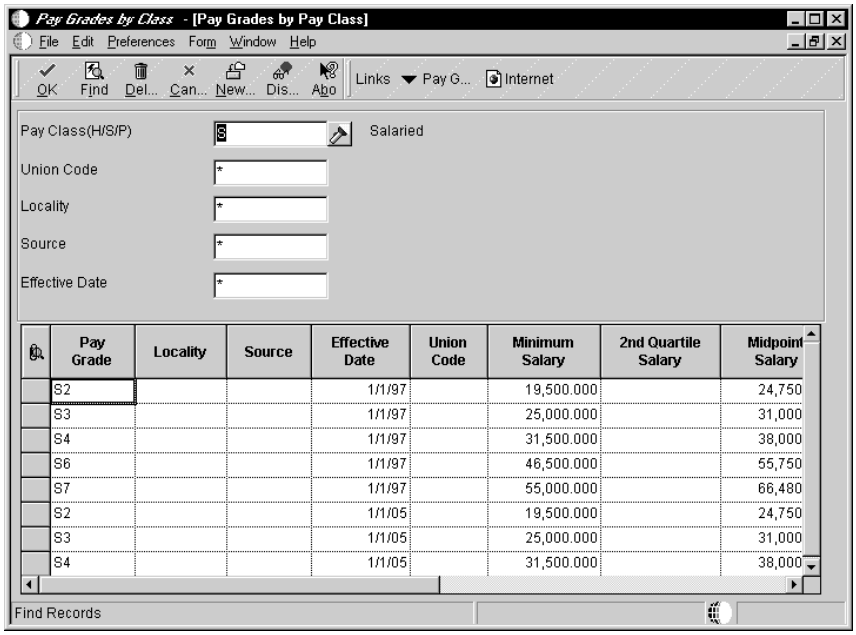
If you are using pay-grade steps, you can define pay grades at the same time that you define pay-grade steps. You do not need to define pay grades by class to use the Pay Grade Step table.

The Pay Grades by Pay Class program updates the Pay Grade and Salary Range table (F082001).

▶ To set up pay grades

From the Job Specifications Setup menu (G05BJ4), choose Pay Grades by Class.

On Pay Grades by Pay Class



1. Complete the following fields:

- Pay Class(H/S/P)
- Pay Grade
- Minimum Salary
- Midpoint Salary
- Maximum Salary
- Effective Date

2. Complete any of the following optional fields and click OK:
   - Locality
   - Source
   - 2nd Quartile Salary
   - 4th Quartile Salary
   - Remark
   - Union Code

Field	Explanation
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Pay Grade	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year

Field	Explanation
Minimum Salary	The minimum salary or hourly rate allowed for a pay grade. The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is lower than the minimum rate for the pay grade.
Midpoint Salary	The midpoint salary or hourly rate for a pay grade or pay range. For job IDs with a defined pay grade, you enter the midpoint amount in the Pay Grade table (F082001). For job IDs that you evaluated by points, the system calculates the midpoint amount using a Pay Range Formula table (F08290). The system calculates a compa-ratio (data item #CRA) for an employee by dividing the employee's salary or rate by the midpoint for the employee's pay grade.
Maximum Salary	The maximum salary or hourly rate for a pay grade. The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is higher than the maximum rate for the pay grade.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
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.
Source	A user defined code (08/SS) that identifies the source of the salary information. To display all pay grades regardless of the source, place an asterisk (*) in this field.
2nd Quartile Salary	An information only field for a user defined fifth figure in a pay grade salary range. This field is for display only. It is not used in any of the computations done on this screen. This field is reserved for future use.
4th Quartile Salary	An information only field for a user defined fourth figure in a pay grade salary range. This is a display only field. It is not used in any of the computations done on this screen. This field is reserved for future use.
Remark	A generic field that you use for a remark, description, name, or address.

Field	Explanation
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.

Setting Up Pay-Grade Steps

To ensure that all of the employees working in a job receive the same rate of pay, and to establish progression within a pay grade, you can set up pay-grade steps. For example, you might have a pay grade, A, that contains pay steps A1, A2, and A3. Employees in step A1 receive 15.00 per hour, employees in step A2 receive 15.50 per hour, and employees in step A3 receive 16.00 per hour.

Setting up pay-grade steps lets you automate the process of tracking pay information for employees. You can set up your system options so that, when you enter employee information, the system automatically calculates the employee's salary or hourly rate, based on the pay-grade step that you enter for the employee.

When you define pay-grade steps, you can save time and reduce calculation errors by having the system automatically calculate the pay rates for a group of steps. You enter a base pay rate that applies to the group of steps, and then you enter a pay-rate multiplier for each step. The system automatically calculates the rate for each step by multiplying the base pay rate by each step's pay-rate multiplier.

When you set up pay-grade steps individually, you enter a pay rate for each pay-grade step. When you set up pay-grade steps using a pay-rate multiplier, you enter a base pay rate and apply a pay-rate multiplier to each pay-grade step.

You can define pay grades at the same time that you define pay-grade steps. You do not need to define pay grades by class to use the Pay Grade Step table.

The Pay Grade Step Table program updates the Pay Grade and Salary Range table (F082001).

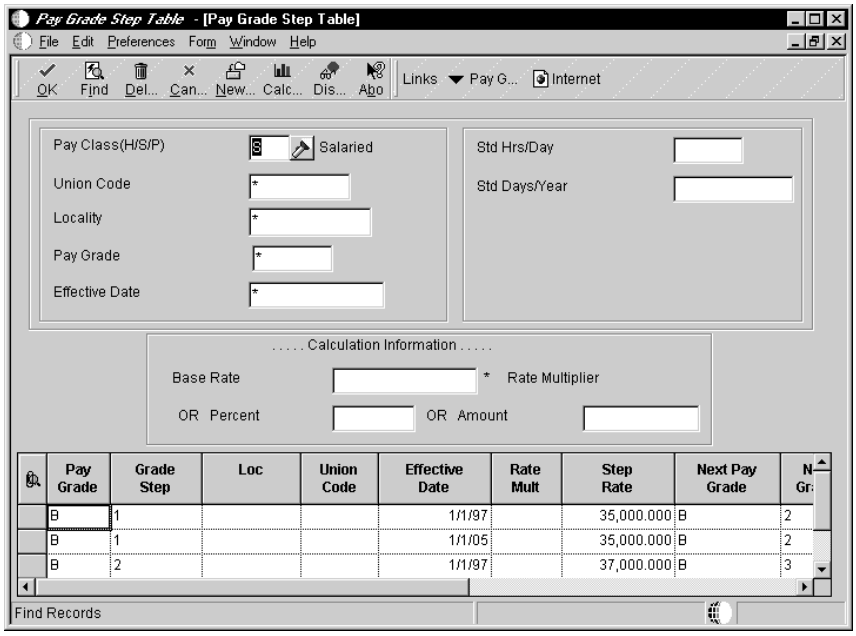
Setting up pay-grade steps includes the following tasks:

- Setting up pay-grade steps individually
- Setting up pay-grade steps using a multiplier

To set up pay-grade steps individually

From the Job Specifications Setup menu (G05BJ4), choose Pay Grade Step Table.

On Pay Grade Step Table



1. Complete the following field and click Find:
   - Pay Class (H/S/P)
2. To define information that applies to all or most of the pay-grade steps that you need to add, complete any of the following fields and click Find:
   - Union Code
   - Locality
   - Std Hrs/Day
   - Std Days/Year
   - Effective Date
3. For each step that you need to set up, move to a blank line in the detail area and complete the following fields:
   - Pay Grade
   - Grade Step
   - Step Rate
4. Complete the following optional fields:
   - Next Pay Grade

- Next Pay Grade Step

5. To define information for this step that varies from the information that you entered for the pay class, complete the following fields and click OK:
   - Union Code
   - Loc
   - Effective Date
   - Hrs Day
   - Days Year

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
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
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.
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.
Std Hrs/Day	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). 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.
Std Days/Year	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) and you 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.

Field	Explanation
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Pay Grade	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
Grade Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year

Field	Explanation
Step Rate	There are two uses for this value: 1 This is the base rate used in conjunction with the rate multiplier to update all Pay Rate fields that correspond to the key fields entered at the top of the screen. 2 This is the Pay Rate associated with the Pay Grade/Step values. . . . . . *Form-specific information* . . . . . The Base Rate is used as value 1 for this task. You must enter a rate, which is multiplied by the the value entered for Rate Multiplier on the grid. For example, if you are setting up pay grade step B1, you might enter a base rate of 25,000 and a rate multiplier of 1. After you click Calculate, you get a step rate of 25,000. To maintain a steady progression of step rates between steps, for pay grade step B2, you might keep the same base rate, but change the rate multiplier to 1.25 to get 31,250 for a step rate.
Next Pay Grade	The next pay grade.
Next Pay Grade Step	The next pay grade step.

▶ To set up pay-grade steps using a multiplier

From the Job Specifications Setup menu (G05BJ4), choose Pay Grade Step Table.

On Pay Grade Step Table

1. Complete the following field:
   - Pay Class (H/S/P)
2. To define information that applies to all (or most) of the pay-grade steps, complete any of the following fields:
   - Union Code
   - Locality
   - Std Hrs/Day
   - Std Days/Year
   - Effective Date
3. Complete the following field:
   - Base Rate
4. For each step that you need to set up, complete the following fields:
   - Pay Grade

- Grade Step
- Rate Mult

5. Complete the following optional fields:
   - Next Pay Grade
   - Next Pay Grade Step
6. To define information for this step that varies from the information that you entered for the pay class, complete the following fields:
   - Union Code
   - Loc
   - Effective Date
   - Hrs Day
   - Days Year
7. Click Calculate.

Field	Explanation
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
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.
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.
Std Hrs/Day	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). 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.

Field	Explanation
Std Days/Year	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) and you 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.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Base Rate	There are two uses for this value: 1 This is the base rate used in conjunction with the rate multiplier to update all Pay Rate fields that correspond to the key fields entered at the top of the screen. 2 This is the Pay Rate associated with the Pay Grade/Step values. . . . . . *Form-specific information* . . . . . The Base Rate is used as value 1 for this task. You must enter a rate, which is multiplied by the the value entered for Rate Multiplier on the grid. For example, if you are setting up pay grade step B1, you might enter a base rate of 25,000 and a rate multiplier of 1. After you click Calculate, you get a step rate of 25,000. To maintain a steady progression of step rates between steps, for pay grade step B2, you might keep the same base rate, but change the rate multiplier to 1.25 to get 31,250 for a step rate.

Field	Explanation
Pay Grade	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. To set up pay grades, use Pay Grades by Class (P082001). 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
Grade Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. 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: • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
Rate Mult	There are two uses for this value: 1 This is the base rate used in conjunction with the rate multiplier to update all Pay Rate fields that correspond to the key fields entered at the top of the screen. 2 This is the Pay Rate associated with the Pay Grade/Step values. . . . . . *Form-specific information* . . . . . The Base Rate is used as value 1 for this task. You must enter a rate, which is multiplied by the the value entered for Rate Multiplier on the grid. For example, if you are setting up pay grade step B1, you might enter a base rate of 25,000 and a rate multiplier of 1. After you click Calculate, you get a step rate of 25,000. To maintain a steady progression of step rates between steps, for pay grade step B2, you might keep the same base rate, but change the rate multiplier to 1.25 to get 31,250 for a step rate.

Field	Explanation
Next Pay Grade	The next pay grade.
Next Pay Grade Step	The next pay grade step.

Setting Up Pay-Range Formulas

When the pay ranges for your organization's pay grades are based on variable factors, you can set up pay-range formulas that the system uses to automatically calculate pay ranges for each pay grade. These formulas are based on the job evaluation points. In addition, if a job pays more in one region of the country than in another, you can enter a geographic multiplier in the pay-range formula. The system calculates different minimums, midpoints, and maximums for the different areas, based on the minimum, midpoint, and maximum multipliers, as well as the geographic multiplier.

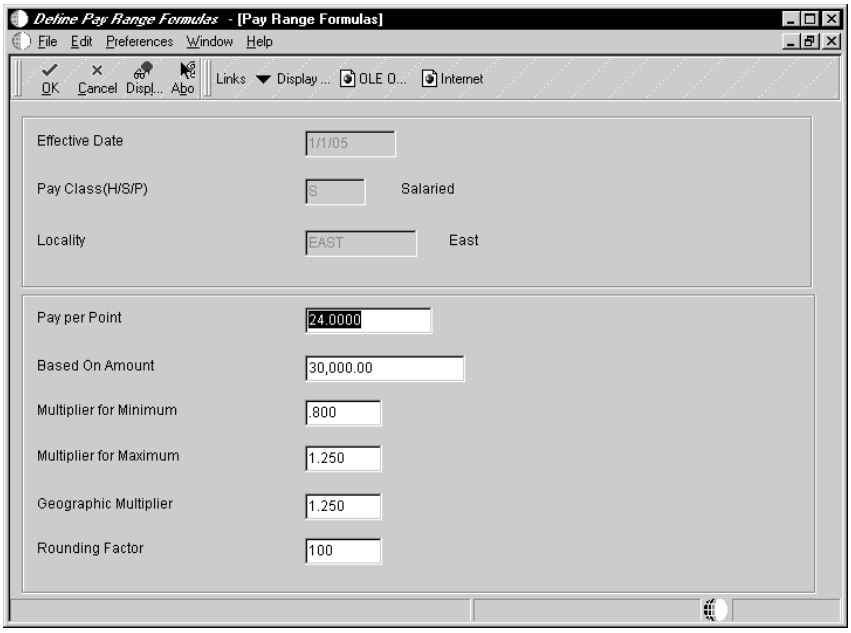
To use pay-range formulas, you must evaluate the jobs within your organization. You evaluate jobs to determine equitable pay ranges for them.

▶ To set up pay-range formulas

From the Job Specifications Setup menu (G05BJ4), choose Define Pay Range Formulas.

On Work With Pay Range Formulas

1. Click Add.



2. On Pay Range Formulas, complete the following fields:
   - Effective Date
   - Pay Class(H/S/P)
   - Locality
   - Pay per Point
   - Based On Amount
   - Multiplier for Minimum
   - Multiplier for Maximum
   - Geographic Multiplier
3. Complete the following optional field and click OK:
   - Rounding Factor

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
Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
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.
Pay per Point	The amount to be paid for each evaluation point that a job receives. For example, if a job is evaluated to have 150 points and the pay per point is 8, then the total pay from points is 1200 of the currency being used. This amount is added to the Based on Amount to determine the job's pay range midpoint/control point.

Field	Explanation
Based On Amount	The baseline amount from which salary pay ranges are calculated. Enter debits with a plus sign (+) and credits with a minus sign (-). Enter a credit, for example, as 5000.01-. You can enter decimals, dollar signs, and commas. The system ignores non-significant characters. The Human Resources system uses this field for the Hay Points Evaluation Method. It is the basic salary from which salary ranges are calculated. The amount in this field is added to the pay per point to determine the job's pay range midpoint/control point.
Multiplier for Minimum	The number by which a midpoint or control point number is multiplied to determine the minimum amount (data item AAQ1) in a pay range formula calculation. This multiplier should be less than or equal to 1.00 so that the minimum amount is less than the midpoint.
Multiplier for Maximum	The number by which a midpoint or control point number is multiplied to determine the maximum amount (data item AAQ3) in a pay range formula calculation. This multiplier should be greater than or equal to 1.00 so that the maximum amount is greater than the midpoint.
Geographic Multiplier	A factor that allows pay ranges to differ by locality (data item SLOC). This number is multiplied by the pay from points amount before that amount is added to the base amount (data item BAA). The pay from points is simply the evaluation points of a job multiplied by the pay per point from a formula. When the pay from points is multiplied by this factor and then added to the base, the result is the midpoint of the pay range.
Rounding Factor	The increment to which a calculated figure is rounded off. For example, a calculated figure of 24,327 is rounded up to 24,330 if the rounding factor is 10, or down to 24,300 if the rounding factor is 100.

See Also

- *Entering Job Evaluation Information* for information about evaluating the jobs within your organization

Defining Job Evaluation Factors

To determine equitable pay ranges for the jobs within your organization, you can evaluate jobs. Before you can evaluate jobs, you must define evaluation methods. Typical evaluation methods include the following:

- Degree (Simple Subjective Point System)
- Evalucomp

- Factor comparison
- Point factor
- Hay

For each evaluation method, you must define the factors that you use to gauge the scope of each job. Typical evaluation factors include the following:

- Problem-solving abilities
- Technical skills
- Working conditions
- Leadership qualities
- Know-how
- Accountability

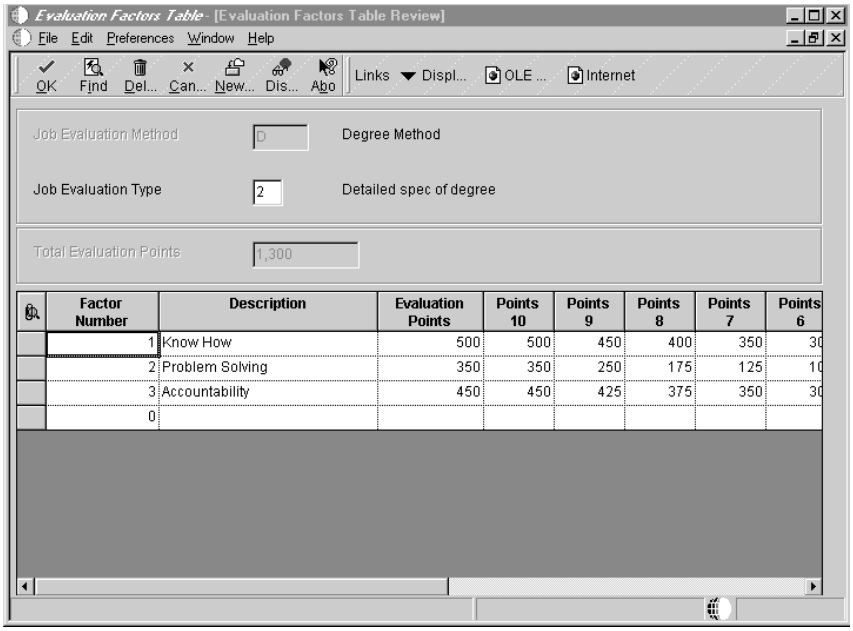
To make it possible to rate and compare jobs, you assign points or degrees to each evaluation factor.

▶ To define job evaluation factors

From the Job Specifications Setup menu (G05BJ4), choose Evaluation Factors Table.

On Work With Evaluation Factors Table

1. Click Add.



2. On Evaluation Factors Table Review, complete the following fields and click OK:

   - Job Evaluation Method
   - Job Evaluation Type
   - Factor Number
   - Evaluation Points
   - Description
   - Points 1

     through

   - Points 10

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
Job Evaluation Method	A user defined code (08/EM) that specifies the method or grouping that you use to evaluate the jobs within your organization. Suggested values are: blank Simple Subjective Point System E Evalucomp Method F Factor Comparison Method P Point Factor Method H Hay Method
Job Evaluation Type	A numeric code that determines whether job information is recorded using degrees or points. Valid codes are: 1 Simple, subjective assignment of job points by each of the ten user defined evaluation factors. 2 Detailed specifications of degree of difficulty or value to each of ten evaluation factors.

Field	Explanation
Factor Number	A sequential number that identifies each job evaluation factor. Each job evaluation factor should: • Distinguish differences between jobs. • Be common to most of the jobs that you are rating. A factor should exist in greater to lesser amounts so that it is easier to measure factors within a job. • Have a maximum allowable number of points for each of the 10 levels of degree. • Not overlap any other factor. • Be accepted by employees and managers. • Be clearly and objectively defined so that all of the people who rate jobs interpret the factor in the same way. For each job evaluation method, define enough factors to ensure that a person can adequately rate the job without being overwhelmed by a large number choices. For example, you might set up the following job evaluation factors for the method, Degree: • Experience • Problem solving • Accountability
Description	A user defined name or remark.
Evaluation Points	The number of points calculated for a specific job using any job evaluation method. A job is defined as the combination of job type and job step. You can calculate the points manually and enter them at the Job Master Information level, or you can assign points to each individual factor that has been defined within the evaluation method.
Points 1	The degree (level of difficulty) awarded to the first factor associated with this job evaluation method. For example, you might have an evaluation method called the degree method that includes the following factors: • Know how • Problem-solving skills • Accountability You could assign the know how factor a degree of 10, the problem-solving skills factor a degree of 9, and the accountability factor a degree of 8.

Setting Up a Cross-Reference Table by Business Unit

When you define a job, you can enter a benefit group, union code, and workers compensation information for it. Entering this information at the job level simplifies the process of entering employee information because it eliminates the need to enter that information for each employee who is assigned to the job. You can override this default job information for individual employees, if necessary.

In some cases, you might need to override default job information for all of the employees who work in a specific business unit. In this case, you can set up a cross-reference table for the job ID and business unit. For example, assume the following scenario:

- Your organization has 5000 machinists.
- Of those machinists, 4,500 work in business unit 5, union 1000, and benefit group 100.
- The remaining 500 machinists work in business unit 6, union 1100, and benefit group 200.

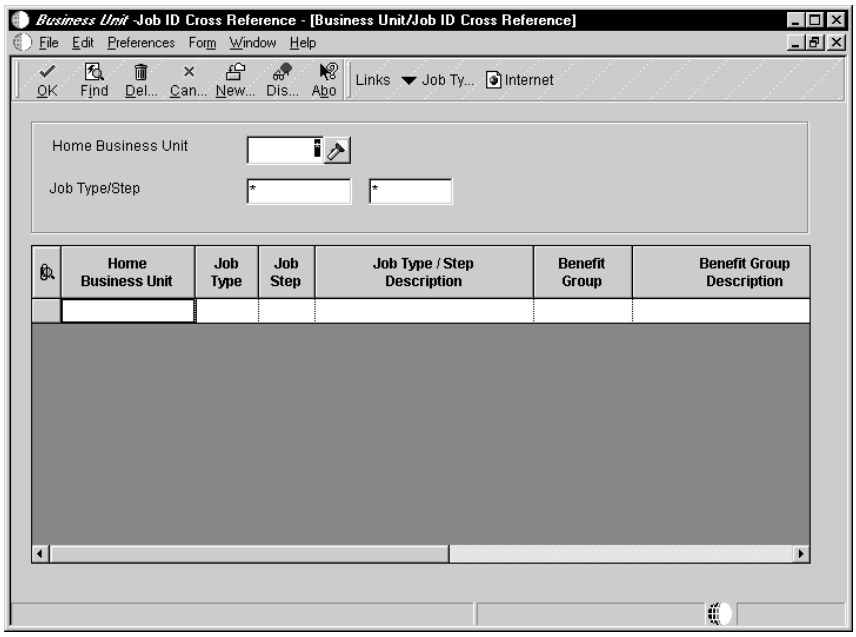
To streamline the process of entering job information for employees, you can enter union 1000 and benefit group 100 when you define the job and machinist and set up a cross-reference table for the machinists in business unit 6.

The system uses the information in the cross-reference table to automatically update the records for the employees in that business unit with the correct union, benefit group, and workers compensation information.

▶ To set up a cross-reference table by business unit

From the Job Specifications Setup menu (G05BJ4), choose Business Unit-Job ID Cross Reference.

On Business Unit/Job ID Cross-Reference



3. Complete the following fields:
   - Home Business Unit
4. To define the information that applies to a job only for employees who work in the business unit you defined, complete any of the following fields and click OK:
   - Job Type/Step
   - Benefit Group
   - Union Code
   - WCI Code
   - S C

Field	Explanation
Home Business Unit	The number of the business unit in which the employee generally resides.
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.
Benefit Group	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.

Field	Explanation
Union Code	A user defined name or remark.
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
S C	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.

Setting Up Job Classification Constants

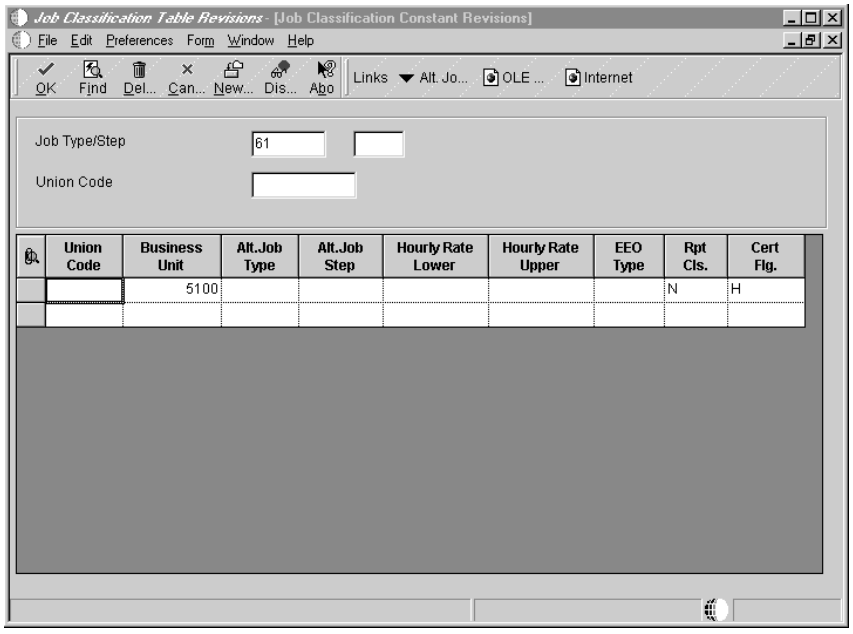
You set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit. For U.S. payroll, you can identify combinations of job types and job steps that you want to print on the Certified Payroll Register report to meet taxing authority regulations.

You can also specify alternate job types and job steps to print on the Certified Payroll Register report to meet U.S. taxing authority regulations. Alternate job-type and job-step codes replace the codes for job type and job step that exist in either the Employee Master table (F060116) or the Payroll Transaction History table (F0618).

▶ To set up job-classification constants

On Work With Job Classification Constant

1. Click Add.



2. On Job Classification Constant Revisions, complete the following fields and click OK:

   - Job Type/Step
   - Union Code
   - Business Unit
   - Alt.Job Type
   - Alt.Job Step
   - Hourly Rate Lower
   - Hourly Rate Upper
   - EEO Type
   - Rpt Cls.
   - Cert Flg.

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.
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.

Field	Explanation
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Alt.Job Type	A user defined code (system 06, type G) that identifies a job classification that will replace the job type code on certain reports. A value here replaces the code in the Job Type field.
Alt.Job Step	A user defined code (system 06, type G) that identifies a step within the job classification that will replace the job step code on certain reports. A value here replaces the code in the Job Step field.
Hourly Rate Lower	The minimum hourly rate that an employee can be paid.
Hourly Rate Upper	The maximum hourly rate that an employee can be paid.
Rpt Cls.	A code that identifies the type of information an employee with the specified job type and job step can access. Codes are: N Employees at the job type/job step do not have access to any information for reporting purposes. This is the default. H Employees at this job type/job step have access to all hours amounts related to those job type/job step codes which have a lower classification than their classifications. D Employees at this job type/job step have access to all dollar amounts related to those job type/job step codes which have a lower classification than their classification. Y Employees at this job type/job step have access to all information related to those job type/job step codes which have a lower classification than their classification.
EEO Type	A user defined code (system 06, type G) that identifies an EEO job category that will replace the EEO job category code on the EEO Staff Utilization report. A value here replaces the code that exists in the Historical Time and Pay file (F0618).

Field	Explanation
Cert Flg.	A code which specifies the type of information to be printed on the Certified Payroll Register for the Job Type and Job Step. The codes are: N Do not print any information related to this Job Type/Job Step on the Certified Payroll Register. Y Print all information related to this Job Type/Job Step on the Certified Payroll Register. H Print Hours Only for this Job Type/Job Step on the Certified Payroll Register.

Setting Up Pay Rate Table Information

You set up pay rate table information to simplify the process of associating the same information, such as pay rates, with a group of employees. You must set up pay rate tables if you have chosen pay rate table as your pay rate default source in System Options. The following information is associated with pay rate information:

Pay rate tables	You set up pay rate tables to associate pay rates with a specific group, such as a union.
Union local and job cross-references	You set up local and job cross-references to cross-reference parent unions with local unions.

Setting up pay rate table information consists of the following tasks:

- ❑ Setting up pay rate tables
- ❑ Setting up union local and job cross-references

Setting Up Pay Rate Tables

You set up pay rate tables to associate pay rates with a specific group of employees. You set up hourly rates by job type and job step. Any amounts that you enter in the pay rate tables can override rates set up in the Employee Master table (F060116). As you enter time for various job types and job steps, the system locates the appropriate hourly rate.

The system uses pay rate tables in conjunction with the time entry programs. You must define a processing option in the appropriate time entry program so that the system uses the pay rate tables.

Setting up pay rate tables allows you to do the following:

- Make rates specific to a job, business unit, or shift
- Define up to five different rates per job type and step
- Create workers compensation codes for each job type and step
- Define a flat burden factor for each job type and step
- Define a recharge billing rate

You can use Union Rates Master Revisions (P059121) to set up and revise pay rates tables. The program allows you to set up or revise a pay rate table one at a time or in groups. The following task allows you to set up pay rate tables in groups. To set up a single pay rate table, you need to find a record on the Work with Union Rates form, and then choose Single Revision from the Row menu.

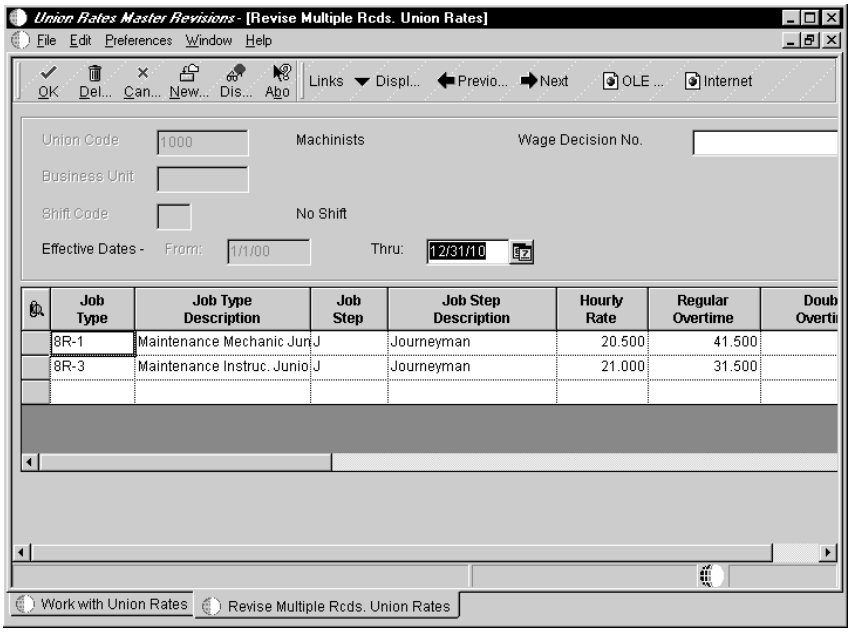
Setting up pay rate tables updates the Employee Master table (F060116) and the Union Rates table (F069126).

▶ To set up pay rate tables

From the Rate Derivation Setup menu (G05BRD4), choose Union Rates Master Revisions.

On Work with Union Rates

1. Click Add.



2. On Revise Multiple Records Union Rates, complete the following fields:
   - Effective Dates – From:
   - Effective Dates – Thru:
   - Job Type
   - Job Step
   - Hourly Rate

When you complete only the Hourly Rate field, the system uses the pay type multiplier for the overtime rates.

3. Complete the following optional fields:
   - Shift Code
   - Wage Decision No
4. To enter an overtime rate, complete one of the following fields:
   - Regular Overtime
   - Double Overtime
   - Triple Overtime
   - Holiday Pay

   When you complete only the overtime rate fields, the system does not use the pay type multiplier from Pay Type Revisions.
5. To enter a billing rate, complete one of the following fields:
   - Billing Rate
   - Billing Regular
   - Billing Double
   - Billing Triple
   - Billing Holiday

   When you enter a value for billing rates, the system does not use the pay type multiplier.
6. To enter a recharge burden rate, complete one of the following fields:
   - Rchg Burden Rate
   - Burden–1 Regular
   - Burden–1 Double
   - Burden–1 Triple
   - Burden–1 Holiday
   - Burden–2 Regular
   - Burden–2 Double
   - Burden–2 Triple
   - Burden–2 Holiday
7. Complete the following optional fields:
   - Business Unit

- Shift Code
- Job Step
- Piecework Rate
- Wrk Comp Code
- Wrk Comp SubClass
- Labor Dist Multiplier
- Labor Dist Method

8. Repeat the steps for each record you want to add to the same union code.
9. When you finish entering records, click OK.

Field	Explanation
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.
Effective Dates – From:	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.
Effective Dates – Thru:	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.
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.

Field	Explanation
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.
Shift Code	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. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Wage Decision No	This code is used to reference the government Wage Decision that the contract pay rates fall under.
Regular Overtime	The rate of pay for "regular" overtime.
Double Overtime	The rate of pay for "double" overtime.
Triple Overtime	The rate of pay for "triple" time.
Holiday Pay	The rate of pay for "holiday" overtime.

Field	Explanation
Billing Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Billing Regular	This is the employee's recharge overtime hourly rate as retrieved, entered or calculated during time entry.
Billing Double	This is the employee's recharge doubletime hourly rate as retrieved, entered or calculated during time entry.
Billing Triple	This is the employee's recharge triple time hourly rate as retrieved, entered or calculated during time entry.
Billing Holiday	This is the employee's recharge holiday hourly rate as retrieved, entered or calculated during time entry.
Rchg Burden Rate	An hourly rate to be used when charging 'burden' associated with the actual billing (recharge) amounts.
Burden–1 Regular	The rate of billing for "regular" overtime.
Burden–1 Double	The rate of billing for "double" time.
Burden–1 Triple	The rate of billing for "triple" time.
Burden–1 Holiday	The rate of billing for "holiday" time.
Burden–2 Regular	The burden rate for "regular" overtime.
Burden–2 Double	The burden rate for "double" time.
Burden–2 Triple	The burden rate for "triple" time.
Burden–2 Holiday	The burden rate for "holiday" time.

Field	Explanation
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Piecework Rate	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.
Wrk Comp Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
Wrk Comp SubClass	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.
Labor Dist Multiplier	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Labor Dist Method	Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid values are: 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor is always greater than or equal to 1.0000, so the labor costs include a flat burden.

Setting Up Union Local and Job Cross-References

You set up union local and job cross-references to cross-reference parent unions with local unions. You use these tables when a parent union has members working for a local union and those members must be paid the local union's wage rate and receive the

corresponding benefits. By cross-referencing one union's (local or parent) job to another union, you ensure that the system uses the correct rates and benefits to calculate payroll.

The cross-reference tables are specific to business units and jobs and provide for the retrieval of hourly rates and group DBAs. If you define these tables, you do not have to change an employee's union information during time entry. The system substitutes the employee's union and obtains the related local union.

You can also set up cross-references between local units of the union.

Before You Begin

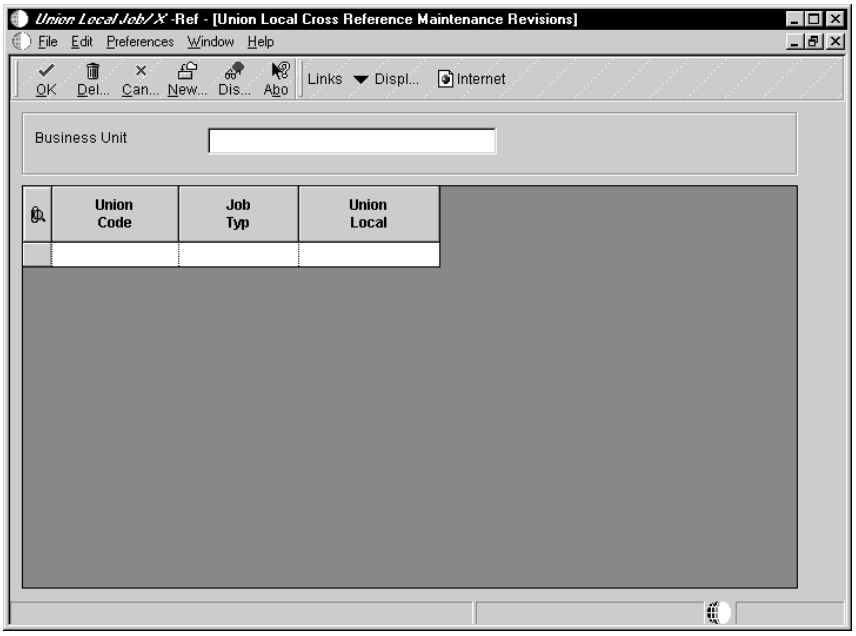
- ❑ Define both the parent and local unions in the system. See *Setting Up User Defined Codes for Jobs.*
- ❑ Define the pay rates and group DBAs for the local union that has the job. See *Setting Up Pay Rate Table Information, Setting Up Earnings Information,* and *Setting Up Group Plan DBAs.*

▶ To set up union local and job cross-references

From the Rate Derivation Setup menu (G05BRD4), choose Union Local Job/X-Reference.

On Work With Union Local Cross Reference Maintenance

1. Click Add.



2. On Union Local Cross Reference Maintenance Revisions, complete the following fields:
    - Business Unit
    - Union Code
    - Union Local
3. Complete the following optional field and click OK:
    - Job Typ

Field	Explanation
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
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.
Union Local	A local unit of a union.
Job Typ	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.

Setting Up Earnings Information

You set up earnings information to define the types of pay that your employees receive. Earnings information consists of the following rates and tables:

Shift rate differentials	You set up shift rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.
Occupational pay rates	You set up occupational pay rates for employees who perform various job types and have different hourly rates for each job type.
Pay type cross-reference tables	You set up pay type cross-reference tables to indicate valid pay types by job type and job step.

Setting up earnings consists of the following tasks:

- ❑ Setting up shift-rate differentials
- ❑ Setting up occupational pay rates
- ❑ Setting up pay type cross-reference tables

Setting Up Shift-Rate Differentials

A shift rate differential is a flat dollar or percentage amount added to an employee's hourly rate. You set up shift rate differential codes to assign them to employees who receive additional compensation for shift work.

You assign shift differentials to user defined shift codes (06/SH). You can also assign business units and union codes to shift differentials. When you define a shift differential, you must set effective dates for the table. The system compares the effective dates to the work dates you enter in time entry.

A shift rate differential can be either a flat dollar amount or a percentage of the employee's hourly rate. The system uses a flat dollar amount or a percentage shift differential with one of the following methods:

- The first method is hourly rate plus the shift differential, multiplied by the pay type multiplier and then multiplied by the hours worked.
- The second method is hourly rate multiplied by the pay type multiplier plus the shift differential and then multiplied by the hours worked.

The difference between the two methods is significant only when a multiplier other than 1 is entered.

These methods are associated with the shift code that you set up. You also associate these methods with pay types when you set up pay types. To have the system use the shift differential method associated with the pay type when entering a timecard, you must set up shift codes and leave the shift differential method blank. When a shift code is entered on a time entry form, the system uses the shift differential method associated with the pay type from the Pay Type table (F069116) if it finds a blank shift differential method (in the Shift table F069246). The system also uses the shift differential method associated with the pay type when you don't enter a shift code.

Use shift code information to ensure that an employee is paid the correct amount for working on a shift with a rate differential. Use the following guidelines for using shift code information:

- If an employee always works a shift for which a shift rate differential is applicable, include the shift code in the employee's master record.
- If an employee occasionally works a different shift, you can override the information on the applicable time card.

See Also

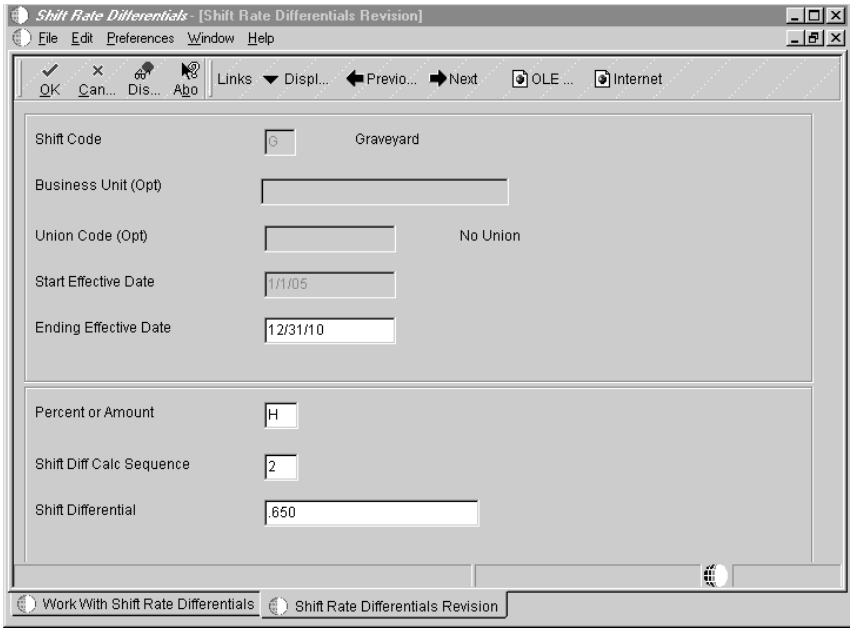
- *Entering Timecards for Employees* or *Entering Timecards for Employees Using Speed Time Entry*

▶ To set up shift-rate differentials

From the Rate Derivation Setup menu (G05BRD4), choose Shift Rate Differentials.

On Work With Shift Rate Differentials

1. Click Add.



2. On Shift Rate Differentials Revision, complete the following fields:
    - Shift Code
    - Start Effective Date
    - Ending Effective Date
    - Percent or Amount
    - Shift Diff Calc Sequence
    - Shift Differential
3. Complete the following optional fields:
    - Business Unit (Opt)
    - Union Code (Opt)
4. Click OK to save the record.

Field	Explanation
Shift Code	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value. . . . . . *Form-specific information* . . . . . . The list of codes is provided from the user defined code list 06/SH. When you enter this field on a timecard, the system provides values for the Shift Differential Method and the Shift Differential Amount fields as associated in the Shift Table (F069246). If the shift differential method was set up as blank for the entered shift code, (on Shift Rate Differentials P059241) the system uses the shift differential method from the entered pay type in the Pay Type table (F069116), as set up in PDBA Setup P059241. If you leave this field blank, the system uses the shift differential method from the entered pay type in the Pay Type table (F069116).
Start Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.
Percent or Amount	A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Valid values are: H The amount in the Shift Differential field is added to the hourly rate. % The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate.

Field	Explanation
Shift Diff Calc Sequence	A code that specifies how the system should calculate shift differential. 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours. 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. Blank The system follows the shift differential method that is associated with the pay type from the Pay Type table (F069116). The multiplier is the pay rate multiplier from the Pay Type table (F069116). 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, all methods produce the same result. . . . . . *Form-specific information* . . . . . . When you enter the Shift Code field on a timecard, the system provides values for the Shift Differential Method and the Shift Differential Amount fields as associated in the Shift Table (F069246). If the shift differential method was set up as blank for the entered shift code, (on Shift Rate Differentials P059241) the system retrieves the shift differential method from the entered pay type in the Pay Type table (F069116), as set up in PDBA Setup P059241.
Shift Differential	A code that specifies how the system should calculate shift differential. 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours. 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. Blank The system follows the shift differential method that is associated with the pay type from the Pay Type table (F069116). The multiplier is the pay rate multiplier from the Pay Type table (F069116). 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, all methods produce the same result. . . . . . *Form-specific information* . . . . . . When you enter the Shift Code field on a timecard, the system provides values for the Shift Differential Method and the Shift Differential Amount fields as associated in the Shift Table (F069246). If the shift differential method was set up as blank for the entered shift code, (on Shift Rate Differentials P059241) the system retrieves the shift differential method from the entered pay type in the Pay Type table (F069116), as set up in PDBA Setup P059241.

Field	Explanation
Shift Diff Calc Sequence	A code that specifies how the system should calculate shift differential. 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours 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 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.
Shift Differential	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).
Business Unit (Opt)	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Union Code (Opt)	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Setting Up Occupational Pay Rates

You set up occupational pay rates for employees who perform various job types and have different hourly rates for each job type. Pay rates are specific to an employee. They can be specific to a business unit and union for that employee.

To revise multiple occupational pay rates, choose a record on Work with Occupational Pay Rates and choose Multiple Pay Rates from the Row menu.

Time Entry Considerations

Using occupational pay rates in time entry

To use the occupational pay rate in time entry, you must enter the associated job type from the Occupational Pay Rates table on the timecard.

See Also

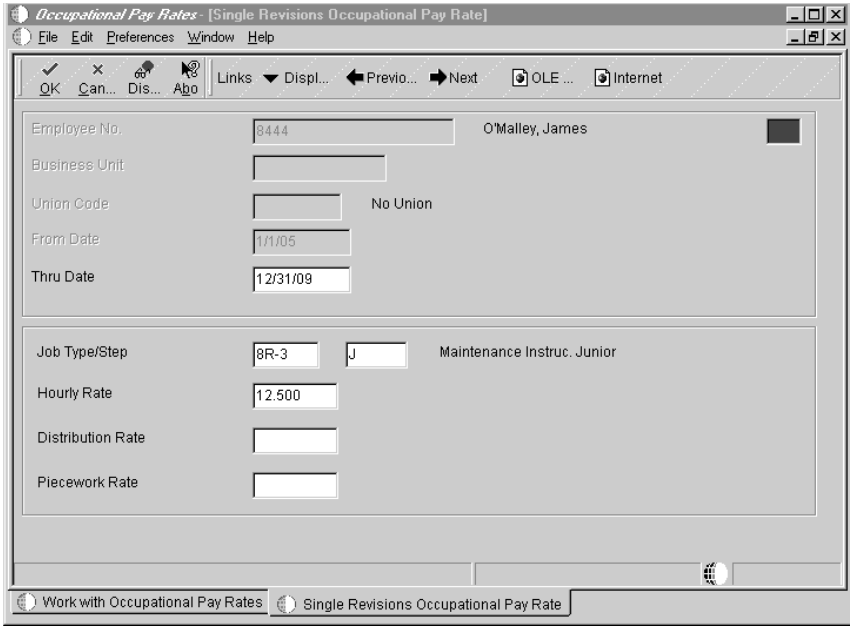
- *Overriding an Hourly Rate for an Employee* to understand how the system derives an hourly rate.

▶ To set up occupational pay rates

From the Rate Derivation Setup menu (G05BRD4), choose Occupational Pay Rates.

On Work with Occupational Pay Rates

1. Click Add.



2. On Single Revisions Occupational Pay Rate, complete the following fields:
   - Employee Identification
   - From Date
   - Thru Date
   - Job Type

3. Complete the following optional fields:
    - Business Unit
    - Union Code
    - Step
    - Hourly Rate
    - Distribution Rate
    - Piecework Rate
4. Click OK.

Field	Explanation
Employee Identification	This field may hold the employee number, TAX ID or Alternate number. The value this field holds, depends on the employee number mode setup in the Payroll Constants for Company 00000.
From Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Thru Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.
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.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.

Field	Explanation
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.
Hourly Rate	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. In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. 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.
Distribution Rate	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control
Piecework Rate	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.

Setting Up Pay Type Cross-Reference Tables

You set up pay type cross-reference tables to indicate valid pay types by job type and job step. For example, use these tables to prevent a salaried person from receiving overtime pay or a temporary employee from receiving holiday pay.

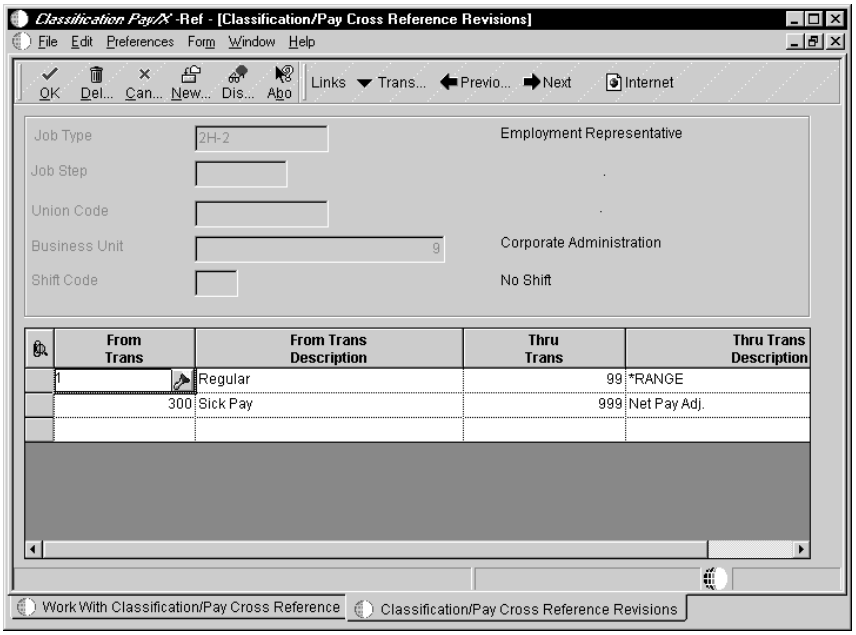
To verify pay types against the pay type cross-reference tables, you must set the appropriate processing options in the time entry programs.

▶ To set up pay type cross-reference tables

From the Rate Derivation Setup menu (G05BTRD4), choose Classification Pay/X-Ref.

On Work With Classification/Pay Cross Reference

1. Click Add.



2. On Classification/Pay Cross Reference Revisions, complete the following fields:
   - Job Type
   - From Trans
   - Thru Trans
3. Complete the following optional fields:
   - Job Step
   - Union Code

- Business Unit
- Shift Code

4. Click OK to save the record.

Field	Explanation
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.
From Trans	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru Trans	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.
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.
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.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.

Field	Explanation
Shift Code	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. For payroll and time entry: 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. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.

Setting Up Tax Information

Tax amounts and some federal and state insurance 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. that integrates with the J.D. Edwards Payroll system. The Payroll system passes information such as the taxing authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax, and that system calculates each employee's tax.

Setting up tax records consists of the following tasks:

- Setting up tax area information
- Setting up corporate tax IDs

Setting Up Tax Area Information

Before using the J.D. Edwards Payroll system to process a payroll, you must set up tax area information.

If you are not using the J.D. Edwards Payroll system, setting up tax area information is not required for any system functions. However, you might choose to set up tax areas so you can transfer this information to your payroll service provider. You can set a processing option in Entering Employee Information that controls whether tax area information is required when you enter employee records.

You set up tax areas for the locations where employees live and work, and for which taxes apply. Quantum for Payroll Tax performs the calculations based on the information you set up. This system calculates the employee-paid amounts even if you do not set up the tax area information.

In the Payroll system, a tax area is made up of two parts:

Tax area code

The tax area code is an identifying number assigned to all taxing authorities in the United States by Vertex, Inc. The system contains all federal, provincial, and state income tax area codes. You add only local and any new taxes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYYZZZZ) and includes three distinct parts. The first two numbers identify the state (XX), the next three numbers identify the county (YYY), and the last four numbers identify the locality (ZZZZ).

- XX = State
- YYY = County
- ZZZZ = City or locality

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 the U.S., some examples are A for federal income and K for occupational head tax.

J.D. Edwards provides state and federal income statutory codes. You need to identify codes for county and local taxes. J.D. Edwards recommends that you use a three-digit code for these to differentiate them from statutory codes that are two digits.

Example: Tax Area Codes

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

The following examples illustrate the tax area structure:

06	Colorado state tax
060010000	Adams County (in the state of Colorado) tax
060370000	Eagle County (in the state of Colorado) tax
060970600	Aspen city (in the state of Colorado) tax
060310140	Denver city (in the state of Colorado) tax
Federal	All federal taxes

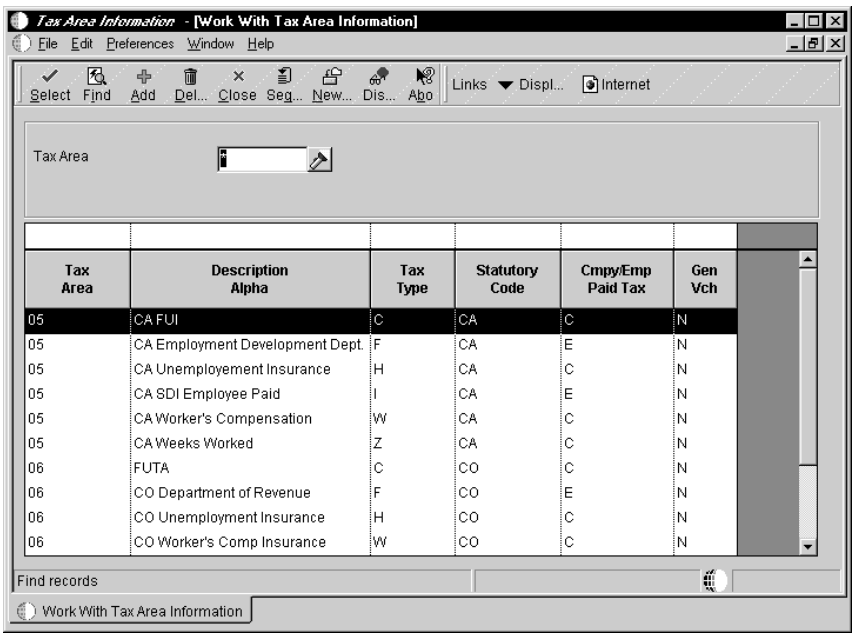
Before You Begin

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

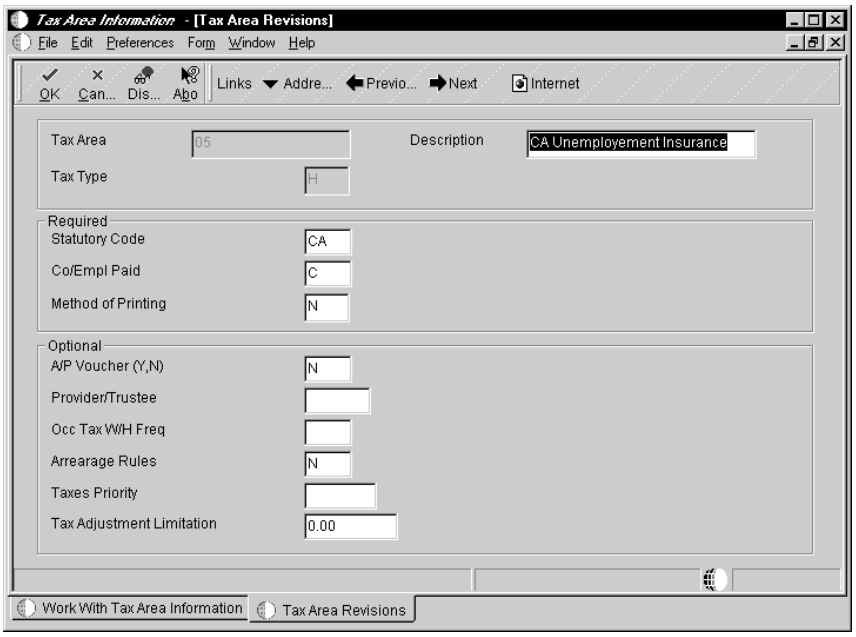
▶ To set up tax area information

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

On Work With Tax Area Information



1. Click Add.



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, state, county, city, or local, complete the following field:
   - Statutory Code
4. If you are integrating Payroll with Accounts Payable and you need to activate vouchering 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:
   - Provider/Trustee
6. Complete any of the following optional fields and click OK:
   - 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	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. 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.
Tax Type	A user defined code (07/TT) that identifies the type of payroll tax being processed. Refer to the associated user defined code records for the current descriptions of these codes. 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.
Description	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: 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 . . . . . *Form-specific information* . . . . . If you are entering state taxes, J.D. Edwards recommends starting your descriptions with the two-letter state abbreviation. This naming convention provides you with an easier search because the system groups all states with the same abbreviation together.

Field	Explanation
Co/Empl Paid	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: C Company Paid E Employee withheld
Method of Printing	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: 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 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 The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.
Statutory Code	This code specifies the two-character or three-character state or locality code that prints on statutory reports such as W-2 and 941. For example, on W-2s and 941s, instead of printing 06 which might be the taxing authority for the state of Colorado, the system prints the statutory code CO. Enter in an alpha code from UDC table 07/SC.
A/P Voucher (Y,N)	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: N No, do not generate a voucher Y Yes, generate a voucher
Provider/Trustee	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. 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.
Occ Tax W/H Freq	This code is used to designate if the occupational head tax is to be withheld monthly (M), quarterly (Q), or annually (A).

Field	Explanation
Arrearage Rules	A code indicating the method the system uses to back off payroll taxes when the employee is in a negative pay situation. Valid codes are: P The tax can be reduced as much as needed, either partially (to the stated limit) or in full. N The tax can not be reduced. Q The tax can be reduced as much as needed, and the amount is placed in arrears. When left blank the system enters the default value N.
Taxes Priority	If an employee's gross pay does not cover payroll taxes, a code in this field tells the system in what order it should back out (reverse) the deduction of the payroll taxes. Valid codes are 0001 through 9999. The system starts with the highest code. For example, the system backs out 9999 before 0001.
Tax Adjustment Limitation	The maximum amount of payroll tax backed off net pay in order to meet the 'Minimum Check' requirements.

See Also

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

Setting Up Corporate Tax IDs

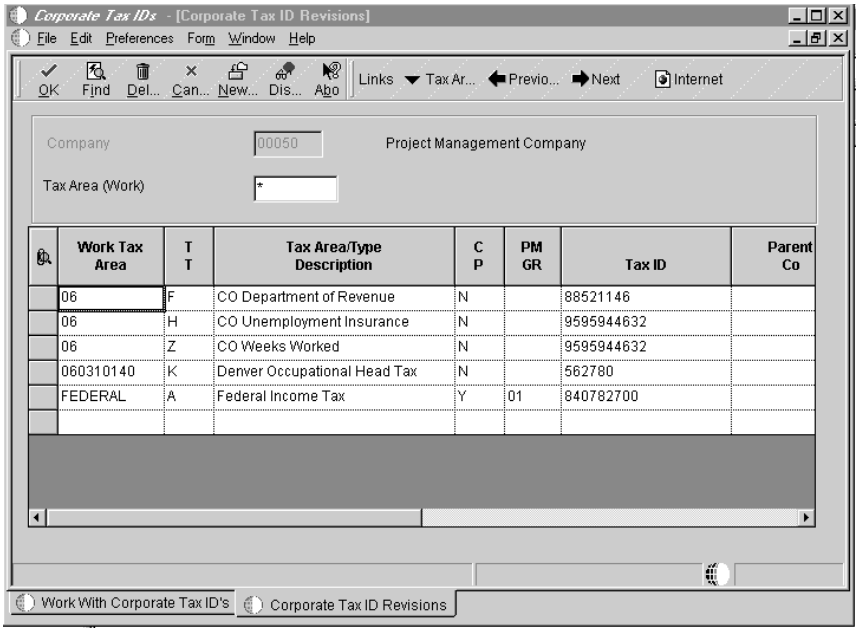
You must set up a corporate tax ID for each taxing authority to which you report. You set up corporate tax identification codes for each company so that the system can store employee tax history for reporting purposes.

▶ To set up corporate tax IDs

From the Taxes and Insurance Setup menu (G07BRPTI4), choose Corporate Tax IDs.

On Work with Corporate Tax IDs

1. Click Add.



2. On Corporate Tax ID Revisions, complete the following fields:
   - Company
   - Work Tax Area
   - T T

   If you have a line for tax type H, you must have a line for tax type Z with the same tax ID.

3. For U.S. federal taxes, enter a single line for all federal taxes using tax type A.
   - Tax ID
4. If you have more than one company that you include under the same federal tax ID, complete the following fields:
   - C P
   - PM GR
5. Complete the following optional field:
   - Parent Co
6. Click OK.

Field	Explanation
Company	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. 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.
Work Tax Area	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. 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.
T T Tax Area/Type	A user defined code (07/TT) that identifies the type of payroll tax being processed. Refer to the associated user defined code records for the current descriptions of these codes. 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.
C P	A Yes or No field which reflects whether the company is part of a paymaster group for purposes of U.S. federal tax limits. Valid codes are: Y Company is part of a paymaster group. This allows an employee to have wages in more than one company within the paymaster group, yet be subject to only one annual limitation for the purpose of calculating taxes. N Company is not part of a paymaster group. This is the default value. If you enter a Y in this field, you must enter a code in the PMGR (Paymaster Group Code) field.
PM GR	A code that identifies which paymaster group the company resides. This code enables the Payroll system to group multiple companies together to check for limitations on unemployment and FICA taxes. If you specify a common paymaster, you must specify a paymaster group code.

Field	Explanation
Parent Co	The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries to parent companies • Branches to a home office • Job sites to a general contractor This address must exist in the Address Book Master table (F0101) for validation purposes.

Understanding Master Business Functions

Several J.D. Edwards systems access centralized programs called master business functions. Master business functions are interactive master files that pass information between data entry forms and the appropriate tables.

Master business functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. They contain logic that ensures the integrity of adding, updating, and deleting information from databases.

A master business function helps to standardize data entry information across related programs. For example, a large company might have employees enter their time from multiple sites and sources.

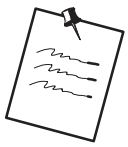
Master business functions are most commonly used for the following situations:

- You accept records from a third-party source
- Multiple programs are updating the same table

To maximize efficiency when creating timecards for all employees, you can set up processing options for master business functions to customize default fields and valid values for all time entry programs across the company. You can set up processing options to define the following functionality for a set of programs that the master business function supports:

- Determining data dictionary default values
- Verifying valid values
- Updating tables with field information from multiple records

Processing options for master business functions are attached to version ZJDE001, which is provided by J.D. Edwards. J.D. Edwards recommends using this version as the default version for all your entry programs.



If you need to create different versions for other data entry programs, contact your system administrator. For more information about how to set up versions, see *Creating a Batch Version* in the *OneWorld Foundation Guide*.

Setting Up Master Business Functions

A master business function (MBF) is a master file that serves as a central location for adding, changing, and updating information in a database. The HR and Payroll Foundation system has one master business function, Time Entry MBF (P050002A), which interacts with all time entry programs.

You need to set up processing options for the time entry master business function to define default values, valid values, and functions for time entry programs.

J.D. Edwards recommends that you set up these processing options one time only. Changing these processing options might completely change necessary business functions for your time entry system.

The interactive version of the master business function, ZJDE0001, has security set to restrict certain users' access. An error occurs if you try to access the version while security is turned on. Your system administrator must turn off version security before you can access the processing options. After you have set up the appropriate values for the processing options, the system administrator needs to turn on security again for the version.

After setting up the processing options for P050002A, you need to choose the default version (ZJDE0001) the master business function in the processing options for Time Entry by Individual (P051121). Master business function processing options are attached to the default version ZJDE0001, which is provided by J.D. Edwards. J.D. Edwards recommends using this version as the default version for all your time entry programs. Using another version can cause certain time entry processes to run incorrectly. Contact your system administrator if you need to use a different version.

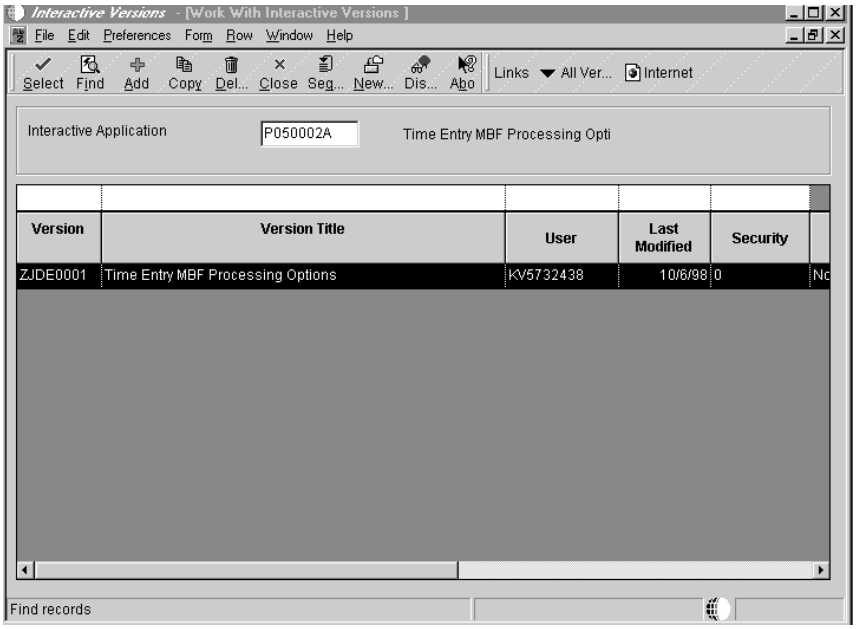
See Also

- *Understanding Master Business Functions*
- *Processing Options for Speed Time Entry*

▶ To set up MBF processing options for Time Entry

From the System Administration Tools menu (GH9011), choose Interactive Versions.

On Interactive Versions



1. Type P050002A in the following field and click Find:
   - Interactive Application
2. Choose the Time Entry MBF Procession Options record, and then choose Processing Options from the Row menu.

Processing Options: Time Entry Master Business Function

Pay Rate Tab

These processing options specify the tables from which to retrieve pay rates for time entry and which rates to use when more than one rate exists.

1. Pay Rate

Use this processing option to specify the table from which to retrieve pay rates for time entry. Valid values are:

Blank Use pay rates from the Employee Master table (F060116).
E Use pay rates from the Employee Pay Rates table (F060146).
U Use pay rates from the Union Rates table (F069126).

2. Highest Rate

Use this processing option to specify the highest pay rate. When you use the highest pay rate found, the system uses the highest pay rate found in the Employee Pay Rates (F060146), Union Rates (F069126), and Employee Master (F060116) tables and

ignores the standard rate. Therefore, you obtain the highest pay rate available to the employee, as required by the Davis-Bacon Act. Valid values are:

0 Use the standard pay rate.
1 Use the highest pay rate found.

3. Zero Billing Rate

Use this processing option to specify whether to use the Zero Billing Rate when you charge employee time against specific equipment. Valid values are:

0 Do not use the Zero Billing Rate.
1 Use the Zero Billing Rate.

Pay Types Tab

These processing options specify the pay types to process, optional cross-references to job type and step, optional pay type descriptions, and optional automatic labor distribution.

1. Pay Type Codes

Use this processing option to specify the pay types to process.

If you are loading pay rates from the Union Rates table (F069126), enter only pay type codes associated with the entries you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their associated pay type codes here.

If you are loading pay rates from the Employee Pay Rates table (F060146), enter a pay type code for Regular only.

NOTE: If you have entered pay type codes in the Regular, Double, Triple, or Holiday fields, the Time Entry program retrieves the rates from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you entered pay type codes in Regular, Double, Triple, or Holiday fields, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

2. Cross-Reference

Use this processing option to validate the Pay Type field with the job type and step from the Classification and Pay Cross-Reference table (F06932). Valid values are:

0 Do not validate the Pay Type field with the Pay Type Cross-Reference table.
1 Validate the Pay Type field with the Pay Type Cross-Reference table.

3. Pay Type Description

Use this processing option to load the Pay Type Description field automatically. You can use this option to reduce data entry. The system loads the Pay Type Description from the Employee Master table (F060116) into the Explanation field (YTEXR) in the Employee Transaction Detail table (F06116). Valid values are:

0 Do not load the Pay Type Description field automatically.
1 Load the Pay Type Description field automatically.

4. Auto Split

Use this processing option to specify whether to split time automatically. The system splits time according to the percentages specified in the Labor Distribution Instructions (F06016) or Position Account Distribution Instructions (F081012) tables. The total percentages of hours must equal 100%. Valid values are:

0 Do not split time automatically.
1 Split time automatically.

Equipment Tab

These processing options allow you to charge employee time against specific equipment.

1. Equipment Worked On

Use this processing option to load the value for the Equipment Worked On field (EQWO) automatically from the referenced work order. Valid values are:

0 Do not load the Equipment Worked On field automatically.
1 Load the Equipment Worked On field automatically.

Batches Tab

This processing option specifies batch numbering options.

1. Batch Number

Use this processing option to specify whether the system assigns batch numbers automatically from next numbers.

J.D.Edwards recommends allowing the system to assign batch numbers automatically. You can override the batch number the system assigns. Allowing the system to assign batch numbers disables the Get Batch Number form exit.

When you do not assign batch numbers automatically, you must either enter a batch number manually or use the Get Batch Number form exit to retrieve a batch number.

Valid values are:

0 Do not assign batch numbers automatically.
1 Assign batch numbers automatically.

Understanding Workflow Setup

Enterprise Workflow Management is an electronic messaging system that automates tasks by using an e-mail-based process flow across a network. For the HR and Payroll Foundation system, the following tasks can be Workflow based:

- Changing an employee's salary
- Terminating an employee
- Approving requisitions
- Requesting a verification-of-employment letter
- Reviewing upcoming employee reviews by supervisor
- Setting up new employees
- Approving W-4 forms

This guide documents all processes that Workflow performs for the HR and Payroll Foundation system. However, you have the option of deactivating certain Workflow processes to complete your business needs. For example, if your company does not pay vacation accruals when an employee is terminated, and you are using Workflow to terminate an employee, you can deactivate the Workflow process that automatically pays the employee's vacation accruals.

Workflow setup includes one or more of the following tasks:

- ❑ Setting up recipients and recipient rules
- ❑ Previewing MailMerge letters
- ❑ Verifying processes in the Process Master

Setting Up Recipients and Recipients Rules

Setting up recipients and recipient rules determines message routing for certain Workflow approvals and notifications. For example, you can set up Workflow to notify one person or a list of people when you terminate an employee. See *Working with Distribution Lists*and *Working with Recipient Rules* in the *Enterprise Workflow Management Guide*.

This task applies only to Workflow processes that might require more than one person for approvals. For certain Workflow tasks, you might only need to set a processing option to specify one recipient. For example, with the self-service W-4 program

(P053030), you set a processing option to determine the person who is to receive and approve all completed W-4 forms.

Previewing MailMerge Documents

Some Workflow processes can produce a Microsoft Word, MailMerge document. The following MailMerge letters are preset. However, you can modify them to fit your business needs:

- Congratulatory letter
- Verification-of-employment letter
- COBRA and HIPAA letters

To review and revise the letters, use MailMerge Workbench (P980014). If you need to modify the letters, see *Mailmerge Workbench* in the *OneWorld Foundation Guide*.

The following MailMerge document is also available. However, you should not need to revise it:

- W-4 form

Verifying Processes in the Process Master

A Workflow process might include one or more sub-processes. For example, there are three sub-processes which make up the Workflow process for setting up new employees. The three processes are listed in the Process Master program (P98800) as EESETUP01-Employee setup approval, EESUTSK03-Get task approval, and EESUTSK01-Employee task setup.

As part of Workflow setup, you should verify that each sub-process for a Workflow process is activated. See *Activating or Deactivating a Workflow Process* in the *Enterprise Workflow Management Guide.*

User Defined Information Setup

Before you can use any features of your Human Resources Management system, you need to define critical information that the system uses for processing. You set up some of this information to meet the specific needs of your organization. Such information is called user defined information.

User defined information consists of the following:

User defined codes	Set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information using user defined codes.
Supplemental data	Set up supplemental data to track detailed information about employees, applicants, requisitions, and jobs. You can track virtually any type of information that your organization needs. Supplemental data is not required by the system.

To set up user defined information, complete the following tasks:

- ❑ Set up user defined codes
- ❑ Set up supplemental data (optional)

Setting Up User Defined Codes

Many fields throughout the HR and Payroll Foundation system accept only user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables that relate to a specific system and code type. For example, 08/JG represents system 8 (Human Resources) and user defined code list JG (Job Groups). User defined code tables define which codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, in the Job Group field, you can enter only those codes included in user defined code table 08/JG.

You can access all user defined code tables through a single user defined code form. After you choose a user defined code form from a menu, you can change the system code and user defined code type to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005).

You can also print a list of all user defined code tables to review. To do this, choose Print User Defined Codes from the Job Specifications Setup menu (G05BJ4).

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

Setting up user defined codes for HR and Payroll Foundation consists of the following tasks:

- ❑ Setting up user defined codes for employees
- ❑ Setting up user defined codes for jobs
- ❑ Setting up user defined codes for benefits
- ❑ Setting up user defined codes for verification of employment
- ❑ Setting up user defined codes for applicants and requisitions
- ❑ Setting up user defined codes for employee setup

See Also

- *Working With User Defined Codes* in the *OneWorld Foundation Guide* for complete instructions on setting up user defined codes

Setting Up User Defined Codes for Employees

Set up the following codes for employees:

Employment Status (06/ES)	Set up these codes to identify the employee's status within the company.

Setting Up User Defined Codes for Jobs

Set up the following codes for jobs:

Change Reasons (06/T)	Set up these codes to indicate the reason that an active employee's record was changed. This could include why you are recommending a change in the employee's salary or rate. Numeric codes identify changes for an active employee, and alphabetic codes identify reasons why an employee is no longer active.
Salary Localities (06/SL)	Set up these codes to define different salary localities within the organization.
Ethnic Codes (06/M)	Set up these codes to designate minority classifications. You should not change any of the codes provided by J.D. Edwards, but you can add to them as necessary.
Pay Status (06/PS)	Set up these codes to indicate whether an employee is active or inactive. Codes for active employees are numeric, and codes for inactive employees are alphabetic. The system omits all alphabetic codes from payroll runs.
EEO Categories (06/J)	Set up these codes to define the classifications established by the Equal Employment Opportunity Commission (EEOC) for use in reporting levels of employment classifications. Do not change any of the EEOC codes provided by J.D. Edwards. You can add to them if necessary.
Job Evaluation Methods (08/EM)	Set up these codes to define the method used for evaluating the job type.
Job Groups (08/JG)	Set up these codes to group similar jobs to form a unit. For example, you can organize all your managers into a manager group.

Job Steps (08/GS)	Set up these codes to identify a specific step, grade, or salary level within a particular job type.
Job Types (06/G)	Set up these codes to define job classifications. The job type is then used to define pay rates and benefit plans.
Unions (06/UN)	Set up these codes to identify the union or plan in which the employees or group of employees participates.
Workers Compensation Codes (00/W)	Set up these codes to identify the workers compensation insurance (WIC) code for the job type. These codes should correspond to the codes on your periodic workers compensation insurance reports.

Setting Up User Defined Codes for Benefits

Set up the following user defined codes for benefits:

Dependent or Beneficiary Relationship (08/RL)	Set up these codes to identify the relationship of the dependent or beneficiary to the employee.
Dependent or Beneficiary Types (08/DB)	Set up these codes to further identify a dependent or beneficiary. For example, you might define beneficiary types, such as primary or secondary.
Allowable Enrollment Event (08/BE)	Set up these codes to define the events that allow self-service benefits or enrollment changes.

Setting Up User Defined Codes for Verification of Employment

Set up the following user defined codes for verification of employment:

Verification-of-Employment Categories (05/V1)	Set up these codes to define categories for compensation pay types. For example, you might enter a user defined code for Bonus. This user-defined code will have all pay types that correspond to bonus pay attached to it.

Setting Up User Defined Codes for Applicants and Requisitions

Set up the following user defined codes for applicants and requisitions:

Requisition Status (08/RS) Set up these codes to define the status of a requested position. J.D. Edwards recommends that you do not change codes Approved (AA) and Filled and Closed (99). The system is designed to use these codes for processing requisitions.

Applicant Status (08/AS) Set up these codes to define the current status of the applicant. For example, you can set up applicant status for initial contact, called for first interview, waiting for test results, and so on.

Setting Up User Defined Codes for Employee Setup

Set up the following user defined codes for the Employee Setup program:

Location Codes (08/L1)–(08/L10) Set up these codes to define company locations that a new employee will be working from. You can set up the codes so that Location Code 01 is the country, Location Code 02 is the state, Location Code 03 is the city, Location Code 04 is the building, and so on.

Employee Setup Status (08/S1) These codes are hard-coded and define the status of the entire new employee setup process. For example, the system can display a W status if Workflow is waiting for a manager's approval. The system displays the status for the employee setup process on the Work With Employee Setup form (W08710C) and in the Employee tab area of the Employee Setup Entry form (W08710G).

The following are explanations for the status codes and the order that the system might change them depending on how your processing options are set up:

- P – Pending. An assigned setup process begins with this status. You can make changes or delete the process if needed.
- W – Waiting for Approval. The system sets the process to this status when the process is initiated and if your processing options for Employee Setup are set to require a process approval.
- V – Approved. The system sets the process to this status when it obtains a process approval.
- 2 – Rejected. The system sets the process to this status when the process is rejected.
- A – Active. The system sets the process to this status when the process is initiated and there is no approval required. You cannot cancel the process when it is changed to an Active status.

Employee Setup Task Status (08/S2)

These codes are hard-coded and define the status of a task within the employee setup process. For example, the system can display a WA status if the task is waiting for an approval. The system displays the status for a setup task in the detail area of the Employee Setup Entry form (W08710G).

The following are explanations for the status codes and the order that the system might change them depending on how your processing options and tasks are set up:

- P – Pending. An assigned setup task begins with this status. You can make changes or delete the task if needed.
- WI – Waiting for Information. The system sets the task to this status when the task is initiated and the system finds missing required Location Code fields for the task.
- WA – Waiting for Approval. The system sets the task to this status after the task is initiated and the Location Code fields are complete.
- W – Waiting to be Activated. The system sets the task to this status when it is initiated.
- V – Approved. The system sets the task to this status after it obtains a task approval.
- 2 – Rejected. The system sets the task to this status when the task is rejected.
- W – The system sets the task to this status when it is waiting to activate the task on the date as specified in the task setup.
- A – Active. The system sets the task to this status when it activates the task on the date as specified in the task setup. You cannot cancel the task when it changes to Active status.

Employee Setup Action (08/S3)

Set up these codes to define the event for the setup. New hire, Re-hire, Transfer, and Relocation are hard-coded. Rehire, Transfer, and Relocation codes cannot be used until a future release.

Setup Task Types (08/T1)

Set up these codes to define tasks for setting up a new employee. For example, code 01 might be entered as Phone for setting up a new employee's phone.

Setup Sub Class (08/T2)

Set up these codes to further define an employee setup task. For example, if you have defined PC setup as a task, you may want to define the subclass codes as laptop, 17 inch monitor, and 21 inch monitor.

Based On Date (08/BO) Set up these codes to define the date that a setup task should be completed. The system finds the based on date and calculates the duration and any offset days to create a start date for the task. For example, if the based on date is the arrival date of the employee, then the system finds the arrival date and then calculates a start date for the task. The Start date, Creation date, and Arrival date are hard coded.

Setting Up Supplemental Data

Supplemental data consists of broad categories of information that you can define to accommodate your own business requirements. It can include information about employees, such as their education or experience, or information unique to your business requirements, such as foreign languages spoken.

You can track supplemental data in the following J.D. Edwards systems:

- Address Book
- General Accounting
- Human Resources
- Payroll
- Asset Management (equipment)
- Fixed Assets
- Work Orders (engineering orders)
- Inventory

The way in which you set up and maintain supplemental data is the same for all of these systems.

With each of these systems, J.D. Edwards provides one or more supplemental databases that you can use to track related types of supplemental data. The HR and Payroll Foundation system contains a supplemental database for each of the following:

- Employees (E)
- Jobs (J)
- Applicants (A)
- Requisitions (R)

You can set up any supplemental database so that the information that you enter appears in the language of your choice.

When setting up supplemental data, you define the types of supplemental information that you want to track in each of the supplemental databases. For example, in the job database, you can track job descriptions and requirements. In the employee and applicant databases, you can track job skills, education, and work experience.

To make it easier to work with supplemental information, you might choose to make some types of supplemental data consistent across multiple databases. For example, if you track job skills for employees, you can also track job skills for applicants. Making these supplemental data types consistent allows you to do the following:

- Simultaneously search for both applicants and employees that have specific job skills
- Transfer a hired applicant's supplemental data to the employee database

You can also transfer supplemental information from one data type to another within the same database. You might need to transfer supplemental data in cases in which you change the name of a data type or when you decide to divide the information in one data type into multiple data types.

To set up supplemental data, complete the following tasks:

- ❑ Set up supplemental databases (as necessary)
- ❑ Set up language overrides for supplemental data (as necessary)
- ❑ Define types of supplemental data
- ❑ Set up cross-reference tables for supplemental data
- ❑ Transfer supplemental data

Setting Up Supplemental Databases

To designate an area of your system where you store related types of supplemental data, you set up a supplemental database. For a system in which you need to track only a few types of supplemental data, you might choose to store all of your supplemental data types in one database. For a system in which you need to track many types of supplemental data that you use for a variety of purposes, you can set up multiple supplemental databases and organize related data types within those databases.

The demonstration data that comes with your J.D. Edwards system includes the supplemental databases listed below. You cannot change these database codes or their setup parameters.

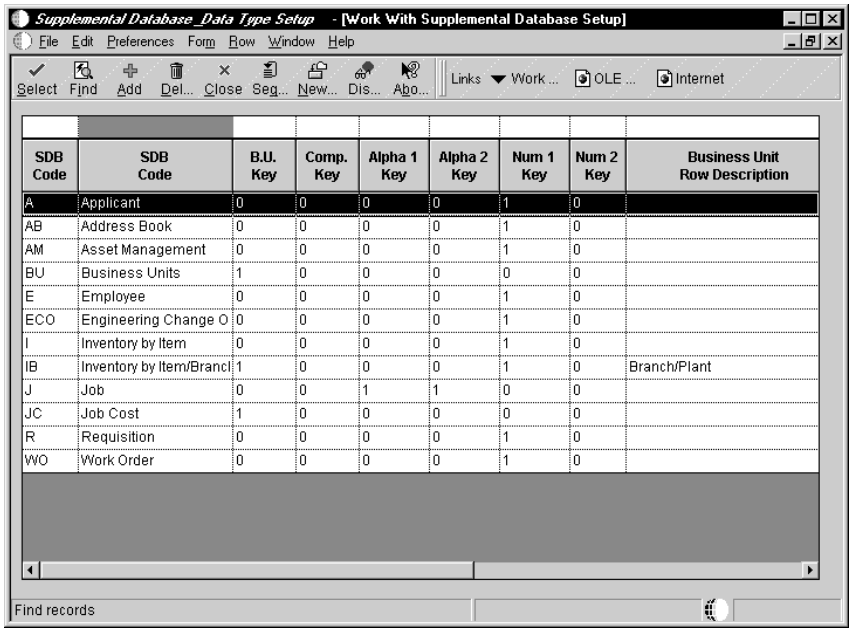
Employee (E)	Database key field is Employee (address) Number.
Applicant (A)	Database key field is Applicant (address) Number.

Job (J)	Database key fields are: • Job Type • Job Step
Requisition (R)	Database key field is Requisition number.

▶ To set up supplemental databases

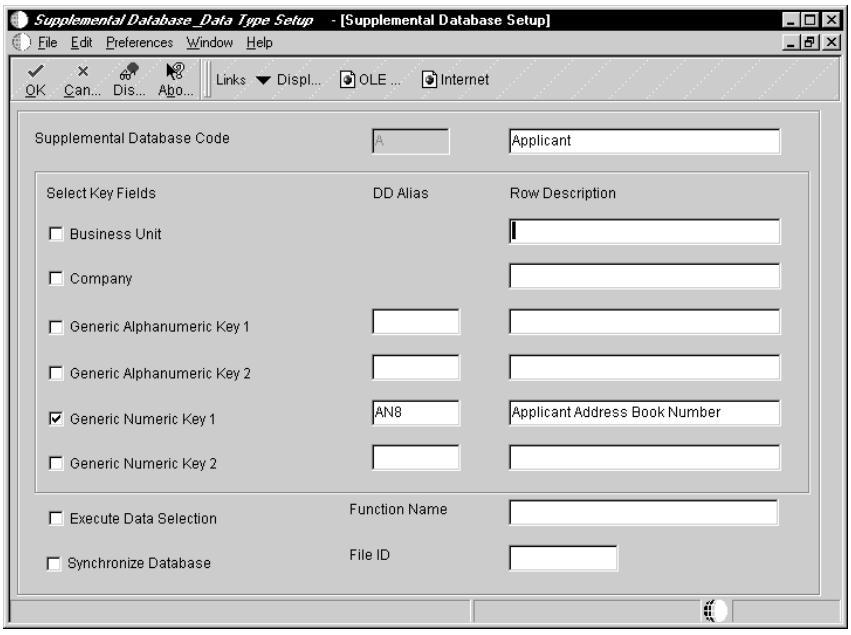
From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

On Work With Supplemental Database Setup



SDB Code	SDB Code	B.U. Key	Comp. Key	Alpha 1 Key	Alpha 2 Key	Num 1 Key	Num 2 Key	Business Unit Row Description
A	Applicant	0	0	0	0	1	0	
AB	Address Book	0	0	0	0	1	0	
AM	Asset Management	0	0	0	0	1	0	
BU	Business Units	1	0	0	0	0	0	
E	Employee	0	0	0	0	1	0	
ECO	Engineering Change O	0	0	0	0	1	0	
I	Inventory by Item	0	0	0	0	1	0	
IB	Inventory by Item/Branch	1	0	0	0	1	0	Branch/Plant
J	Job	0	0	1	1	0	0	
JC	Job Cost	1	0	0	0	0	0	
R	Requisition	0	0	0	0	1	0	
WO	Work Order	0	0	0	0	1	0	

1. Click Add.



2. On Supplemental Database Setup, complete the following fields:
   - Supplemental Database Code
   - Row Description (unlabeled field)
3. To specify that this database will be used in conjunction with a corresponding database in a J.D. Edwards WorldSoftware system, complete the following fields:
   - Synchronize Database
   - File ID
4. To specify the key field for the employee, applicant, or requisition supplemental database, complete the following field:
   - Generic Numeric Key 1
5. To specify the key field for the job supplemental database, complete the following fields:
   - Generic Alphanumeric Key 1
   - Generic Alphanumeric Key 2
6. To override the default label for any of the key fields you specified, enter a row description for those fields.

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Synchronize Database	A flag that determines whether the database should be synchronized with the OneWorld database for supplemental data
File ID	The number of a specific table. For example, the General Ledger Master table name is F0901. See the Standards Manual on the programmers' menu for naming conventions. Within the Cross Reference Search facility, this represents names of all types of objects (that is, programs, tables, field names, data dictionary names, and so on).
Generic Numeric Key 1	A flag that specifies whether the system uses the Numeric 1 field as a key for the supplemental data.
Generic Alphanumeric Key 1	A flag that specifies whether the system uses the Alphanumeric 1 field as a key for the supplemental data.
Generic Alphanumeric Key 2	A flag that specifies whether the system uses the Alphanumeric 2 field as a key for the supplemental data.

Setting Up Language Overrides for Supplemental Data

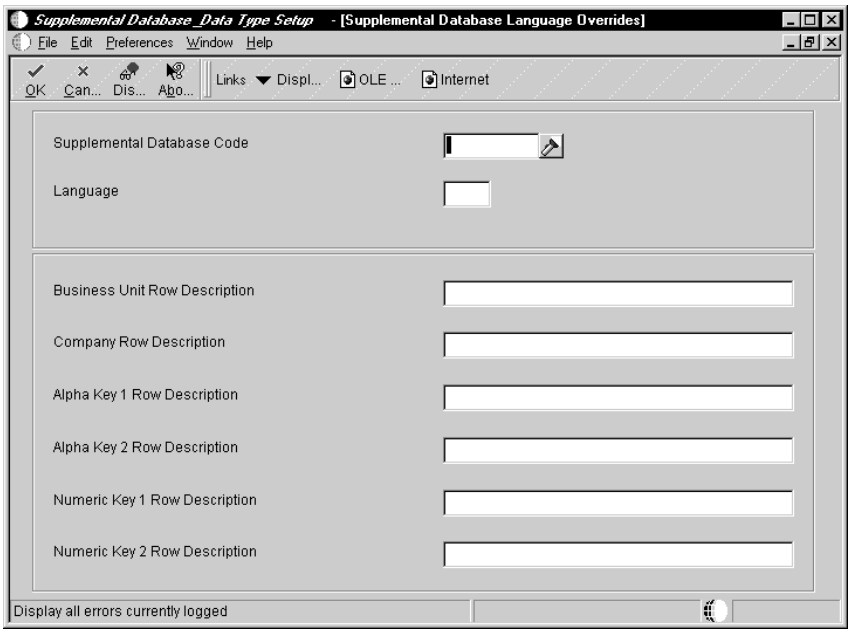
To enable users to enter and view supplemental information in a foreign language, you set up language overrides. Language overrides allow you to write and view your database descriptions in the language that you specify. For example, you can assign a Spanish language code and enter a business unit or company description in Spanish. You can later view the supplemental database information in Spanish by selecting the Spanish language code.

▶ To set up language overrides for supplemental data

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

On Work With Supplemental Database Setup

1. From the Form menu, choose Work with Language Pre (Work with Language Preferences).
2. On Work With Language Overrides, click Add:



3. On Supplemental Database Language Overrides, complete the following fields:
   - Supplemental Database Code
   - Language
4. Complete any of the following optional fields:
   - Business Unit Row Description
   - Company Row Description
   - Alpha Key 1 Row Description
   - Alpha Key 2 Row Description
   - Numeric Key 1 Row Description
   - Numeric Key 2 Row Description
5. Click OK.

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Language Description	A user defined name or remark.

Field	Explanation
Business Unit Row Description	This is an override description for the Business Unit that is used in Supplemental Database inquiry and entry. If this is left blank then the description from the Data Dictionary will be used.
Company Row Description	This field enables you to override the default description for the Document Company in the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Alpha Key 1 Row Description	This field displays the override description that will be used to describe the first numeric key of the Supplemental Database system.
Alpha Key 2 Row Description	This field displays the override description that will be used to describe the second numeric key of the Supplemental Database system.
Numeric Key 1 Row Description	This field displays the override description that will be used to describe the first alphanumeric key of the Supplemental Database system.
Numeric Key 2 Row Description	This field displays the override description that will be used to describe the second alphanumeric key of the Supplemental Database system.

Defining Types of Supplemental Data

You define types of supplemental data to specify categories of supplemental information and the specific information that you want to track for each category. Typical types of supplemental information include the following:

- Employee skills and education levels
- Job responsibilities
- Applicant qualifications
- Requisition requirements

Depending on your specific requirements, you can choose to set up a supplemental data type in any of the following formats, or display modes:

Narrative format	A form on which you enter free-form text
Code format	A form that contains fields of data in which you enter specific types of information

Program format	An option that allows you to access a specific program and version number.

Defining types of supplemental data includes the following tasks:

- Defining supplemental data types in narrative format
- Defining supplemental data types in code format
- Defining supplemental data types in program format

Defining Supplemental Data Types in Narrative Format

Narrative format allows you to enter descriptive information in free form text. You might want to use the narrative format for entering the following types of information:

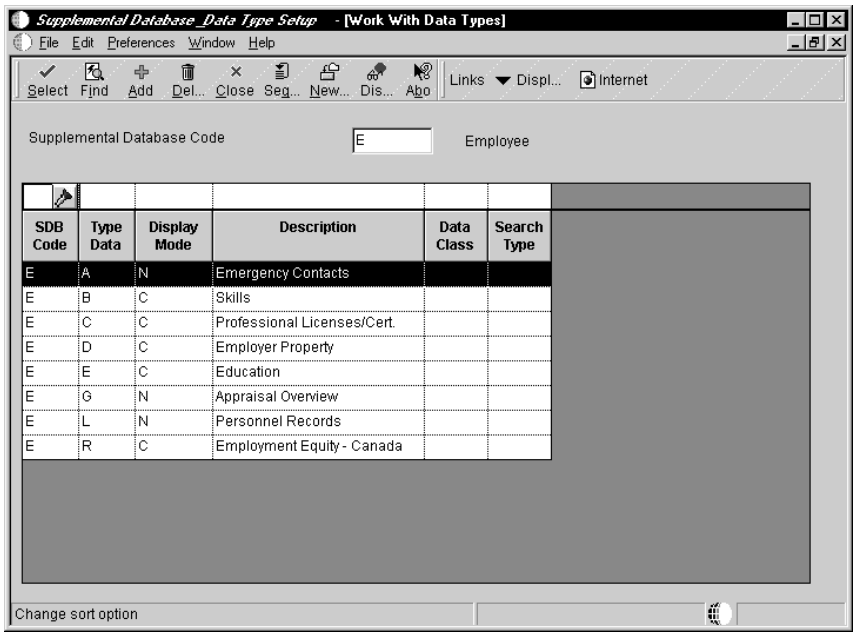
- Employee performance appraisals
- Applicant interview notes
- Job descriptions

▶ To define supplemental data types in narrative format

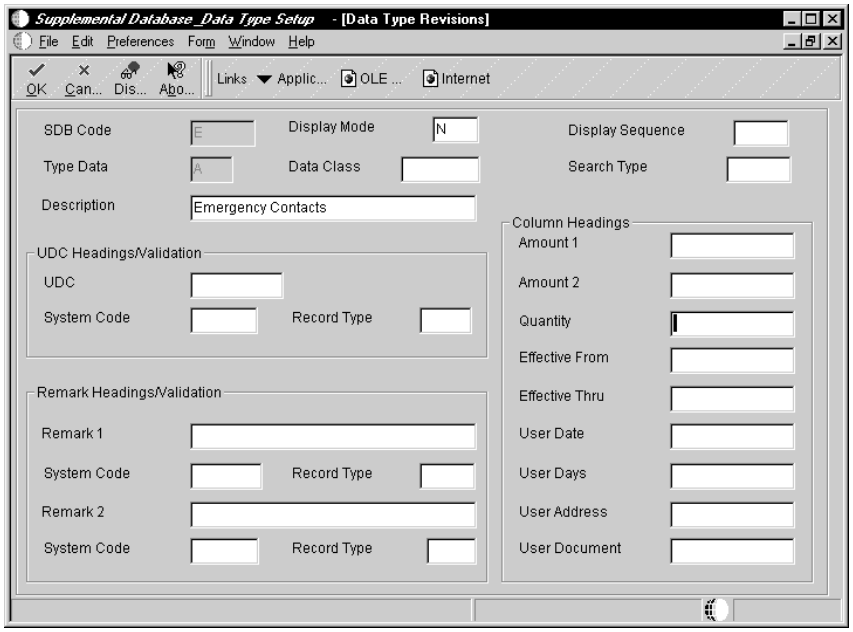
From the HRM Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

On Work With Supplemental Database Setup

1. Click Find.
2. Choose the supplemental database for which you need to define data types and choose Work With Data Type (Work With Data Types) from the Row menu.



3. On Work With Data Types, click Add.



4. On Data Type Revisions, enter N in the following field:
   - Display Mode
5. Complete the following fields:
   - Display Sequence
   - Type Data
   - Data Class

- Search Type
- Description

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Display Sequence	A number that reorders a group of records on the form.
Type Data	A code that identifies a specific type of data within a classification.
Data Class	A user defined code that identifies a group of data types in the Central Information File.
Search Type	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 name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Description	A user defined name or remark.

Defining Supplemental Data Types in Code Format

Code format requires you to enter information in specific fields on the form. You might want to use the code format for the following information:

- Language skills
- Training completed
- Employee appraisal details

To standardize data entry and make it possible to report on supplemental data, you can associate the following columns in a code format data type with a user defined code table**:**

- Code Title
- Remark 1
- Remark 2

You can use either existing user defined code tables (such as 06/G, Job Types) or you can create new user defined code tables. When you create new tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new table for any other system codes.

Example: Setting Up a Code Format Data Type

When you define a code format data type, you specify a code title and, typically, a related date. You can also associate the code title with a user defined code table. The following example shows how to set up a code format data type that you use to track employee training. The data type is associated with a user defined code table that you have already set up.

Define the following information:

- Code title - Type (types of training you track)
- Date from title - Trng Dte (date training was completed)
- Amount 1 title - Costs (amount of training costs)
- System code - 55 (system code for the user defined code table that you set up for the training type)
- Record type - TG (record type for the user defined code table that you set up for the training type)

Before You Begin

❑ Set up any new user defined code tables that you plan to associate with code format data types. See *Working with User Defined Codes* in the *OneWorld Foundation Guide*.

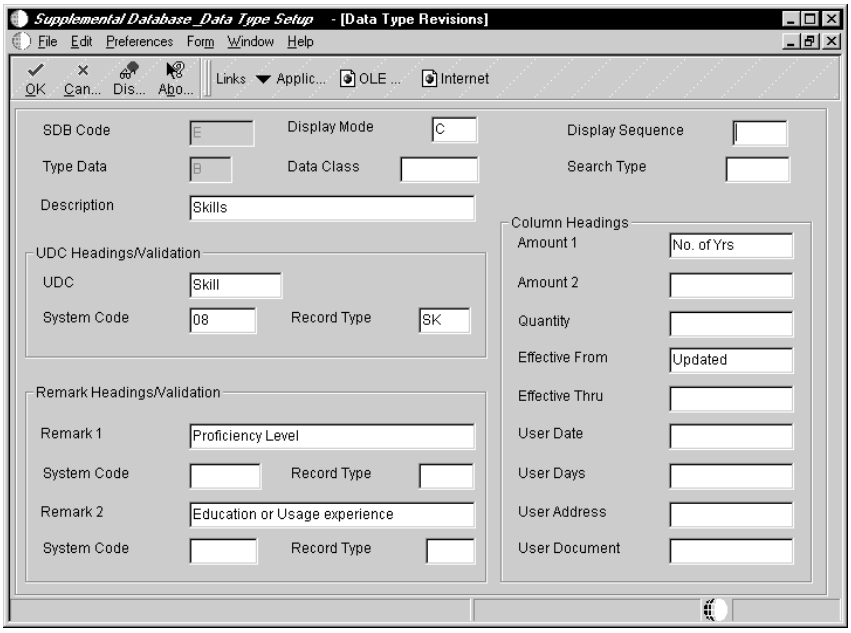
▶ To define supplemental data types in code format

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

On Work With Supplemental Database Setup

1. Click Find.

2. Highlight the supplemental database for which you need to enter data types and choose Work with Data Type (Work with Data Types) from the Row menu.



3. On Work With Data Types, click Add.
4. On Data Type Revisions, enter C in the following field:
   - Display Mode
5. Complete the following fields:
   - Display Sequence
   - Type Data
   - Data Class
   - Search Type
   - Description
6. To specify the information that you want to track for this data type, complete the following fields:
   - Amount 1
   - Effective From
7. To associate a user defined code table with the code title, complete the following fields in the UDC Headings/Validation group:
   - UDC
   - System Code
   - Record Type

8. To enter additional information for the data type, complete any of the following optional fields and click OK:

   - Remark 1
   - System Code (the field below Remark 1)
   - Record Type (the field below Remark 1)
   - Remark 2
   - System Code (the field below Remark 2)
   - Record Type (the field below Remark 2)
   - Amount 2
   - Effective Thru

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Display Sequence	A number that reorders a group of records on the form.
Type Data	A code that identifies a specific type of data within a classification.
Data Class	A user defined code that identifies a group of data types in the Central Information File.
Search Type	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 name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Description	A user defined name or remark.

Field	Explanation
Effective From	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amount 1	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
UDC	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system. . . . . . *Form-specific information* . . . . . . The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type. For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message. This field applies only to the code format (C) data types.
Record Type	A code that identifies the table that contains user defined codes. The table is also referred to as a code type. . . . . . *Form-specific information* . . . . . . This field applies only to the code format (C) data types.
Remark 1	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
System Code	A code used to designate the system number. See user defined codes, system 98/type SY.
Record Type	A code used to designate the type of the record. Most often, it is used to obtain records in the User Defined Codes file (F0005). It is defined in the User Defined Code Types file (F0004).

Field	Explanation
Remark 2	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
System Code	A code used to designate the system number. See User Defined Codes, system code '98', record type 'SY'.
Record Type	A code used to designate the type of the record. Most often, it is used to obtain records in the User Defined Codes file (F0005). It is defined in the User Defined Code Types file (F0004).
Amount 2	The title of a row heading that appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price.
Effective Thru	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires.

Defining Supplemental Data Types in Program Format

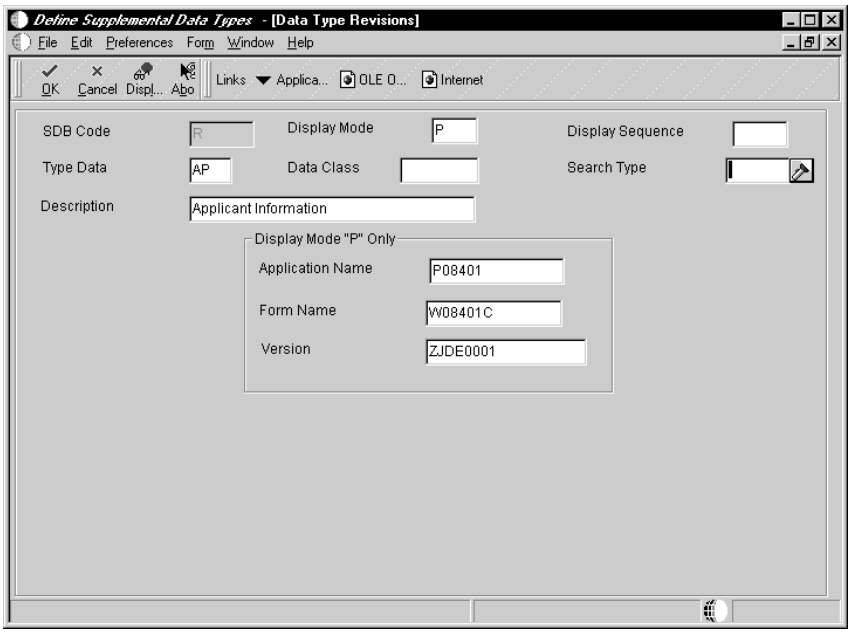
Program format allows you to access a specific program and version number from a supplemental data type. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. Setting up supplemental data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

▶ To define supplemental data types in program format

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

On Work With Supplemental Database Setup

1. Click Find.
2. Highlight the supplemental database for which you need to enter data types and choose Work with Data Type (Work with Data Types) from the Row menu.
3. On Work With Data Types, click Add.
4. Enter P in the following field:
    - Display Mode



5. Complete the following fields:
   - Display Sequence
   - Type Data
   - Data Class
   - Search Type
6. To specify the program that you want this data type to access, complete the following fields:
   - Application Name
   - Form Name
7. Complete the following optional field and click OK:
   - Version

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Display Sequence	A number that reorders a group of records on the form.
Type Data	A code that identifies a specific type of data within a classification.
Data Class	A user defined code that identifies a group of data types in the Central Information File.
Search Type	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 name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Application Name	The ID that would be used to call an application.
Form Name	The name of an executable program. For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu. . . . . . *Form-specific information* . . . . . . Enter the system name of the form that is used you access the supplemental data type from the form, Work With Supplemental Data.

Field	Explanation
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.

Setting Up Cross-Reference Tables for Supplemental Data

To save time and reduce typing errors, you can set up your system to automatically transfer a terminated employee's supplemental data to the applicant database. An example of a terminated employee whose supplemental database you might transfer is a seasonal employee that you terminate at the end of the season and intend to rehire next season.

Transferring supplemental data in this manner makes it easy to maintain consistent data throughout the processes of hiring applicants and terminating employees.

When you set up the cross-reference table, observe the following guidelines:

- The format (code or narrative) of each data type that you want to transfer must be the same in both databases
- For code format data types, the source data type and target data type codes must be the same
- The user defined code tables that are associated with code format data types must be the same in both databases

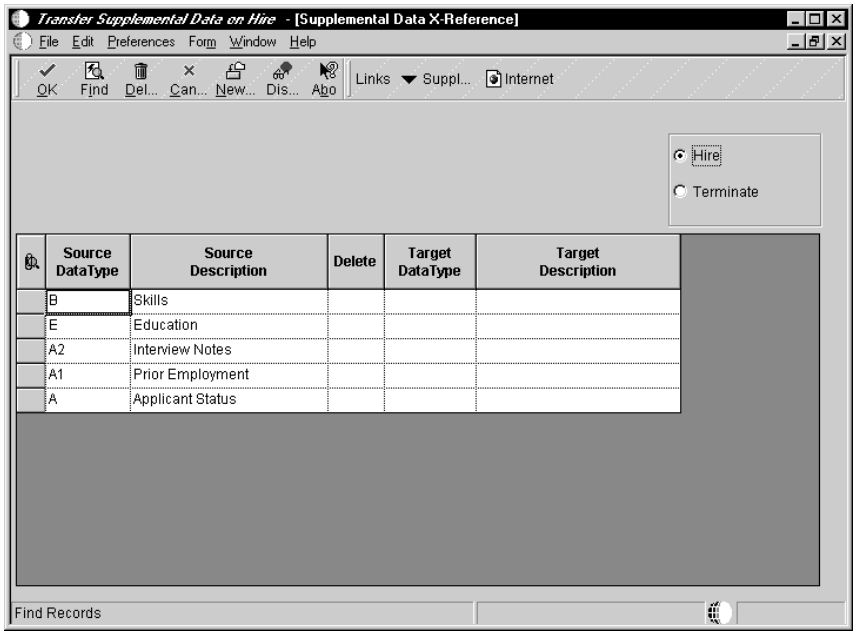
For example, if you have a data type, Prior Employment, in the applicant database that is associated with table 07/G, you can cross-reference it with the data type Prior Employment in the employee database, provided that the data type also uses table 07/G. When you transfer supplemental data for a terminated employee, you can choose to save a copy of the data in the employee database or delete the information from the employee database and store it only in the applicant database.

You must have the Recruitment Management module to transfer supplemental data for terminated employees.

To set up cross-reference tables for supplemental data

From the Supplemental Data Setup menu (G05BSD4), choose Transfer Supplemental Data on Hire.

On Supplemental Data X-Reference



1. Click either of the following options:
   - Hire
   - Terminate
2. Complete the following fields and click OK:
   - Source DataType
   - Delete
   - Target DataType

Field	Explanation
Hire	The type of cross-reference table to be used for transferring profile data between the employee and applicant supplemental databases. Valid codes are: H When you hire an applicant, transfer applicant profile data to the employee supplemental database. T When you terminate an employee, transfer employee profile data to the applicant supplemental database.

Field	Explanation
Terminate	The type of cross-reference table to be used for transferring profile data between the employee and applicant supplemental databases. Valid codes are: H When you hire an applicant, transfer applicant profile data to the employee supplemental database. T When you terminate an employee, transfer employee profile data to the applicant supplemental database.
Source DataType	A code that identifies a specific type of data within a classification.
Delete	A code that defines whether supplemental data should be deleted from the applicant database when it is moved to the employee database. Valid codes are: Y Yes, move the applicant supplemental data to the employee database and delete the data from the applicant database. N No, do not delete the supplemental data from the applicant database. Instead, make a copy of the supplemental data and move the copy to the employee database. blank The same as N.
Target DataType	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using the Define Types of Data screen.

Processing Options for Transfer Supplemental Data on Hire/Termination

```
Versions

      1. Enter a '1' to transfer                    _____
      supplemental data on hire, enter a
      '2' to transfer data on
      terminate.
```

Transferring Supplemental Data

After defining types of supplemental data, you can transfer data from one data type within a database to another. If you change the data type code for a type of supplemental data, you can use this program to transfer data from the old data type to the new one. For example, if you have a data type S, for skills, that contains employee information, and you need to change its data type code to SK, you can use this program to move employee information from data type S to data type SK.

Transferring supplemental data saves you time and reduces typing errors. You can transfer data by doing either of the following:

- Copying the information, which retains it in one data type and transfers it to another
- Moving the information, which deletes it from one data type and transfers it to another

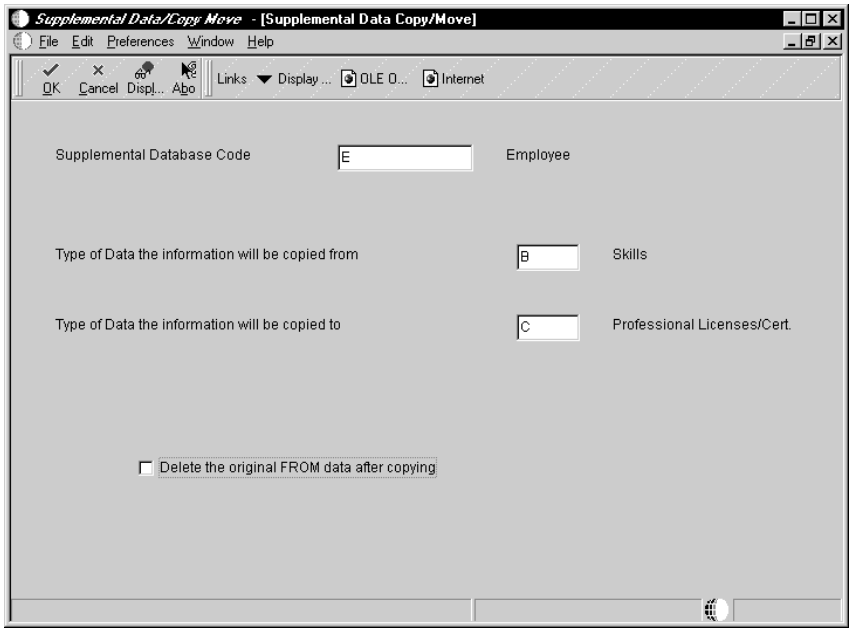
Before You Begin

❑ Verify that the data type in the database you are copying from and the data type in the database you are copying to are the same.

▶ To transfer supplemental data

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Data Copy and Move.

On Supplemental Data Copy and Move



1. Complete the following fields:
   - Supplemental Database Code
   - Type of data the information will be copied from
   - Type of data the information will be copied to
2. To move the information without retaining it in the current data type, click the following option, and then click OK:
   - Delete the original from data after copying

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Type of Data the information will be copied from	A code that identifies a specific type of data within a classification.
Type of Data the information will be copied to	A code that identifies a specific type of data within a classification.
Delete the original FROM data after copying	This is used in the Translation Constant File (F8900) to determine whether to translate all menus or just the A's menus.

PDBA Setup

You set up pay types to categorize various employee earnings to direct labor 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. Pay types and DBAs are referred to as PDBAs. PDBA setup includes the following tasks:

- ❑ Setting up pay types
- ❑ Understanding deductions, benefits, and accruals
- ❑ Setting up calculation-table information
- ❑ Setting up deductions, benefits, and accruals
- ❑ Setting up advanced DBAs
- ❑ Setting up deductions for wage attachments
- ❑ Reviewing the basis of calculation hierarchy

Setting Up Pay Types

You set up pay types to categorize various employee earnings 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.

Setting up pay types also allows you to do the following:

- Define how different pay types are used when you compute employee pay
- Assign automatic pay methods for autopay employees
- Define a pay type to be tax exempt
- Define information to be printed on 1099 and W-2 forms for the associated pay type for U.S. payroll
- Define whether hours and dollar amounts 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.

When you set up a basic pay type, you define the minimum amount of information that the system needs to perform the calculation.

Before You Begin

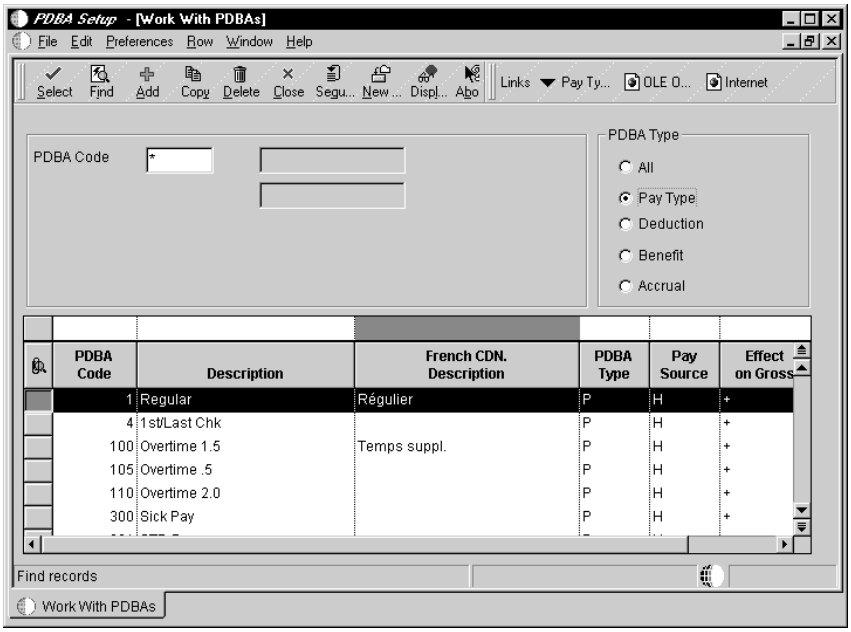
❑ Set up user defined codes (07/FS).

❑ Review how to add text to a pay type. See *Media Object Attachments* in the *OneWorld Foundation Guide*

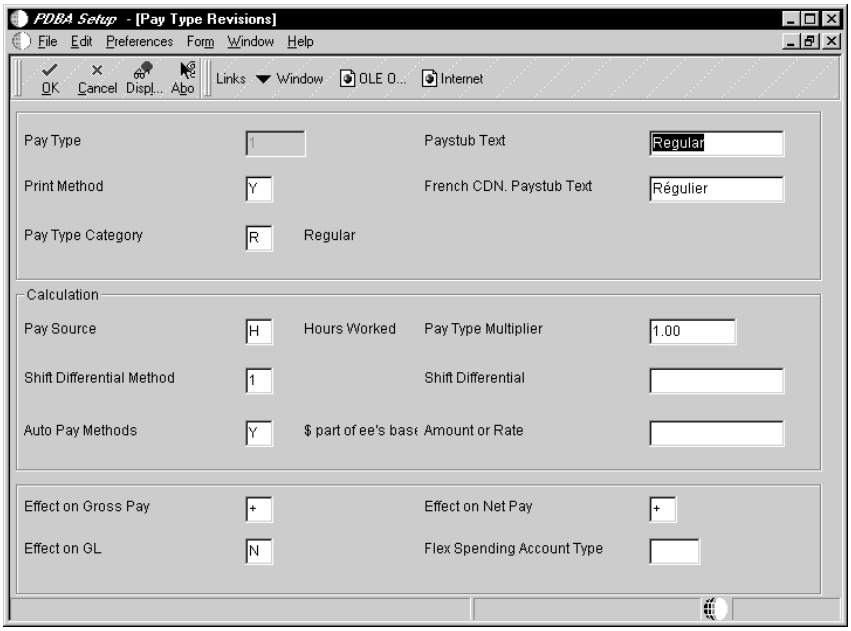
To set up a pay type

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

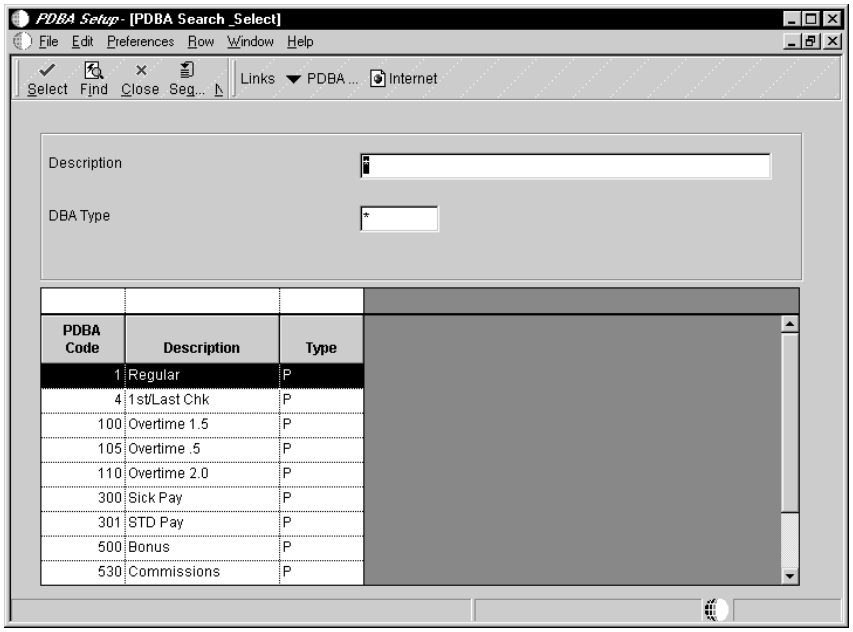
On Work With PDBAs



1. Click the Pay Type option in the PDBA Type area and click Add.



2. On Pay Type Revisions, click the visual assist in the following field to review a pay type before setting one up:
    - Pay Type



3. On PDBA Search and Select, choose a pay type and then choose PDBA Recap from the Row menu.
4. On Pay Type Recap, review the pay type information, and then click Cancel.

    The PDBA Search and Select form appears.

5. Click Close.

    The system displays the Pay Type Revisions form again.

6. On Pay Type Revisions, complete the following fields:
    - Pay Type
    - Paystub Text
    - Pay Type Category
    - Effect on GL
7. 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

8. To override the hourly rate, complete the following field:
   - Amount or Rate
9. To define how the pay type affects an employee's pay, complete the following fields:
   - Effect on Gross Pay
   - Effect on Net Pay
10. For tax exempt pay types, choose Tax Exemptions from the Form menu, and enter * in the following field:
    - Tax Type 01
11. To assign a category code to a pay type, choose Category Codes from the Form menu and assign as many category codes as needed.
12. Click OK.

Some of the definitions in the field level help (F1) and the following field tables 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 UDC 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.
Pay Type Category	A user defined code (07/PC) that specifies the pay type categories you want to use: • For regular pay • To generate overtime • For reporting purposes on the U.S. Certified Payroll Register.

Field	Explanation
Effect on GL	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. Valid codes are: 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. M Do not write dollars or hours to the general ledger. Do not calculate workers' compensation and general liability. N Write dollars and hours to the general ledger. Y Write only dollars amounts to the general ledger. 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
Pay Source	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.
Pay Type Multiplier	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.
Shift Differential Method	A code that specifies how the system should calculate shift differential. 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours. 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. Blank The system follows the shift differential method that is associated with the pay type from the Pay Type table (F069116). The multiplier is the pay rate multiplier from the Pay Type table (F069116). 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, all methods produce the same result.

Field	Explanation
Shift Differential	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). . . . . . *Form-specific information* . . . . . . 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.
Auto Pay Methods	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: Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay. 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. 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. 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. 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	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used: 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. 2 For a pay type, amounts entered in this field override the hourly rate.
Tax Type 01	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. If you enter an asterisk (*) in the first element of this list, no taxes are computed.
Effect on Gross Pay	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Valid values are: + Pay type will be added to the employee's gross pay – Pay type will be subtracted from the employee's gross pay blank Pay type will not have an effect on the employee's gross pay 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. 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.

Field	Explanation
Effect on Net Pay	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay. Valid values are: + 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 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. 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.
Flex Spending Account Type	Defines which type of spending account is being used. An example of a spending account type setup might be: MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin). DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).

Understanding Deductions, Benefits, and Accruals

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting money from an employee's paycheck, calculating employee benefits, and tracking accruals when you run a payroll cycle.

Deductions	Deductions represent monetary amounts, excluding taxes, withheld from an employee's earnings. You set up deductions to automate the process of subtracting monies when you run a payroll cycle.
Benefits	Benefits represent amounts that the company funds for additional employee compensation. A benefit can be cash or noncash, either taxable or nontaxable. Benefit information can be passed to the general ledger to track burden. You set up benefit DBAs to automate the process of calculating benefits when you run a payroll cycle.
Accruals	Accruals represent a number of paid hours that the company funds as additional employee compensation. Usually, an employee accrues a certain number of hours per pay period. The system can carry over from year to year accrued remaining balances, such as available vacation and sick time.

The following topics provide conceptual information about DBAs:

- A comparison of benefits and accruals
- Determining how to set up DBAs
- Calculating DBAs

A Comparison of Benefits and Accruals

To determine whether a DBA should be set up as a benefit or an accrual, consider the following:

- Benefits might or might not affect gross or net pay.
- Accruals have no effect on an employee's gross or net pay.

Determining How to Set Up DBAs

Before you set up deductions, benefits, and accruals for your company, consider the functions that you want the DBA to perform:

- Which method should the system use to calculate the DBA?
- When will the system calculate the DBA?
- What are the effective dates for the DBA?
- Should the system pass the information to the general ledger?
- Do you want to base the calculation for the DBA on another DBA or on a pay type?
- Should the deduction arrear in a negative pay situation?
- Should an accrual balance roll over into the next year?
- Should taxes be calculated for this DBA?
- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

Determining how to set up DBAs consists of the following tasks:

- Assigning DBA codes
- Assigning DBAs to employees

Assigning DBA Codes

When you set up DBAs, you assign each DBA a numeric transaction code. Because the numeric transaction codes 001–999 are reserved for pay types, use the numeric transaction codes 1000–9999 to define up to 9000 DBAs.

J.D. Edwards recommends that you group similar DBAs by function. For example, you might group all long-term disability deductions and assign numbers within a range, leaving some numbers available for later additions, as follows:

- 1220 - Long-term disability insurance coverage at 66 2/3 percent
- 1222 - Long-term disability insurance coverage at 50 percent

DBAs are not specific to one company. You can use DBAs across different companies.

Assigning DBAs to Employees

To assign DBAs to employees, you can do any of the following:

- You can set up a DBA for all employees.

- You can enroll an employee in benefit plans, and the system automatically assigns the employee DBAs associated with those benefit plans.
- You can assign specific DBAs to a single employee.
- For one time only, you can enter a DBA in time entry for the current payroll.

There are no limitations to the number of DBAs that you can assign to each employee.

You can define the amount of a DBA as follows:

- When you set up the DBA
- At the group level
- At the employee level
- During time entry

You can override the amount at any level in time entry for any given payroll. The amount at the employee level overrides the DBA setup.

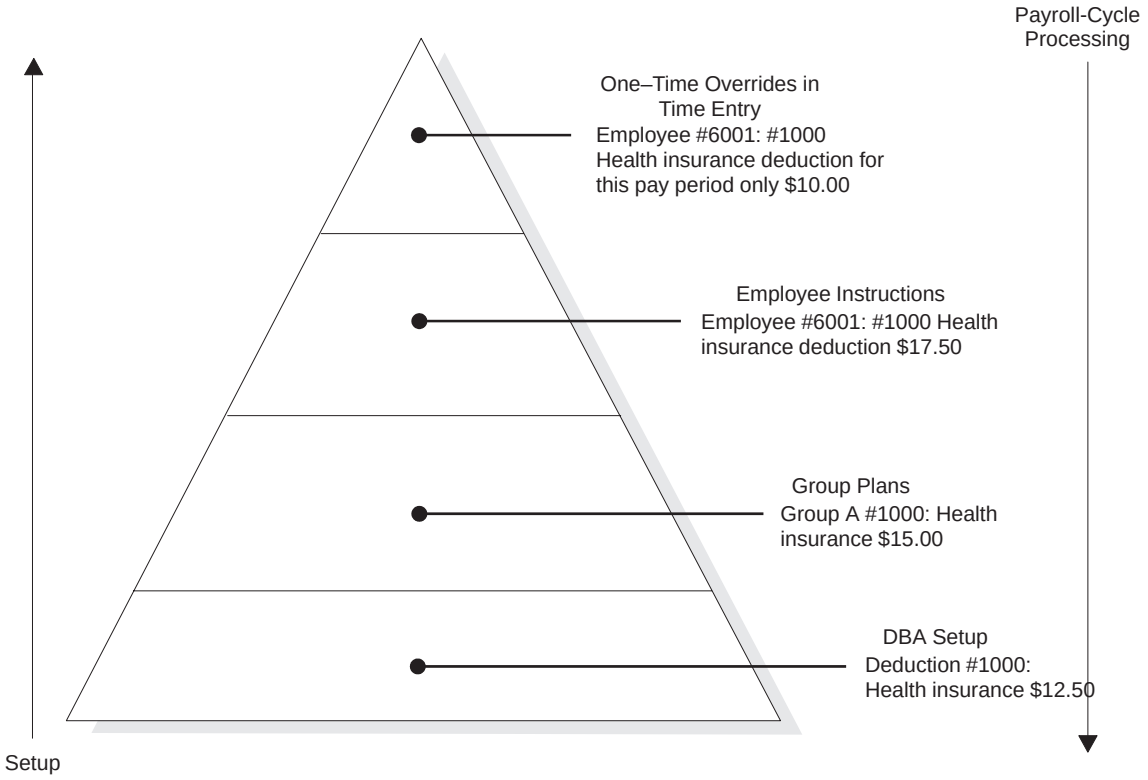
Example: DBA Amounts as a One-Time Override

An employee has a health insurance deduction included in the assigned benefit plan. If the employee is hired in the middle of the pay period, you can enter a prorated amount in time entry for the first pay period. The system deducts the regular amount for health insurance in subsequent pay periods.

See Also

- *Entering Employee Instructions* and *Overriding DBA Amounts One Time* for information about assigning DBAs

The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs:



When processing payroll, the system first calculates DBAs that have been entered as one-time overrides in time entry. For example, if you entered a DBA in an employee's DBA instructions for three pay periods, the system would calculate the DBA in the DBA instructions and not the amount for the same DBA as entered in DBA setup.

Calculating DBAs

The system can use different methods to calculate DBAs. The methods used to calculate DBAs include the following:

- Flat dollar amounts
- Percentages of gross pay
- Calculation tables with criteria that vary from employee to employee

Unlike the DBAs that the system calculates by flat dollar amounts and percentages, a DBA based on a calculation table cannot be overriden at the employee level. A DBA based on a calculation table has a table-method code attached to the DBA that tells the

system how to calculate the DBA. The system will not recognize another method to calculate a DBA when a table-method code is attached to the DBA.

Example: DBA Calculations

DBA calculations can be based on values, such as gross pay, hours, pieces, salary, month-to-date, or year-to-date earnings. You might set up the following:

- Flat dollar amount for health insurance with a deduction of 12.50 per pay period
- Percentage deduction of 4 percent per pay period to be used for a retirement savings plan
- Calculation table using the following variables to determine an employee's annual vacation accrual:
  - 40 hours if employed 1–2 years
  - 80 hours if employed 3–5 years
  - 120 hours if employed 6–99 years

See Also

- *Setting Up Deductions, Benefits, and Accruals*
- *Setting Up Group Plan DBAs*

Setting Up Calculation-Table Information

You can set up table-method DBAs to calculate DBAs based on various table calculations. A table-method DBA is a calculation table that has a table-method code attached to it to tell the system how to calculate the DBA.

You set up calculation tables to define the parameters that the system uses to calculate DBAs. After setting up your calculation tables, you attach tables to a DBA by defining the appropriate table method when you set up a DBA.

Setting up DBA calculation-table information includes the following tasks:

- ❑ Setting up calculation tables
- ❑ Attaching calculation tables to DBAs

Setting Up Calculation Tables

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain table method codes.

Calculation tables contain user defined information to help define your standard DBA methods of calculation. Calculation tables provide the following feature:

- Calculations based on values that vary from employee to employee

When you define a calculation table, you must first determine what the calculation is based on, such as any of the following factors:

- Age
- Annual salary
- Months of service
- Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The methods of calculation are attached to the following numeric codes as in user defined code list 06/DM:

0 - Withholding periods

1 - Salary range

2 - Date range

3 - Age range (calculated by date of birth)

4 - Hours worked

5 - Pieces produced

6 - Variable months

7 - Workers Comp. Insurance

8 - Gross pay

9 - Age (calculated as of the date that you enter in the Employee Age field on the Personal form)

For example, to base a DBA on employee age, you can use code 3 or code 9 for the method of calculation.

Before You Begin

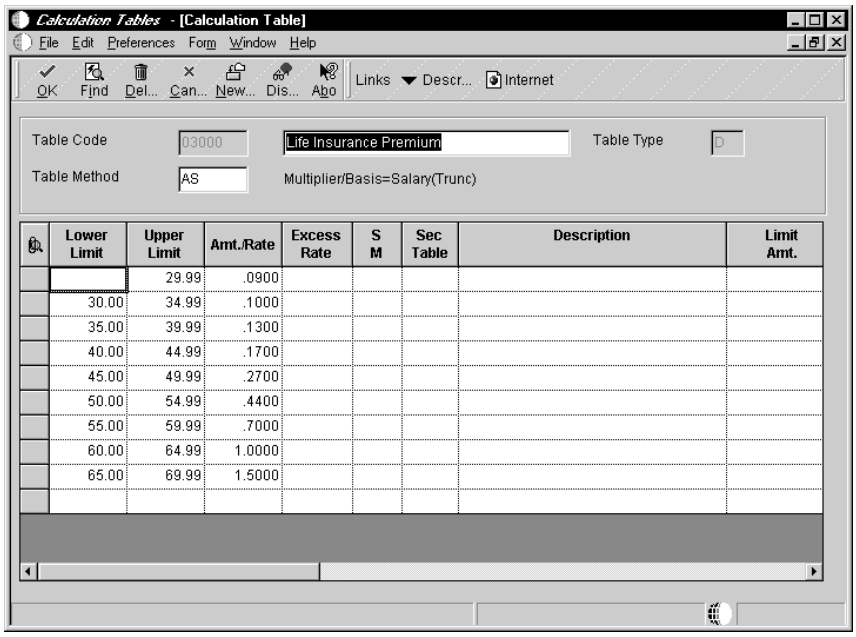
❑ Choose a table method from user defined code list 06/DM that is appropriate as a method of calculation. Read the descriptions to find a method that describes how you want the system to perform the calculation.

▶ To set up calculation tables

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

On Work With Calculation Tables

1. Click Add.



2. On Calculation Table, complete the following fields:
   - Table Code
   - Table Type
   - Table Method
3. To define the parameters of the calculation table, complete the following fields:
   - Lower Limit
   - Upper Limit
   - Amt./Rate
4. Complete the following optional fields and click OK:
   - Excess Rate
   - S M
   - Sec Table
   - Limit Amt.
   - Amt./Rate 2
   - Additional Rate
5. Repeat steps 2–4 to define all the parameters that are needed for the calculation table.

You do not need to include a line in the calculation table for zero amounts. For example, if vacation time is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D The system uses the table to calculate DBAs. R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Code	A numeric code that identifies this table in the Table table (F069026).
Table Method	A code that specifies the method the system uses to calculate the DBA.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table. For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. An employee might have 92 hours of available vacation at the end of the year, but the employee loses 12 hours of vacation and begins the new year with 80 hours of vacation.
Upper Limit	The upper or maximum amount to compare.
Lower Limit	The lower or minimum amount to compare.
Additional Rate	The rate to be used in the calculation of the transaction, via the table setup. The amount specified here overrides any other rate which might be retrieved through the standard hierarchy for Accrual, Benefit, or Deduction calculation.
Amt./Rate 2	The amount or rate to be used in the calculation of an Accrual, Benefit or Deduction. This field is used when the 'Method' of calculation specifies either 1, 2, 3, 4, 5, or 6 and therefore a specific basis table is being retrieved for the ultimate calculation of the transaction.
Limit Amt.	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field. NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.

Field	Explanation
Sec Table	A code which specifies the method under which the DBA is to be calculated. This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.
S M	A user defined code (07/DS) that indicates which method the system uses to calculate DBAs.
Excess Rate	A rate that the system applies to the amounts that exceed the table defined amount.

See Also

- *Appendix B: DBA Table Methods Quick Reference*

Attaching Calculation Tables to DBAs

After you set up your calculation tables, attach a calculation table to the DBA by entering the table code on DBA Setup.

Although you can attach the same calculation table to more than one DBA, if you are attaching only one calculation table to one DBA, J.D. Edwards recommends that you make the table code the same as the DBA code for convenience.

▶ To attach calculation tables to DBAs

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

On Work With PDBAs

1. To designate whether this is a deduction, benefit, or an accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the following fields:
   - Method of Calculation
   - Table Code
3. Complete the remaining steps for setting up a DBA.

   See *Setting Up Essential DBA Information*.

Field	Explanation
Method of Calculation	A user defined code (07/DM) that indicates the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers-compensation insurance. . . . . . *Form-specific information* . . . . . The method values are pre-set by J.D. Edwards. If you use methods 0 – 6, 8, 9, or G, you must also enter a value in the Table Code field. For wage attachments use one of the following methods: C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest
Table Code	The table used if the calculation requires table values.

Setting Up Deductions, Benefits, and Accruals

You typically set up deductions, benefits, and accruals (DBAs) only if you are using the J.D. Edwards Payroll system. You might set up DBAs without the Payroll system if you have a customized interface with a payroll service bureau.

You set up 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 also set up one or more DBAs for each benefit plan. When you enroll employees in benefit plans, the system automatically applies the appropriate DBAs to the DBA instructions for the employee, based on the DBA code.

Setting up deductions, benefits, and accruals includes the following tasks:

- ❑ Setting up essential DBA information
- ❑ Setting up group plan DBAs
- ❑ Setting up tax information for DBAs
- ❑ Setting up category codes for DBAs
- ❑ Setting up a DBA based on another DBA

You can set up many different types of DBAs. The tasks listed above do not encompass every possible scenario, but are examples of typical DBAs that you might set up for your company.

Setting Up Essential DBA Information

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

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

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

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

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

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

Determining the Basis of Calculation for a DBA

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

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

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

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

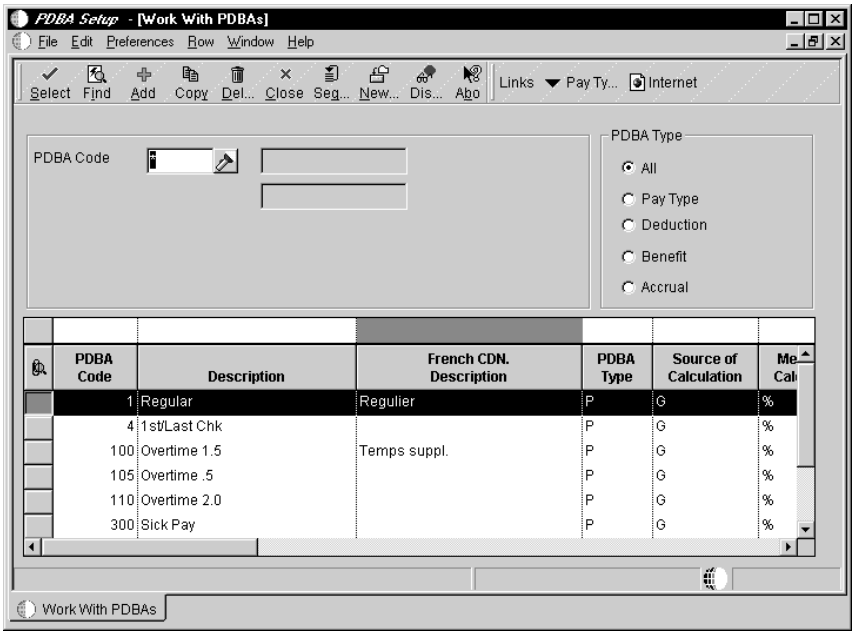
Setting up essential DBA information includes the following tasks:

- Setting up basic DBA information
- Setting up general accounting and arrearage information
- Setting up the basis of calculation
- Adding text to a DBA

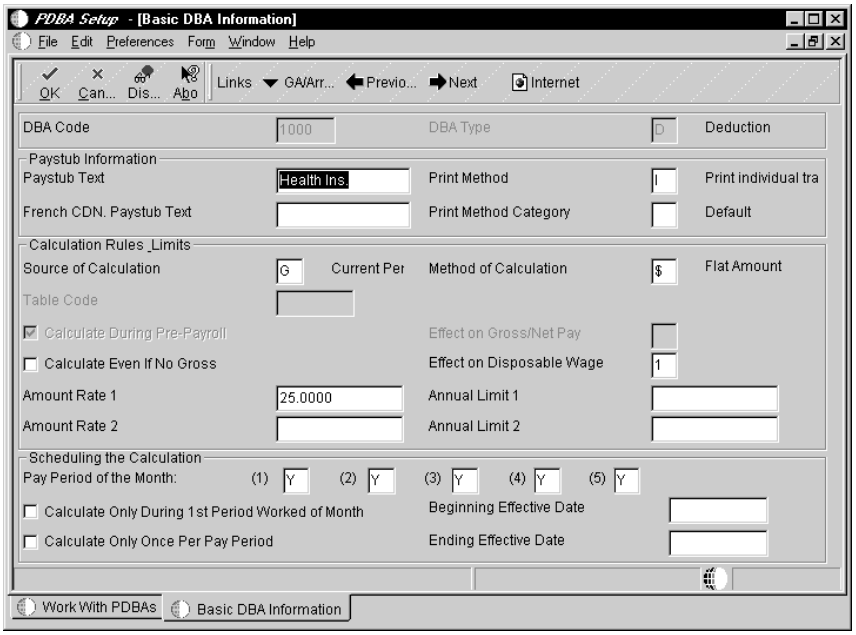
To set up basic DBA information

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

On Work with PDBAs

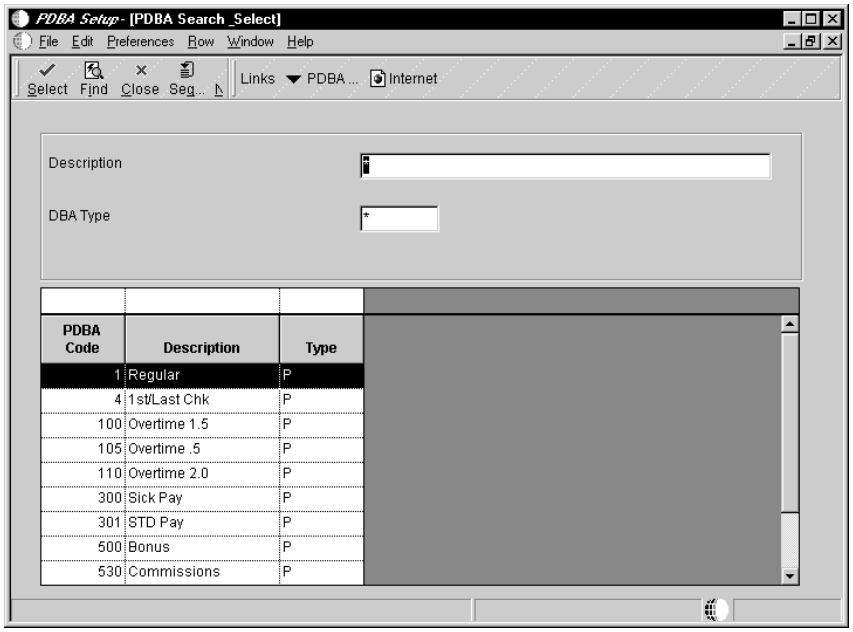


1. Click an option in the PDBA Type area to designate whether you are adding a deduction, benefit, or accrual and click Add.



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

    - PDBA Code



3. On PDBA Search and Select, choose a DBA and then choose PDBA Recap from the Row menu.
4. On DBA Recap, review the DBA information, and then click Cancel.

    The PDBA Search and Select form appears.

5. Click Close.

    The system displays the Work With PDBAs form again.

6. To define paystub text and whether DBA information prints on paystubs, complete the following fields:

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

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

    - Source of Calculation
    - Method of Calculation
    - Calculate During Pre–Payroll
    - Calculate Even If No Gross

8. To designate the effect of a benefit on the employee's income, complete the following field:
   - Effect on Gross/Net Pay
9. To designate the effect of a deduction on the employee's disposable wages, complete the following field:
   - Effect on Disposable Wage
10. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:
   - Amount Rate 1
11. To assign a maximum amount to withhold or accrue in a year, complete the following field:
   - Annual Limit 1
12. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:
   - Amount Rate 2
   - Annual Limit 2
13. To schedule the DBA calculation, complete one or more of the following fields and click OK:
   - Pay Period of the Month: 1–5
   - Calculate Only During 1st Period Worked of Month
   - Calculate Only Once Per Pay Period
   - Beginning Effective Date
   - Ending Effective Date

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

Some of the definitions in the following field tables 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 UDC tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
DBA Code	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.
French CDN. 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.
Print Method	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: 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 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 The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Print Method Category	A user defined code (07/PC) that specifies the pay type categories you want to use: • For regular pay • To generate overtime • For reporting purposes on the U.S. Certified Payroll Register. . . . . . *Form-specific information* . . . . . A user defined code (06/PC) that categorizes PDBAs, and prints the category on the pay stub. You can have more than one PDBA for each category. For example, V for overtime, might include time and a half and doubletime.
Source of Calculation	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. For wage attachments use one one of the following codes: 1 – 7 Garnishment Tax levy Wage assignment (child support and maintenance) R Loan Interest 0 Fees
Method of Calculation	A user defined code (07/DM) that indicates the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers-compensation insurance. . . . . . *Form-specific information* . . . . . The method values are pre-set by J.D. Edwards. If you use methods 0 – 6, 8, 9, or G, you must also enter a value in the Table Code field. For wage attachments use one of the following methods: C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest

Field	Explanation
Calculate During Pre–Payroll	A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are: Y Yes, calculate during pre-payroll processing. N No, calculate during the journal entry step of the payroll cycle. In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation. If you want the benefit or accrual to print on the employee's paystub, use Y and complete the Method of Printing field.
Effect on Gross/Net Pay	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are: 1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only). 2 Cash benefit that is taxable. The benefit will be added to both gross and net income. 3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.) 4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.
Calculate Even If No Gross	This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are: Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay. NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if: • Source of Calculation = G • Method of Calculation = A, • Calculate if No Gross = Y The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.

Field	Explanation
Effect on Disposable Wage	This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are: 1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7. 2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.
Amount Rate 1	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used: 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. 2 For a pay type, amounts entered in this field override the hourly rate.
Annual Limit 1	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field. NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Amount Rate 2	The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached. This field works in conjunction with the annual limit fields. The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.

Field	Explanation
Annual Limit 2	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field. NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.
Pay Period of the Month:	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are: Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period. M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.
Calculate Only Once Per Pay Period	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
Beginning Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.

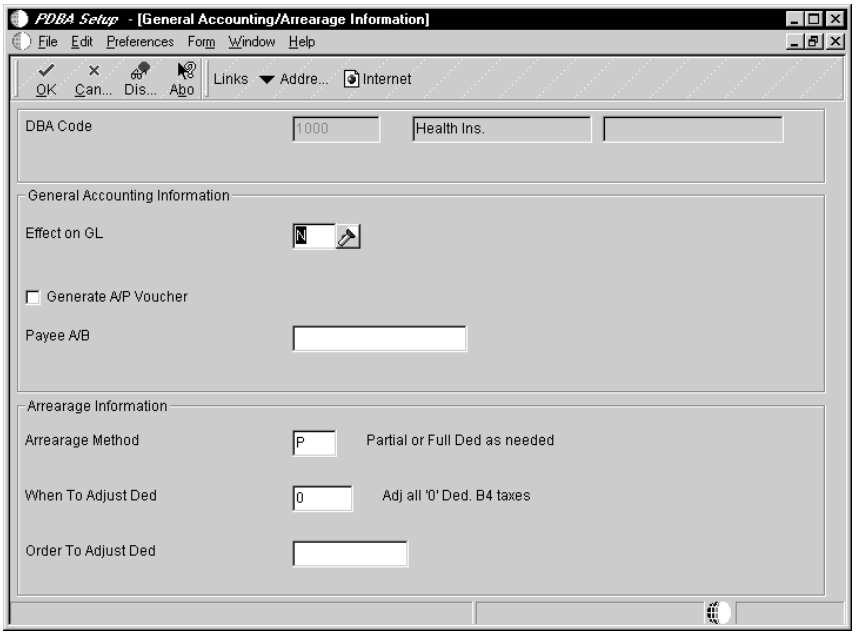
▶ To set up general accounting and arrearage information

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

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

On Basic DBA Information

1. Choose GA/Arrearage Info from the Form menu.



2. On General Accounting/Arrearage Information, complete the following field:
   - Effect on GL
3. To enter arrearage information for deductions, complete the following fields:
   - Arrearage Method
   - When To Adjust Ded
   - Order To Adjust Ded
4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, complete the following field:
   - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
   - Payee A/B
6. Click OK.

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

Field	Explanation
Effect on GL	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. Valid values are: N Write only dollars to the general ledger M Do not write dollars or hours to the general ledger. Use this value to track accruals in employee payroll history and the dollars to be omitted from the general ledger.
Generate A/P Voucher	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: N No, do not generate a voucher Y Yes, generate a voucher
Payee	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. 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. . . . . . *Form-specific information* . . . . . . For fund allocations, this is the address book number of the investment program.
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.

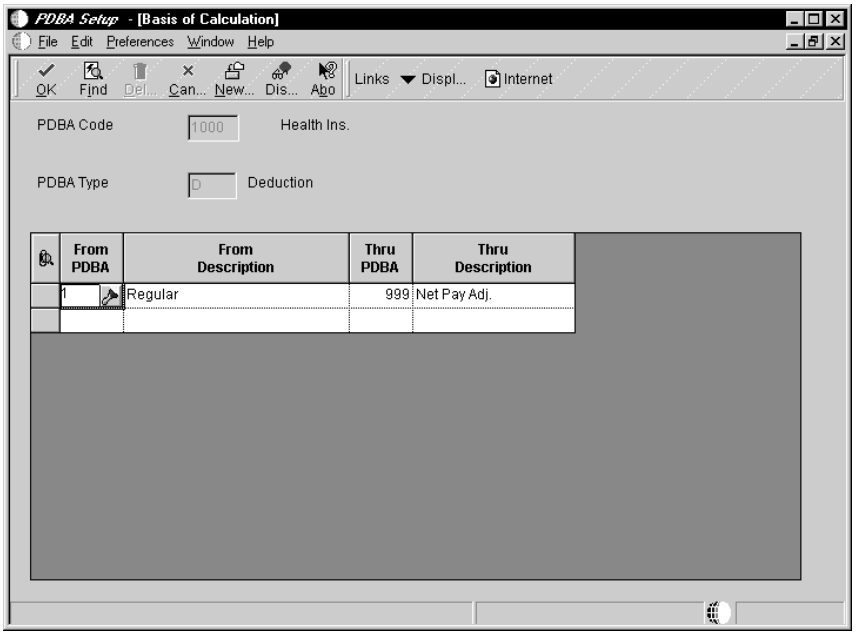
Field	Explanation
When To Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Order To Adjust Ded	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.

▶ To set up the basis of calculation

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

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

On Basis of Calculation



1. To include all pay types (1–999) for calculating the DBA, exit the Basis of Calculation form without making any entries.

The system enters 1 in the From PDBA field and 999 in the Thru PDBA field.

2. To limit the PDBAs, complete the following fields with the range of pay types that you want included in the calculation:
   - From PDBA
   - Thru PDBA
3. To verify that you entered valid ranges, click the Range button.
4. Click OK.

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

Field	Explanation
From PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.

▶ To add text to a DBA

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

On Work with PDBAs

1. Choose the DBA.
2. From the Row menu, choose Attachments.
3. On Media Objects, choose Add, and then Text from the File menu.
4. Enter the text and choose Save & Exit from the File menu.

See Also

- *Media Object Attachments* in the *OneWorld Foundation Guide*

Setting Up Group Plan DBAs

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

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

Before You Begin

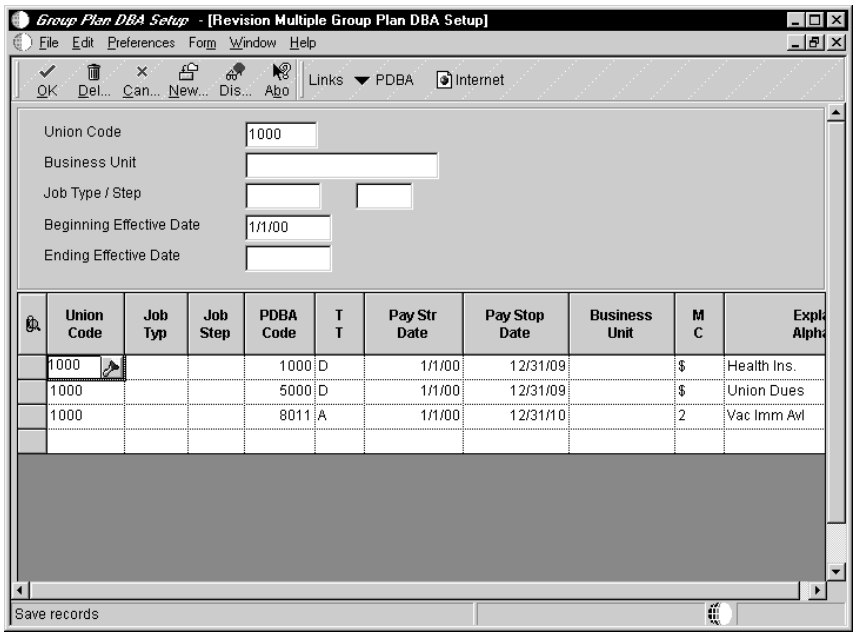
- ❑ Set your processing option to specify whether you are setting up single or multiple group plans. Depending on the value you enter, the system supplies either the Revision Multiple Group Plan DBA Setup, or the Revise Single Group Plan DBA Setup form.

▶ To set up group plan DBAs

From PDBA Setup (G05BD4), choose Group Plan DBA Setup.

On Work With Group Plan DBA Setup

1. Click Add.



2. On either Revision Multiple Group Plan DBA Setup or Revise Single Group Plan DBA Setup, complete the following fields:
    - Union Code
    - Beginning Effective Date
    - Ending Effective Date
    - PDBA Code/Type
3. Complete the following optional fields:
    - Job Typ
    - Job Step
    - T T
    - Pay Str Date
    - Pay Stop Date
    - Business Unit
    - M C
    - Explanation Alpha Name
4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this group plan, complete the following field:
    - A/P Voucher (Y,N)
5. To specify a payee for the voucher, complete the following field:
    - Provider/Trustee

6. Click OK.

Field	Explanation
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.
Beginning Effective Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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). . . . . . *Form-specific information* . . . . . . Enter the date an instruction starts, for example, the date the system should start a deduction. The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle,make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Field	Explanation
Ending Effective Date	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. It may also be the date that a deduction, benefit, or accrual instruction stops. . . . . . *Form-specific information* . . . . . . The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.
PDBA Code/Type	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Job Type/Step	You associate pay and benefit information with a job type when you define jobs on Job Entry and Evaluation (P08001). Certain pay and benefit information that you associate with a job type defaults in the Employee Entry forms when you are adding a new employee to the database.

Field	Explanation
T T	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
Pay Str Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. 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). . . . . . *Form-specific information* . . . . . . Enter the date an instruction starts, for example, the date the system should start a deduction. The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle,make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Field	Explanation
Pay Stop Date	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. It may also be the date that a deduction, benefit, or accrual instruction stops. . . . . . *Form-specific information* . . . . . . The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30. If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.
M C	A user defined code (07/DM) that indicates the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers-compensation insurance.

Processing Options for Group Plan DBA Setup

```
Default

1.  Enter a '1' to default to the
    'Multiple Revisions' form.
    Default value ' ' will default to
    the 'Single Revisions' form.
    the 'Single Revisions' form.

      Default Revisions Form                    _____
```

Setting Up Tax Information for DBAs

You set up tax information for a DBA so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the DBA. For example, you might need to specify that a deduction is exempt from federal withholding tax, but not from state withholding tax. Likewise, you might need to identify a benefit, such as a company-paid life insurance policy, as a taxable cash benefit.

When you set up a deduction for a tax-deferred compensation plan, such as a Section 125 or 401(k) plan, you need to indicate that the taxes on the amounts deducted are deferred until the funds are distributed or removed from the plan.

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

Setting up tax information for DBAs includes the following tasks:

- ❑ Setting up tax status for a deduction
- ❑ Setting up tax status for a benefit
- ❑ Setting up tax-deferred compensation deductions

Setting Up Tax Status for a Deduction

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

See Also

- The *U.S. Payroll Year-End Processing Guide* for the current year to review important considerations for DBAs during year-end processing

▶ To set up tax status for a deduction

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

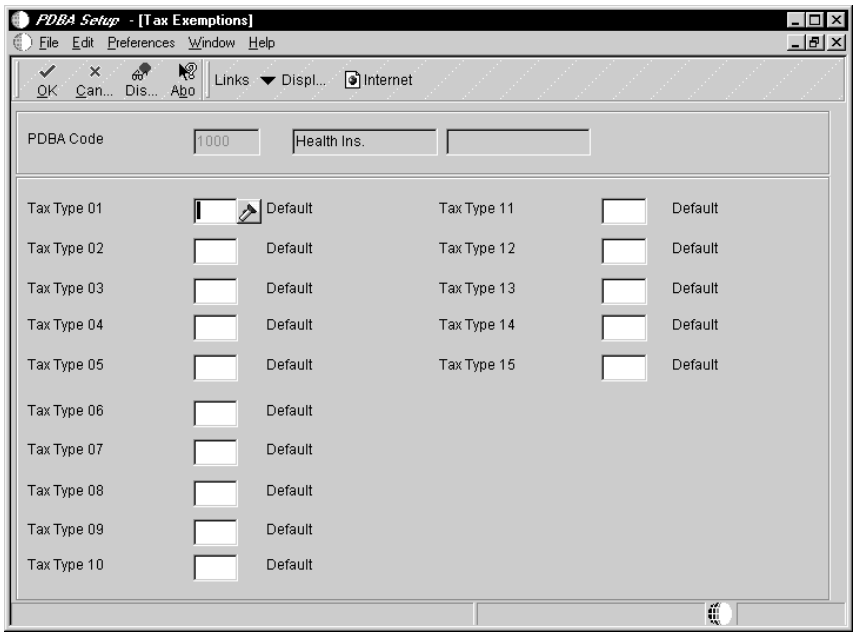
On Work with PDBAs

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

   See *Setting Up Essential DBA Information*.

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

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



4. On Tax Exemptions, complete one or more of the following fields and click OK:
   - Tax Type 01

     through

   - Tax Type 15

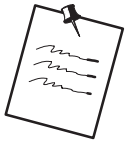
Field	Explanation
Tax Type 01	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code. If you enter an asterisk (*) in the first element of this list, no taxes are computed.

Setting Up Tax Status for a Benefit

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

Nontaxable cash benefit — You set up a nontaxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a nontaxable cash benefit is a moving allowance below the taxable minimum.

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



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

▶ To set up tax status for a benefit

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

On Work with PDBAs

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

   See *Setting Up Essential DBA Information*.

3. To specify the tax status for the benefit, complete the following fields and click OK.
   - Effect on Gross/Net Pay
   - Calculate Even If No Gross

Field	Explanation
Effect on Gross/Net Pay	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are: 1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only). 2 Cash benefit that is taxable. The benefit will be added to both gross and net income. 3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.) 4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.
Calculate Even If No Gross	This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are: Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay. NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if: • Source of Calculation = G • Method of Calculation = A, • Calculate if No Gross = Y The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.

Setting Up Tax-Deferred Compensation Deductions

You set up a tax-deferred compensation deduction when you are deducting 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. Section 125 and 401(k) plans are examples of tax-deferred compensation deductions. A tax-deferred compensation deduction is generally a percentage of the employee's gross pay. For example, an employee might contribute 10 percent of gross pay to a retirement plan.

When you set up tax exempt or pre-tax deductions other than 401(k), 403(b), 408(k), 457, 501c, or Section 125 deductions, you can enter the tax types that are exempt.

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee 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 the U.S.
- Setting up limits for a tax-deferred compensation deduction

▶ To set up a tax-deferred compensation deduction for the U.S.

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

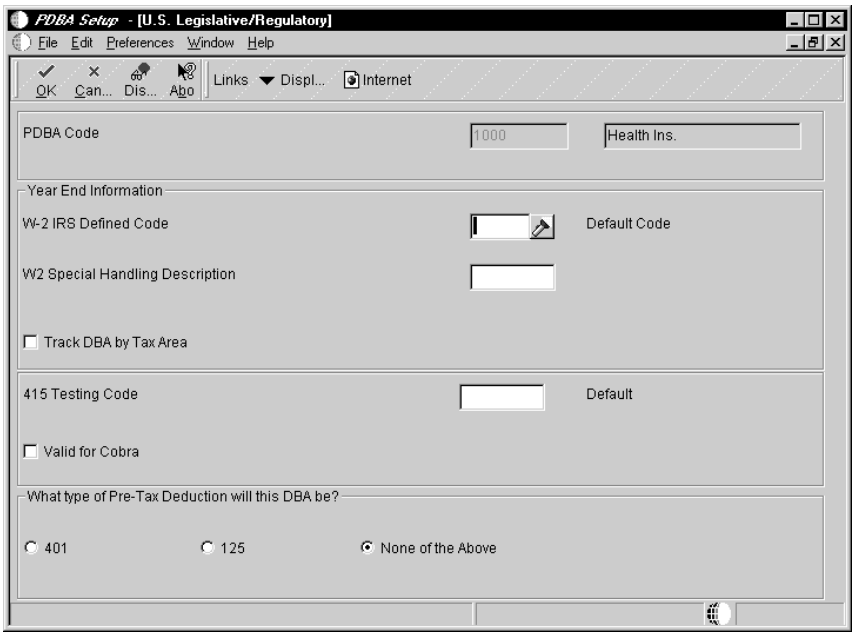
If you are using OneWorld in conjuction with J.D.Edwards WorldSoftware, you can set up DBAs that require either a W-2 IRS defined code or a 415 testing code for year-end and benefit information.

On Work with PDBAs

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

   See *Setting Up Essential DBA Information*.

3. After you complete the steps for adding the deduction, choose U.S. Legislative/Regulatory from the Form menu.



4. On U.S. Legislative/Regulatory, click one of the following options and click OK:
   - 401
   - 125

- None of the Above

Some of the definitions in the following field tables 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 UDC tables, you must use the system code that corresponds to the software release that you are using.

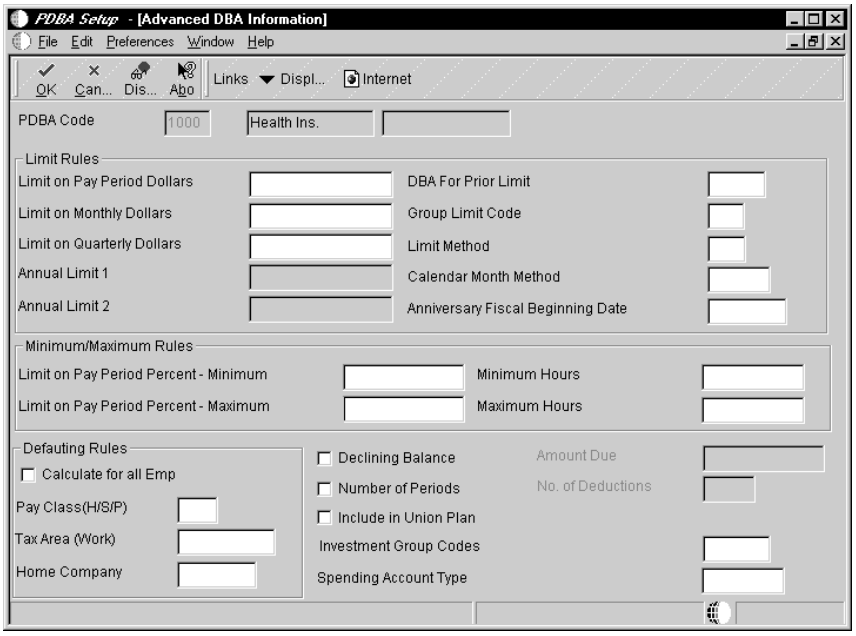
Field	Explanation
401	Enter one of the predetermined user defined codes to allow Vertex to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area. Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or to have multiple deductions to accommodate pre-tax status in one state but not another. For Canadian users, code RPP represents Canadian Registered Pension Plans (RPP) or Registered Retirement Savings Plans (RRSP). Code UN represents Canadian union dues.
125	Enter one of the predetermined user defined codes to allow Vertex to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area. Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or to have multiple deductions to accommodate pre-tax status in one state but not another. For Canadian users, code RPP represents Canadian Registered Pension Plans (RPP) or Registered Retirement Savings Plans (RRSP). Code UN represents Canadian union dues.
None of the Above	Enter one of the predetermined user defined codes to allow Vertex to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area. Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or to have multiple deductions to accommodate pre-tax status in one state but not another. For Canadian users, code RPP represents Canadian Registered Pension Plans (RPP) or Registered Retirement Savings Plans (RRSP). Code UN represents Canadian union dues.

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 tables 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 UDC 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	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. The DBA number of the predecessor must be lower than the successor's number.

Field	Explanation
Group Limit Code	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. Example: 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 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. When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.
Limit Method	Indicates which history file the system uses for DBA limits. Valid values are: 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.

Field	Explanation
Calendar Month Method	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: 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 – Maximum	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.
Limit on Pay Period Percent – Minimum	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Minimum Hours	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.
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.

Setting Up Category Codes for DBAs

You set up category codes for DBAs as a way to group DBAs for reporting purposes. You can use category codes 1 through 10 for these purposes.

▶ To set up category codes for DBAs

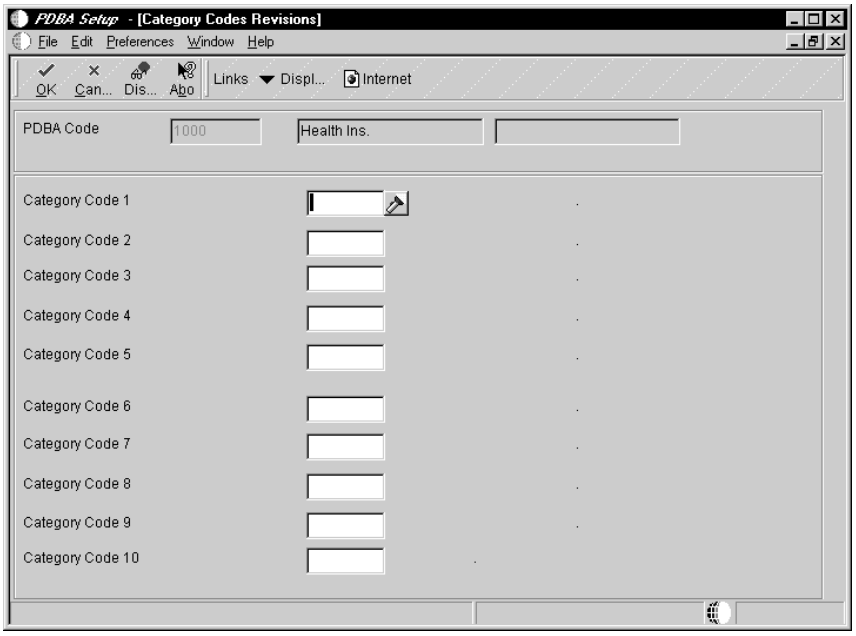
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

On Work with PDBAs

1. To designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

See *Setting Up Essential DBA Information*.

3. Choose Category Codes from the Form menu.



4. On Category Codes Revisions, you can enter up to ten different category codes. Complete one or more of the Category Code fields and click OK:

Field	Explanation
Category Code 1	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.

Setting Up a DBA Based on Another DBA

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA you are setting up. For example, you set up a 401(k) or RRSP employer match benefit based on a 401(k) or an RRSP deduction that has already been set up to deduct a certain amount from an employee's pay.

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

▶ To set up a DBA based on another DBA

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

On Work with PDBAs

1. To designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

3. Choose Basis of Calculation from the Form menu.
4. On Basis of Calculation, complete the following fields with the DBA code that the DBA is based on:
   - From PDBA
   - Thru PDBA
5. Click OK.

Field	Explanation
From PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.

Setting Up Advanced DBAs

You can set up many different types of DBAs. The following tasks are examples of some advanced DBAs that you might set up for your company. These tasks do not encompass every possible scenario, but represent some typical situations in which you need a DBA to perform a specialized function.

Setting up advanced DBAs includes the following tasks:

- ❑ Setting up an advance deduction
- ❑ Setting up a deduction DBA to adjust negative pay
- ❑ Setting up a deduction DBA for overpayment
- ❑ Setting up a DBA to calculate if no gross pay

Some organizations grant employees loans, or cash advances, from their future earnings. For example, on the 10th of the month, an employee might request a 100.00 advance. If you grant the employee the advance, you need to deduct 100.00 from the payment that the employee receives on the 15th of the month. You can set up an advance deduction to deduct the cash advance from the employee's payment.

You can set up several types of DBAs to handle situations when an employee's net pay is less than zero. The Payroll system does not print payments for amounts that are less than zero. For example, some employees, such as commissioned sales people, might have a pay period in which they have no gross earnings, or they do not have enough gross earnings to pay for all of their deductions. To track employees' pay and deductions in these instances, you can set up a deduction that adjusts negative net pay, or you can set up an overpayment deduction that allows you to take the missed deductions in future pay periods, when the employee has enough earnings to pay for them. You can also set up a DBA to calculate even in pay periods when an employee has no gross earnings.

Setting Up an Advance Deduction

You set up an advance deduction for an employee to pay back a dollar amount advanced by the employer against an employee's earnings. An advance deduction DBA allows you to set up a declining balance that is active until the amount due equals zero.

▶ To set up an advance deduction

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

On Work with PDBAs

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

   See *Setting Up Essential DBA Information*.

3. From the Form menu, choose Advanced DBA Information.
4. On Advanced DBA Information, complete the following field:
   - Amount Due
5. To continue this deduction until the value in the Amount Due field equals zero, click the following option:
   - Declining Balance
6. To define the number of pay periods for which the deduction will be taken, complete the following fields:
   - No. of Deductions
   - Number of Periods (Y,N)
7. Review the value in the following field:
   - Calculate for all Emp
8. Click OK.

Field	Explanation
Amount Due	The balance or amount due on an open invoice or voucher. In the Address Book Master file (F0101) this is a memo amount field used to determine if a particular order exceeds a credit limit. See Order Processing system.

Field	Explanation
Declining Balance	A code that indicates whether you want the system to use the Amount Due at the DBA, group, or employee level to determine whether to use the specified deduction in a payroll cycle. Clicking on the field enables the Amount Due field to continue the deduction until the amount is zero. When you choose this field, you must also enter a value in the Amount Due field, otherwise the system considers the deduction to be cleared or inactive. If you do not click on this field, the Amount Due will not be used with the specified deduction. For advance deductions, you must click this field. . . . . . *Form-specific information* . . . . . . For World: Y Yes, use the Amount Due field and continue this deduction until the amount due is zero. N No, do not use the Amount Due field with this deduction.
No. of Deductions	The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken. You must enter a value in this field if you automate the Number of Periods field. For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).

Field	Explanation
Number of Periods	When you set up a DBA that is not a wage attachment deduction, use this field to indicate whether you want the system to read the Number of Periods field to determine if this DBA should be included in the payroll cycle. If you enter a Y, the number of periods must be entered in the No. of Deductions field or the system considers the DBA to be inactive. When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry form to enter the number of periods for which the deduction should be taken. For One World valid values are: Click on the field if you want the system to read the Number of Periods field and continue the DBA only until the amount due is zero. Blank Do not read the Number of Periods field for this DBA. For World, valid values are: Y Yes, read the Number of Periods field and continue this DBA only until the amount due is zero. N No, do not read the Number of Periods field for this DBA. Blank Do not read the Number of Periods field for this DBA.
Calculate for all Emp	A code that specifies whether the DBA is required. For advance deductions, this field must be set to N (no). When you enter Y (Yes) in this field, the system automatically processes the DBA for all qualifying employees. When this field is set to Y, you reduce the information that you must maintain for DBAs that you set up for plans or employees because it is not necessary to define the DBA at any level other than the DBA setup level. To define qualifying employees, complete the following fields on Advanced DBA Information: • Employee Pay Class – (SALY) • Tax Area - (TARA) • Home Company - (HMCO) A blank in any of these fields will include all employees. NOTE: The system also uses Tax Area (TARA) and Home Company (HMCO) as screening criteria for DBAs that are not required. If either of these two fields contain data, regardless of whether Calculate for All Employees is set to Y (yes), the system uses the tax areas and home companies to qualify employees for the DBA.

Setting Up a Deduction DBA to Adjust Negative Pay

If an employee's gross pay does not cover the amounts to be deducted, the system adjusts deduction amounts to increase the net pay to zero. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

- The system adjusts the deduction either partially or for the full amount.
- The system puts the adjusted amount in arrears and makes the adjustment the next time the employee is paid.

The system adjusts negative pay in different ways depending on the arrearage method you use:

P, blank, F

When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Does *not* hold the amounts over to collect them in a future payroll. That is, the DBA is not placed in arrears.

Amounts not taken appear on the Deductions Not Taken report which the system generates during pre-payroll processing.

Q, R, G, H

When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Attempts to collect the amounts in a future payroll. That is, the DBA is placed in arrears.

Amounts not taken appear on the Deduction Arrearage report which the system generates during pre-payroll processing.

The system will not create journal entries for adjusted and arreared amounts until the deduction is actually withheld. The system posts only the actual amounts deducted as journal entries.

Example: Payroll Calculations to Adjust Negative Pay

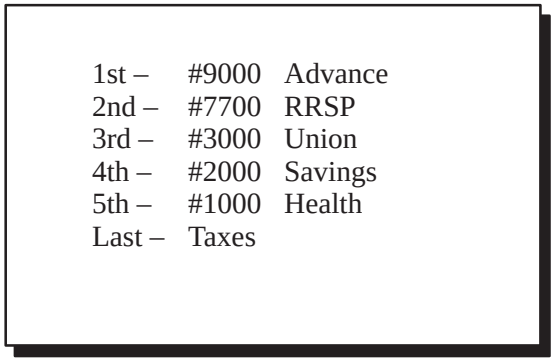
The When to Adjust Deductions field and the Order to Adjust Deductions field allow you to determine the sequence that the system uses to deduct the DBAs:

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000
Taxes	
– – – – – – – – – – – – – – – –	
Negative Net Pay	

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
RRSP	#7700
Advance	#9000
Taxes	
– – – – – – – – – – – – – – – –	
Negative Net Pay	

The system adjusts the DBAs in the following order if the When to Adjust Deductions field is 0 (default) and the Order to Adjust Deductions is blank:

1st –	#9000	Advance
2nd –	#7000	401(k)
3rd –	#3000	Union
4th –	#2000	Savings
5th –	#1000	Health
Last –	Taxes	



When net pay goes below zero or minimum pay, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.

These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups so that one group is adjusted before the other two. You can also assign priority numbers within each group.

In this example, you want the Savings and 401(k) or RRSP adjusted (not deducted) before the Advance, Union dues, and Health. Therefore, assign Savings and 401(k) or RRSP a value of 0 in the When to Adjust Deductions field. Assign Advance, Union dues, and Health a value of 1.

The following example illustrates the sequence of adjustments the system will use to bring the payment balance to zero:

Gross Deductions		DBA Code	When to Adjust Deductions
	Union	#3000	1
	Health	#1000	1
	Savings	#2000	0
	401(k)	#7000	0
	Advance	#9000	1
Taxes			

– – – – – – – – – – – – – – – –

Negative Net Pay

1st	#7000 (0)	401(k)
2nd	#2000 (0)	Savings
3rd	#9000 (1)	Advance
4th	#3000 (1)	Union
5th	#1000 (1)	Health
6th	Taxes	

Gross Deductions		DBA Code	When to Adjust Deductions
	Union	#3000	1
	Health	#1000	1
	Savings	#2000	0
	RRSP		
#7700	0		
	Advance	#9000	1
Taxes			

– – – – – – – – – – – – – – – –

Negative Net Pay

1st	#7700 (0)	RRSP
2nd	#2000 (0)	Savings
3rd	#9000 (1)	Advance
4th	#3000 (1)	Union
5th	#1000 (1)	Health
6th	Taxes	

Company policy might be to deduct the advance from the employee's pay before taxes are deducted. The government will make up any tax inequity with this employee at year end, but the company may not be able to retrieve the advance amount if the company no longer employs the individual. Enter 2 in the When to Adjust Deductions field for the Advance. The sequence of adjustments follows:

1st –	#7000 (0)	401(k)
2nd –	#2000 (0)	Savings
3rd –	#3000 (1)	Union
4th –	#1000 (1)	Health
5th –	Taxes	
6th –	#9000 (2)	Advance

1st –	#7700 (0)	RRSP
2nd –	#2000 (0)	Savings
3rd –	#3000 (1)	Union
4th –	#1000 (1)	Health
5th –	Taxes	
6th –	#9000 (2)	Advance

This example illustrates how the codes in the When To Adjust and Order to Adjust fields would work for one employee. When you set up your DBAs, you must consider how these codes impact all employees using these deductions.

▶ To set up a deduction DBA to adjust negative pay

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

On Work With PDBAs

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

   See *Setting Up Essential DBA Information*.

3. On General Accounting/Arrearage Information, complete the following fields and click OK:
   - Arrearage Method
   - When To Adjust Ded
   - Order To Adjust Ded
4. On Basis of Calculation, complete the following fields and click OK:
   - From PDBA
   - Thru PDBA

Field	Explanation
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When To Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Order To Adjust Ded	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.
From PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.

Setting Up a Deduction DBA for Overpayment

The system cannot write a payment for a negative amount. Therefore, when an employee's net pay drops below zero and stays below zero, even after all adjustments have been made, the system creates an overpayment. The overpayment amount is the amount needed to bring net pay back to zero. The system treats this amount like an advance to the employee and subtracts the amount from the employee's future pay until the overpayment is repaid.

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and displays the amount on the payroll register. J.D. Edwards ships the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

Before You Begin

- ❑ Verify that DBA 9997 (or the DBA that you want to use for overpayments) is defined as the default value in #PBY in the data dictionary.
- ❑ Assign an account number for DBA 9997 (or the DBA that you want to use for overpayments) in the credit liabilities table in your AAIs to avoid accounting errors.

▶ **To set up a deduction DBA for overpayment**

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

On Work with PDBAs

1. Click Deduction and then click Add.
2. On Basic DBA Information, enter 9997 in the following field:
   - DBA Code
3. Enter Overpayment in the following field:
   - Paystub Text
4. Complete the steps for setting up an advanced deduction.

   See *Setting Up Essential DBA Information*.

Field	Explanation
DBA Code	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.

Setting Up a DBA to Calculate If No Gross Pay

You can set up a DBA to calculate even if there is no gross pay. For example, you can set up a DBA to calculate a benefit when an employee is on a leave of absence.

You might also set up a deduction to calculate and place the amount in arrears to be withheld the next payroll cycle. The deduction is included on the Deduction Arrearage report during pre-payroll processing.

▶ To set up a DBA to calculate if no gross pay

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

On Work with PDBAs

1. Click Deduction or Benefit and then click Add.
2. To calculate the DBA even if the employee has no gross pay, click Calculate Even If No Gross on Basic DBA Information.
3. Enter $ in the following field:
   - Method of Calculation
4. Complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

5. For a deduction, enter one of the arrearage values in the following field on General Accounting/Arrearage Information:

   - Arrearage Method

Field	Explanation
Method of Calculation	A user defined code (07/DM) that indicates the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers-compensation insurance. . . . . . *Form-specific information* . . . . . The method values are pre-set by J.D. Edwards. If you use methods 0 – 6, 8, 9, or G, you must also enter a value in the Table Code field. For wage attachments use one of the following methods: C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.

Setting Up Deductions for Wage Attachments

Before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. Therefore, only the unique considerations for each type of wage attachment deduction are discussed here.

Setting up deductions for wage attachments includes the following tasks:

- ❑ Setting up a garnishment deduction
- ❑ Setting up a fee deduction
- ❑ Setting up a tax levy deduction
- ❑ Setting up a wage assignment deduction

Wage attachment payments are deducted from an employee's disposable wages (disposable earnings). An employee's disposable wage is the amount that remains after all payments that are required by law have been deducted from the employee's gross wages.

These required payments include:

- Federal income tax
- Social Security tax
- Medicare tax
- State income tax
- State unemployment insurance
- State disability insurance
- State employee retirement systems
- Local and county taxes
- Any other applicable state requirements

Special considerations for a wage attachment deduction include the following:

Effect on disposable wage — For a wage attachment that is required by law, you should indicate that the attachment is a mandatory deduction when you specify its effect on disposable wage.

Calculate once per pay period

Typically, you set up a wage attachment deduction to calculate only once per pay period. Therefore, if an employee receives a payment (such as a bonus) in addition to a regular payment, the wage attachment payment is deducted only from the regular payment.

Accounts payable integration

If your Payroll system is integrated with the J.D. Edwards Accounts Payable system, you can set up a wage attachment DBA to generate vouchers.

See *Setting Up Voucher Information for DBAs* in the *Payroll Guide*.

Declining balances

When you set up a wage attachment deduction, set the Declining Balance field to N (No). The system uses the method of calculation to calculate the declining balance.

Amount due

Because wage attachment balances typically vary by employee, you should not enter an amount due for a wage attachment DBA. Instead, you enter the amount due when you assign wage attachments to individual employees.

See *Entering Wage Attachments for Employees* in the *Payroll Guide.*

Negative pay situations

You can set up wage attachment deductions to adjust or be placed in arrears in a negative-pay situation. When an employee does not earn enough in a pay period to pay the deduction, the system can place the deduction in arrears.

See *Setting Up a DBA to Adjust Negative Pay.*

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already past due.

In some cases, you might need to associate fees with a wage attachment. For example, your organization might charge fees for administering garnishments.

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes.

You set up a wage assignment deduction to deduct ongoing debts, including child support and maintenance, from an employee’s earnings.

Setting Up a Garnishment Deduction

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already overdue. Because each deduction must match the court orders, you might need to set up separate deductions for different employees.

Before You Begin

❑ Set up the tables that the system uses to calculate garnishments. See *Setting Up Garnishment Tables*.

▶ To set up a garnishment deduction

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

On Work With PDBAs

1. Click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
   - Source of Calculation
3. Enter G in the following field:
   - Method of Calculation
4. Enter the attachment table number for your garnishment tables in the following field:
   - Table Code
5. Complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

Setting Up a Fee Deduction

In some cases, you might need to associate fees with a wage attachment. For example, your organization might charge employees administrative fees for maintaining garnishments.

You set up deductions for fees, and you base those deductions on the deductions for which you are collecting the fees. Fees do not apply to tax levies.

A fee deduction must have a higher DBA number than the deduction on which it is based. For example, you can base fee deduction 1120 on garnishment deduction 1104. You can base a fee deduction on only one deduction. Therefore, even when you charge

the same fee for garnishments as for wage assignments, you must set up two fee deductions. Base one fee deduction on the garnishment deduction, and base the other fee deduction on the wage assignment deduction. You specify the based-on deduction number in the basis of calculation for the fee deduction.

When you define a wage attachment for an employee, you assign the fee deduction number to the associated wage attachment.

▶ To set up a fee deduction

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

On Work With PDBAs

1. Click Deduction and then click Add.
2. On Basic DBA Information, enter 0 (zero) or R in the following field:
   - Source of Calculation
3. Enter $ or % in the following field:
   - Method of Calculation
4. Complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

5. On Basis of Calculations, complete the following fields for the wage attachment deduction for which you are collecting the fee:
   - From PDBA
   - Thru PDBA

Setting Up a Tax Levy Deduction

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes. You set up a tax levy deduction in the same way that you set up any other type of deduction.

Before You Begin

❑ Set up exemption tables. See *Setting Up Exemption Tables for Tax Levies*.

▶ To set up a tax levy deduction

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

On Work with PDBAs

1. Click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
   - Source of Calculation
3. Enter L in the following field:
   - Method of Calculation
4. From the Form menu, choose Advanced DBA Information.
5. On Advanced DBA Information, verify that the following option is turned off (unchecked):
   - Declining Balance

   The wage attachment program calculates the remaining balance for the tax levy.
6. Complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

Setting Up a Wage Assignment Deduction

You set up a wage assignment deduction to deduct ongoing debts, including child support and maintenance, from employees' earnings.

The courts typically rule that child support has priority over other types of wage attachments. This means that if an employee did not earn enough in a pay period to pay for all deductions, the child support deduction should be the last deduction to be adjusted.

To give the child support deduction first priority, assign it a lower DBA number than the numbers that you enter for other deductions. During payroll-cycle processing, the system adjusts (backs out) deductions in numerical order, beginning with the highest-numbered deduction. For example, deduction 1001 would be adjusted (backed out) before 1000.

You set up a wage assignment deduction in the same way that you set up any other type of deduction.

▶ To set up a wage assignment deduction

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

On Work With PDBAs

1. Click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
   - Source of Calculation
3. Enter C in the following field:
   - Method of Calculation
4. Complete the steps for setting up essential DBA information.

   See *Setting Up Essential DBA Information*.

Reviewing the Basis of Calculation Hierarchy

You must enter a basis of calculation for any DBA you set up. You can enter a pay type, another DBA, or a combination of PDBAs as the basis of calculation for a DBA. You can set up based-on relationships that are relatively complex, thus making it difficult to remember how specific DBAs are used.

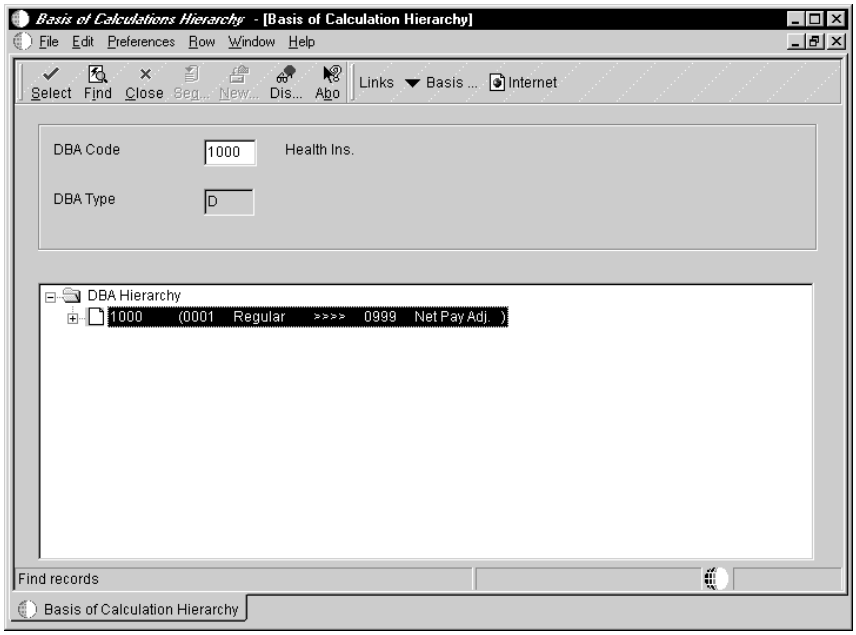
To easily review the bases of calculation for multiple DBAs, review the basis of calculation hierarchy. This hierarchy graphically depicts the reporting relationships between PDBAs, even those DBAs that are based on multiple DBAs. For example, a typical hierarchy for 401(k) DBAs shows the following:

- The employer match DBA is based on the employee contribution DBA
- The employee contribution DBA is based on pay types 1 through 999

▶ To review the basis of calculation hierarchy

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Basis of Calculation Hierarchy.

On Basis of Calculation Hierarchy



1. Complete the following field and then click Find:
   - DBA Code
2. Review the information that appears and then click Close.

Field	Explanation
DBA Code	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.

Automatic Accounting Instructions for Payroll and Time Accounting

You set up automatic accounting instructions (AAIs) to assign account numbers to journal entries. These account numbers allow the system to distribute labor and equipment billings, payroll disbursement, and actual burden journal entries to specified accounts in the general ledger.

During the payroll cycle, the system creates a journal entry of every calculation for every employee. These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. You can create journal entries for labor and equipment billings and accruals for payrolls that cross accounting periods. After the journal entries are created and assigned account numbers, the system summarizes the entries and passes them to the general ledger.

You can set up rules to summarize journal entries. For example, because full detail exists in payroll, you might not need full detail in the general ledger. You can set up rules to summarize account ranges and business units.

AAIs for Payroll and Time Accounting includes the following:

- ❑ Setting up AAIs for payroll and time accounting
- ❑ Understanding intercompany settlements
- ❑ Setting up intercompany settlements in HR and Payroll Foundation

When to Create Journal Entries

The system can create journal entries during any of the following processes:

- A regular payroll cycle
- The processing of interim checks in a regular payroll cycle
- The generation of journal entries for timecards using the Time Entry system. You can also generate journal entries for timecards when you need to post in-between payroll cycles.

If you are using J.D. Edwards Payroll, the system initially creates pro forma journal entries during the journal entry step of the payroll cycle. The pro forma journal entries are created in the Payroll Journal table (F063951), and at that point they become part of the Payroll system.

During the final update, the system posts actual journal entries to the Account Ledger table (F0911). At this point, the journal entries are part of the General Accounting system.

If you are using the Time Entry system, the system creates journal entries when you generate journal entries for timecards (R052901). You can then review, revise, and approve journal batches for posting to the general ledger.

See Also

- *Processing Journal Entries* for information about generating journal entries for timecards
- *Processing Pro Forma Journal Entries* in the *Payroll Guide* for information about journal entries created during the payroll entry step of the payroll cycle

The General Ledger Account Structure

The system uses the standard business-unit object-subsidiary and subledger account structure. The general ledger account structure is composed of two parts:

- Where - business unit
- What - account number

Business unit is a 12-character, alphanumeric field that is the lowest level of organizational reporting. Each business unit is assigned to a company and can be associated with 20 category codes for higher level reporting. For example:

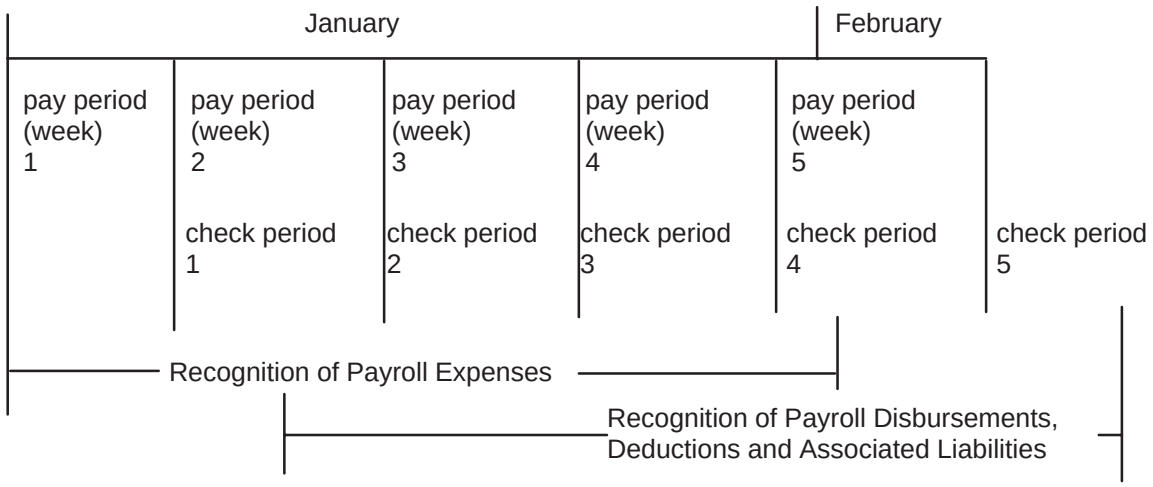
- Department
- Branch
- Asset (revenue and maintenance expense)

The account number identifies whether the account is an asset, liability, or expense. The account number contains two parts:

- Object account, a 6-character, alphanumeric field that is required on all journal entries.
- Subsidiary, an 8-character, alphanumeric field that is optional on journal entries. For example, use this field to identify an employee number, equipment number, or asset number.

Dates You Associate with Journal Entries

The following chart shows the timing relationships that are important to payroll journal entries.



The following definitions are important in understanding payroll and time accounting journal entries:

General ledger date

The date the system can use for posting to the proper general ledger. The table that defines date ranges for each accounting period is in the Date Fiscal Patterns table (F0008) for the General Accounting system.

For payroll, the system always uses the G/L date.

For stand-alone time accounting, the system uses either the G/L date or the system date as setup in the processing options for Generate Timecard Journals (R052901).

Pay period ending date

The last day of the pay period, as defined in your Master Pay Cycles.

Payment date

The payment date of the pay period, as defined in your Master Pay Cycles.

Work date

The actual date entered on a timecard.

Transition period

Any pay period that has working days in two accounting periods.

Accounting period ending date	The last day of the general accounting period.
Cost period	The pay period that can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates that fall into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	When defined in the journal entries step of the payroll cycle, the date that is used as the general ledger date for all payroll journals.

Payroll Journal Entries

When journal entries are created in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll, such as pay period ending date or payment date. You define the general ledger date to be used for labor distribution and burden journals (T2, T3, T4, and T5) in the payroll journal entries step of the payroll cycle. Cash disbursement and liability journals (T1 and T7) use the payment date as the general ledger date.

The Pay Cycle Review tracks your choice of general ledger date for labor distribution to reference when you submit the next payroll.

You can define an override date when you submit the journal entry creation job. The override date you define becomes the general ledger date for all journal entries created for all document types.

Time Accounting Journal Entries

When you use the Time Entry system to create journal entries, you define in the processing options for Generate Timecard Journals (R052901) whether the system uses the general ledger date or the system date for posting journal entries.

You can also use this process to post timecards between payroll cycles.

Example: Payroll Journal Entry

The following example of a Payroll Cycle Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: 01/28/98 (Pay Code 001) 1,000 USD

3. Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) 70 USD
4. Payroll Taxes and Insurance (P.T.I.): UIC (Tax Type CC & CD) 70 USD
5. Deductions: Savings Bond (Ded Code 2000) 50 USD
6. Benefits: Union 1000 (Ben Code 6000) 30 USD
7. Payment Date: 02/05/98

Date	Account	Description	DR	CR
Labor Distribution Journals				
01/28/98	1.4205	Wages Payable		1000
01/28/98	25.8115	Labor Expenses	1000	
			1000	1000
Actual Burden Journals				
01/28/98	25.8146	Union Fringe	30	
01/28/98	25.8135	FICA Burden	70	
01/28/98	25.8135	UIC Burden	70	
01/28/98	1.4333.FR	Burden Clearing – Fringe		30
01/28/98	1.4333.TX	Burden Clearing – Tax		70
			100	100
Disbursement Journals				
02/05/98	1.4205	Wages Payable	1000	
02/05/98	1.1110.PAY	Cash in Bank		880
02/05/98	1.4316	Savings Bonds		50
02/05/98	1.4332	Union Fringe		30
02/05/98	1.4212.EE	FICA Employee		70
02/05/98	1.4212.ER	FICA Employer		70
02/05/98	1.4212.EE	UIC Employee		70
02/05/98	1.4212.ER	UIC Employer		70
02/05/98	1.4333.FR	Burden Clearing – Fringe	30	
02/05/98	1.4333.TX	Burden Clearing – Tax	70	
			1100	1100

Codes that are Used to Identify Journal Entries

When the system creates a journal entry for the general ledger, it codes the journal entry with a document type and reference number. The document type is a two-character code that classifies journal entries into one of seven document types:

- Type T1 - Payroll disbursement
- Type T2 - Labor distribution and flat burden
- Type T3 - Actual burden
- Type T4 - Labor billing distribution
- Type T5 - Equipment distribution
- Type T6 - Payroll accruals and deferrals
- Type T7 - Payroll vouchers

For release B73.3.1, you can create journal entries for the following document types:

Document types for payroll

- T1 Payroll disbursement
- T2 Payroll labor distribution
- T3 Actual burden
- T4 Labor billing distribution
- T5 Equipment distribution
- T6 Payroll accruals and deferrals
- T7 Payroll vouchers

Document types for stand alone time accounting

- T2 Payroll labor distribution
- T3 Actual burden (when you calculate monthly benefits)
- T4 Labor billing distribution
- T5 Equipment distribution

The reference number, composed of journal type and the general ledger date, or another date used on journal entries, further identifies the source of each journal entry within a document type.

The reference number of a journal entry becomes the Reference 2 value in the actual Account Ledger table (F0911).

Document Type T1 - Payroll Disbursement Journal Entries

Document type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank, relief of accrued wages, deduction, tax and benefit liabilities, and burden clearing entries.

The system creates T1 journal entries in the payroll cycle only.

All T1 journal entries carry the same general ledger date, that is, the payment date or the override date.

The specific journal types used for these journal entries include the following:

AL	Accrued liabilities (deductions, benefits)
AT	Accrued liabilities (taxes)
AW	Accrued wages – debit entry
CF	Burden offset (clearing) – Fringe – debit entry
CT	Burden offset (clearing) – Taxes – debit entry
DA	Autodeposit amount
DP	Printed computer payments
IC	Intercompany settlements

Document Type T2 - Labor Distribution Journal Entries

The system creates journal entries for document type T2 directly from timecards for labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate an estimated or flat burden expense.

The system creates T2 journal entries during the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.

Period ending	The general ledger date is the pay period ending date.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	You provide an override date when you submit the journal entry creation job. The date you define becomes the general ledger date for all journal entries.

If you are using Payroll, define which general ledger date to use for T2s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generating Timecard Journal Entries program.

The specific journal types used for labor distribution journal entries are as follows:

AW	Accrued wages – credit entry
FB	Flat burden expense – debit entry
FC	Flat burden offset (Clearing) – credit entry
LD	Labor distribution straight time – debit entry
PR	Labor distribution premium time – debit entry
IC	Intercompany settlements

Document Type T3 - Actual Burden Journal Entries

The system calculates company-paid payroll taxes, insurance, and benefits on an employee-by-employee basis. These expenses are collectively referred to as burden. Actual burden journal entries are created when the employee burden expenses are allocated to expense accounts based on the individual timecards entered for each employee.

The system generates journal entries for document type T3 during either the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Actual burden journal entries carry the same general ledger date as the associated labor expense.

The specific journal entry types used for actual burden journal entries are the following:

BF	Fringe burden (benefits and accruals) – debit entry
BT	Payroll tax and insurance burden (PTI) – debit entry
CF	Burden offset (clearing) – Fringe – credit entry
CT	Burden offset (clearing) – Taxes – credit entry
IC	Intercompany settlements

Document Type T4 - Labor Billing Distribution Journal Entries

Document type T4 journal entries are for labor billings, also known as recharge, and associated revenue offsets.

You use T4 labor billings for the following:

Billing internally	For example: • Charging other departments for maintenance people • Charging a supervisor's billing rate to a job
Billing externally	For example, service billing for consulting services

The system creates these journal entries from the billing rate value. To create T4s for an associated timecard, you must set the Record Type field (originally set up in the Employee Master table) on the timecard to one of the following settings:

- 2 (Payroll and recharge processing)
- 3 (Recharge processing only)

The system creates journal entries for labor billing distribution from timecards during the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Pay period ending date	The general ledger date is the pay period ending date.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	You can provide an override date when you submit the journal entry creation job. The date you define becomes the general ledger date for all journal entries.

If you are using the Payroll system, define which general ledger date to use for T4s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generating Timecard Journal Entries program.

The specific journal types used for labor billing distribution journal entries are as follows:

RD	Labor billing (recharge) distribution – debit entry
RO	Labor billing (revenue) offset – credit entry
IC	Intercompany settlements

Document Type T5 - Equipment Distribution Journal Entries

Document type T5 journal entries designate billings associated with the use of equipment and the offsets for equipment revenue.

The system creates journal entries for equipment distribution from timecards. Equipment distribution journal entries can be generated during either the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Pay-period ending date	The general ledger date is the pay period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding accounting period.
Override date	You can provide an override date when you submit the journal entry creation job. The date that you define becomes the general ledger date for all journal entries.

If you are using the Payroll system, define which general ledger date to use for T5s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for Generating Timecard Journal Entries.

The specific journal entry types used for equipment distribution journal entries are the following:

ED	Equipment billing distribution – debit entry
EO	Equipment billing (revenue) offset – credit entry Set up the credit entry in the equipment AAIs.

Document Type T6 - Payroll Accruals and Deferrals

The Payroll system allows you to specify an accrual factor for transition pay periods instead of using the cost-period option of creating payroll journal entries. Through the use of this feature, you can use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense to the following month. Prior period entries are made to the last day of the prior accounting period.

The journal entry types for T6 are the same as those for T2, T3, T4, and T5.

The system creates journal entries for document-type T6 during the payroll cycle. Enter the accrual factor (percentage) in the journal entries step of the payroll cycle.

The accrual entries have a general ledger date that is equal to the last date of the prior accounting period. The reference number is equal to the journal entry type plus the original general ledger date.

The deferred entries have a general ledger date that is equal to the date of the original entries.

Document Type T7 - Payroll Vouchers

Document-type T7 journal entries designate accounts payable vouchers.

Document-type T7s are created during the payroll cycle. All T7 journal entries carry the same general ledger date, which is the payment date.

The specific journal-entry types used for payroll voucher journal entries are the following:

AL	Accrued liabilities – Credit entry
AT	Accrued taxes – Credit entry

There are no AAIs for T7s. The account numbers are assigned the same way that T1 account numbers are assigned.

Example: Journal Entry with Document and Journal-Entry Types

The following example of a payroll-cycle journal entry is based on the following simple payroll conditions:

Type	Journal-Entry Type	Date	Account	Description	DR	CR	Menu Sel.
Type T2 – Labor Distribution Journal Entries							
Type T2 – Labour Distribution Journal Entries							
T2	AW	01/28/98	1.4205	Wages Payable		1000	7
T2	LD	01/28/98	25.8115	Labor Expenses Labour Expenses	1000		2
					1000	1000	
Type T3 – Actual Burden Journal Entries							
T3	BF	01/28/98	25.8146	Union Fringe	30		3
T3	BT	01/28/98	25.8135	FICA Burden	70		3
T3	CF	01/28/98	1.4333.FR	Burden Clearing – Fringe		30	7
T3	CT	01/28/98	1.4333.TX	Burden Clearing – Tax		70	7
					100	100	
Type T1 – Disbursement Journal Entries							
T1	AW	02/05/98	1.4205	Wages Payable	1000		7
T1	DA	02/05/98	1.1110.PAY	Cash in Bank		880	4
T1	AL	02/05/98	1.4316	Savings Bonds		50	5
T1	AL	02/05/98	1.4332	Union Fringe		30	5
T1	AT	02/05/98	1.4212.EE	FICA Employee		70	5
T1	AT	02/05/98	1.4212.ER	FICA Employer		70	5
T1	CF	02/05/98	1.4333.FR	Burden Clearing – Fringe	30		7
T1	CT	02/05/98	1.4333.TX	Burden Clearing – Tax	70		7
					1100	1100	

The Search Criteria the System Uses

Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of journal entries. After you complete table entries for Company 00000, you can enter other companies. Entries for other companies should only be exceptions to the generic rules set up under Company 00000.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Each time the system creates a journal entry, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal type. In addition, you can have a line in an accounting instruction table that has no search criteria other than the journal type. This is the default line.

The system first searches the rules for a specific company. If it finds no applicable rules (matches) for that company, it continues with the rules for Company 00000.

Setting Up AAIs for Payroll and Time Accounting

You set up automatic accounting instructions (AAIs) for Payroll and Time Accounting to automatically assign account numbers to the journal entries created in the system. You are setting up a series of rules for the system to use to charge time, labor, and equipment billing to certain accounts.

You can set up AAIs for each company and for the default company (Company 00000). It is important to set up AAIs for Company 00000 first so that the system can use these AAIs if it cannot find AAIs for a specific company. However, you cannot set up a business unit for Company 0000 because each business unit can be attached to a different company.

The rules are flexible and changeable within the payroll cycle. For example, labor distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. You can also define instructions for labor distribution at the employee level for certain employees that need separate instructions.

In addition to defining instructions in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Setting up AAIs for Payroll and Time Accounting consists of the following tasks:

- ❑ Setting up AAIs for labor, billings, and equipment distribution
- ❑ Setting up AAIs for burden and premium labor distribution
- ❑ Setting up company burden rules
- ❑ Setting up business unit burden rules
- ❑ Setting up AAIs for cash-in-bank account distribution
- ❑ Setting up AAIs for liabilities
- ❑ Setting up AAIs for labor billings
- ❑ Setting up AAIs for accruals and clearing
- ❑ Setting up journal summarization rules

- ❑ Entering default journal types

Each task includes search criteria that the system uses to locate specific account numbers.

Depending on how you set your processing options, you can either set up and edit multiple AAIs using the multiple edit format or set up and edit a single AAI using the single edit format.

Setting Up AAIs for Labor, Billings, and Equipment Distribution

You set up AAIs for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by defining search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

You can set up AAIs separately for each company. Always set up generic instructions in Company 00000 first. When searching for AAIs, the system searches for a specific company. If it finds no AAIs for the specific company, it uses the AAIs defined for Company 00000.

The minimum information needed to set up an AAI is the Journal Type field. When you set up direct labor, billings, and equipment distribution AAIs, the following are the minimum setup requirements for Journal Type:

Payroll labor distribution (LD)	This is required if you are using employee hourly and salary rates.
Labor billing distribution (RD)	This is required if you are using billing (recharge) rates.
Equipment distribution (ED)	This is required if you are using equipment rates.

The system accesses this AAI table during time entry as well as during pre-payroll when it creates timecards for autopay employees. The system uses the values from the timecard, which obtains the values from the Employee Master table, other sources, or overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

Search Criteria for Labor Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of labor, billings, and equipment entries. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the search criteria defined in the AAI for labor distribution and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass the system drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example identifies the search criteria that the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Pay Type	Journal Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

The following example identifies additional search criteria that the system can use to match information from the timecard for Company 00000:

1. On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and attempts to match these search criteria fields to the appropriate journal type.
2. On each successive pass, the system drops a value and uses a different combination of data fields as search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default journal type, LD.

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

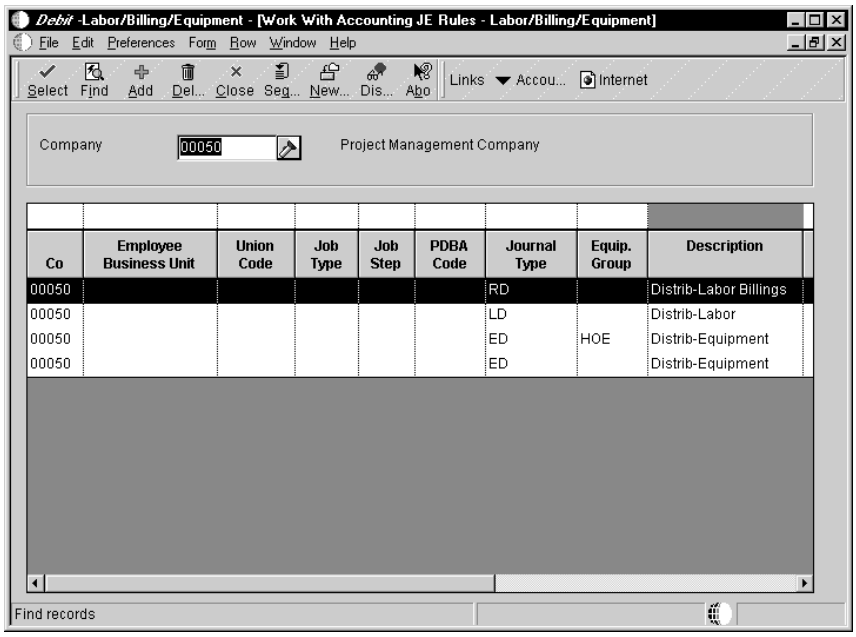
Before You Begin

❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

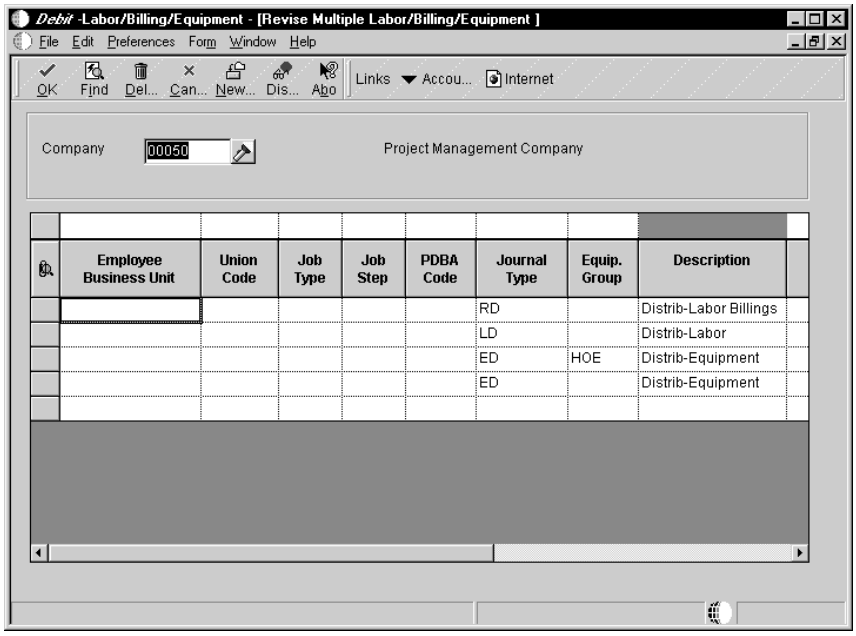
To set up AAIs for labor, billings, and equipment distribution

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Labor/Billing/Equipment.

On Work With Accounting JE Rules - Labor/Billings/Equipment



1. Click Add.



2. On Revise Multiple Labor/Billing/Equipment, complete the following fields:
   - Company
   - Journal Type
   - Obj Acct
3. Complete the following optional fields:
   - Employee Business Unit
   - Union Code
   - Job Type
   - Job Step
   - PDBA Code
   - Business Unit
   - Sub
4. Click OK to save the record.

Field	Explanation
Journal Type	This field represents the type of transaction for which an account is to be derived.
Obj Acct	The object account portion of a general ledger account. The term "object account" refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Employee Business Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit. You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.
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.

Field	Explanation
Job Type	You associate pay and benefit information with a job type when you define jobs on Job Entry and Evaluation (P08001). Certain pay and benefit information that you associate with a job type defaults in the Employee Entry forms when you are adding a new employee to the database.
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.
PDBA Code	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.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

See Also

- *Entering Default Journal Types*
- *Automatic Accounting Instructions for Payroll and Time Accounting*

Processing Options for Labor/Billing/Equipment

```
Default

1. Enter a '1' for the program to use
    the Multiple Entry form when
    selecting a record or when the ADD
    button has been pressed.  When left
    blank, the program will use the
    Single Entry form when a selection
    has been made or when the ADD button
    has been pressed.
```

Setting Up AAIs for Burden and Premium Labor Distribution

You set up AAIs to define accounts for actual burden, flat burden, and premium time transactions for labor distribution. You can choose a hierarchy method that controls the search criteria that the system uses to search for accounts

You can set up AAIs separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000.

Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include the following:

- Payroll taxes and insurance (PTI) - Company-paid taxes and insurance, such as workers compensation insurance
- Fringe benefits - Company-paid benefits, such as health insurance and company contributions to a 401(k) or RRSP plan

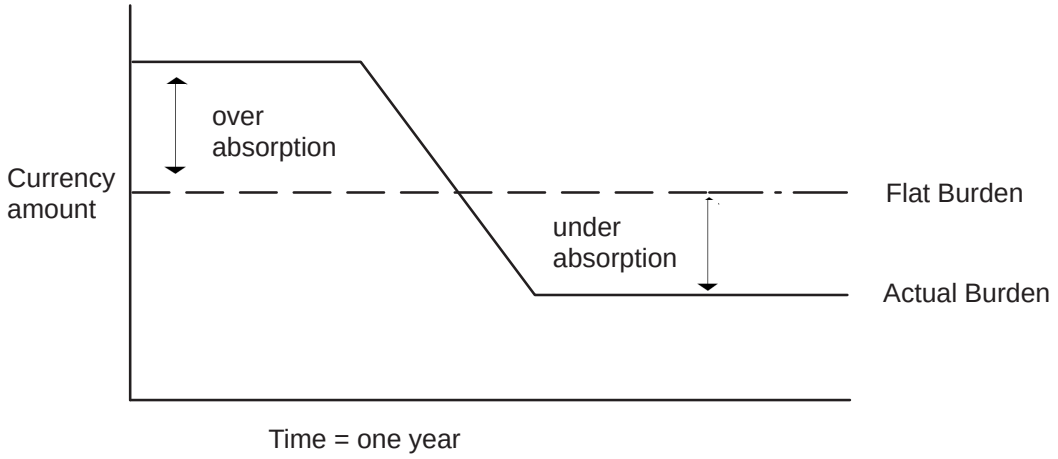
Flat burden considerations

Flat burden:

- Is an estimate that is a predetermined percentage of an employee's gross wages. This estimate is approximate to actual burden costs.
- Distributes the expense at the same amount throughout the entire year.
- Can be calculated per employee, union, or business unit for each timecard during time entry.
- Is not calculated for lump sum amounts.
- Is a median calculation of actual burden for the year.

Actual burden considerations	Actual burden: • Is heavier at the beginning of the year until limits are reached. Examples are FICA, FUI, SUI, and SDI in the U.S. • Can be turned on and off by company to complete the calculation.
Burden considerations for the Time Accounting system	The Time Accounting system calculates flat burden instead of actual burden.

The following graphic illustrates how expenses are distributed throughout an entire year according to flat burden and actual burden:



When you set up flat burden distribution debit instructions, you must, at a minimum, include the following Journal Type code:

- FB - Flat burden

When you set up premium labor debit instructions, you must, at a minimum, include the following Journal Type code:

- PR - Payroll premium labor distribution

  You can have the system split the premium portion of overtime and create separate journal entries for straight time versus premium time. See *Setting Up Company Burden Rules*.

When you set up actual burden distribution debit instructions, you must, at a minimum, include the following default Journal Type codes:

- BF - Burden fringe benefits for actual burden

  Use this Journal Type for the burden fringe benefits that you do not want to distribute separately. The system uses the account number associated with this Journal Type when it does not find an entry for a specific fringe benefit.

- BT - Burden taxes for actual burden

  Use this Journal Type for the burden taxes that you do not want to distribute separately. The system uses the account number associated with this Journal Type when it does not find an entry for a specific tax.

Search Criteria for Burden Fringe

The system uses certain fields as search criteria to determine a valid account for the distribution of burden fringe entries. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit, object, subsidiary, PDBA code, and journal type to the search criteria defined in the AAI for burden fringe, and attempts to match the AAI search criteria to the appropriate journal type.
2. On the second pass, the system searches for business unit, object, subsidiary, and journal type.
3. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example illustrates the ways the system can match information from a timecard for a specific company for burden fringe:

Timecard Business Unit	Timecard Object	Timecard Subsidiary	PDBA Code	Journal Type
1	1340	02200	1000	
1	1340	02200		BF
1	1340		1000	
1	1340			BF
	1340		1000	
	1340			BF

The following list illustrates the ways the system can match information from a timecard for Company 00000.

Timecard Business Unit	Timecard Object	Timecard Subsidiary	PDBA Code	Journal Type
	1340	02200	1000	
	1340	02200		BF
	1340		1000	
	1340			BF
	00000		1000	
	00000			BF

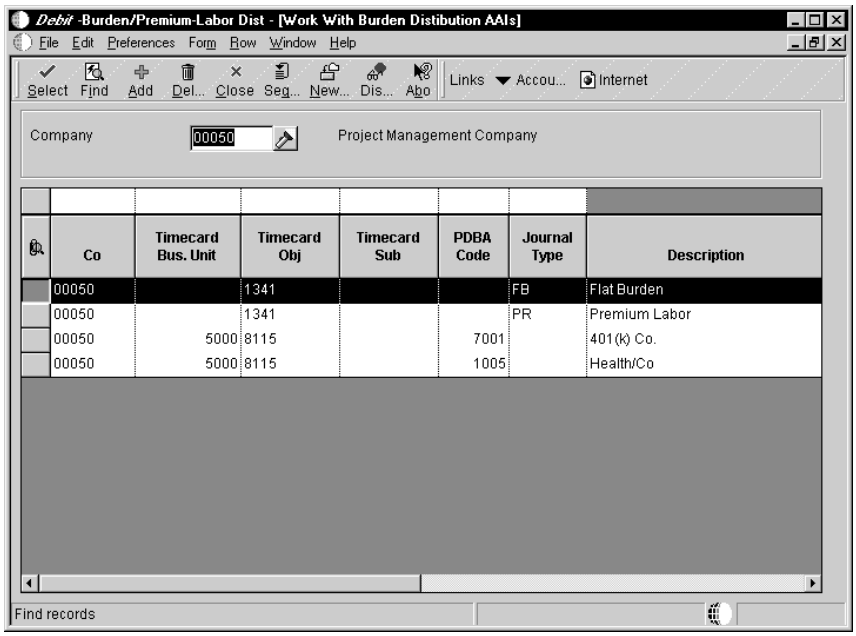
Before You Begin

❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

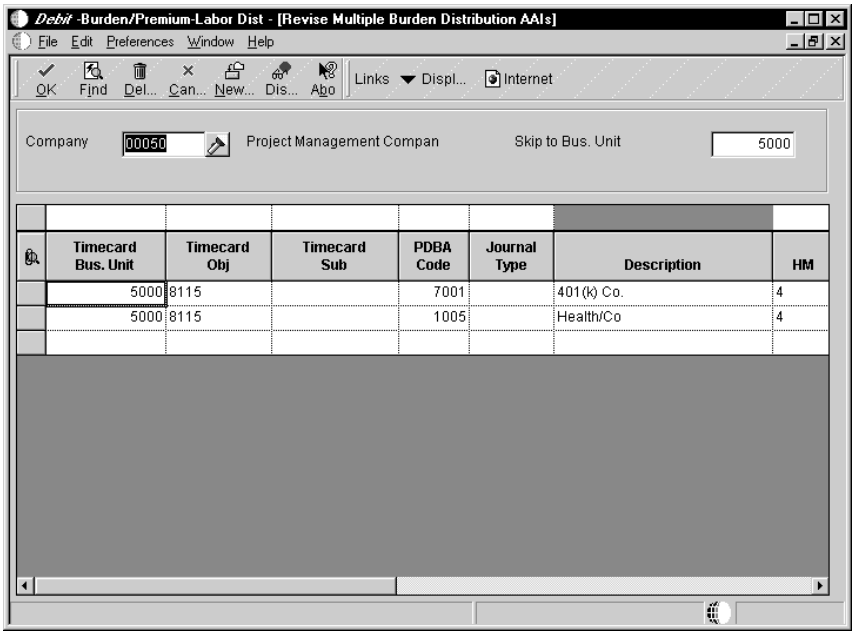
▶ To set up AAIs for burden and premium labor distribution

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Distribution.

On Work With Burden Distribution AAIs



1. Click Add.



2. On Revise Multiple Burden Distribution AAIs, complete the following fields:

   - Company
   - PDBA Code
   - HM

   The Hierarchy Method entered controls the Business Unit and the Subsidiary values.

   - Obj

3. To set up Company 00000, enter 00000 or a valid object in the following field:
   - Timecard Obj
4. To set up a specific company, enter a valid object in the following field:
   - Timecard Obj
5. For tax types and journal types FB and PR, complete the following field:
   - Journal Type
6. For a specific company, complete the following optional field:
   - Timecard Bus. Unit

7. Complete the following optional fields:
   - Timecard Sub
   - Bus Unit
   - Sub
8. Click OK to save the record.

Field	Explanation
HM	This code is used to retrieve the business unit and subsidiary accounts for burden distribution. The following methods available are: 1 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: No Subsidiary. Subledger/Type: No Subledger or Subledger Type. 2 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: Labor Distribution Subledger and Type. 3 Business unit: Labor Business Unit unless a table override exists. Subsidiary: No Subsidiary. Subledger/Type: Labor Distribution Subledger and Type. 4 Business unit: Labor Business Unit unless a table override exists. Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: Labor Distribution Subledger and Type. 5 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: No Subledger or Subledger Type. 6 Business unit: Labor Business Unit unless a table override exists. Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: No Subledger or Subledger Type.

Field	Explanation
Obj	The object account portion of a general ledger account. The term “object account” refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Timecard Obj	The object account where labor is posted. All object accounts which might have wages posted to them MUST be entered into this field. This is the major element in determining where the corresponding burden is to be posted. If a business unit is defined, this field represents the unique labor object accounts associated to the job.
Timecard Bus. Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee’s Home Business Unit. You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.
Timecard Sub	The subsidiary account associated with the labor object account. If both a Labor object and subsidiary account are defined, the combination may determine the burden accounts to be used in creating the distribution. This method will accommodate unconventional coding of the cost codes in a job cost environment, for example, the usage of cost codes to define a type of labor, versus using just the object account.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

See Also

- *Entering Default Journal Types*
- *Automatic Accounting Instructions for Payroll and Time Accounting*

Processing Options for Burden Distribution AAIs

```
Defaults

1.  Enter a '1' for the program to use
    the Multiple Entry form when
    selecting a record or when the ADD
    button has been pressed.  When left
    blank, the program will use the
    Single Entry form when a selection
    has been made or when the ADD button
    has been pressed.
```

Setting Up Company Burden Rules

You can set up company burden rules to split the premium portion of overtime into a separate journal entry.

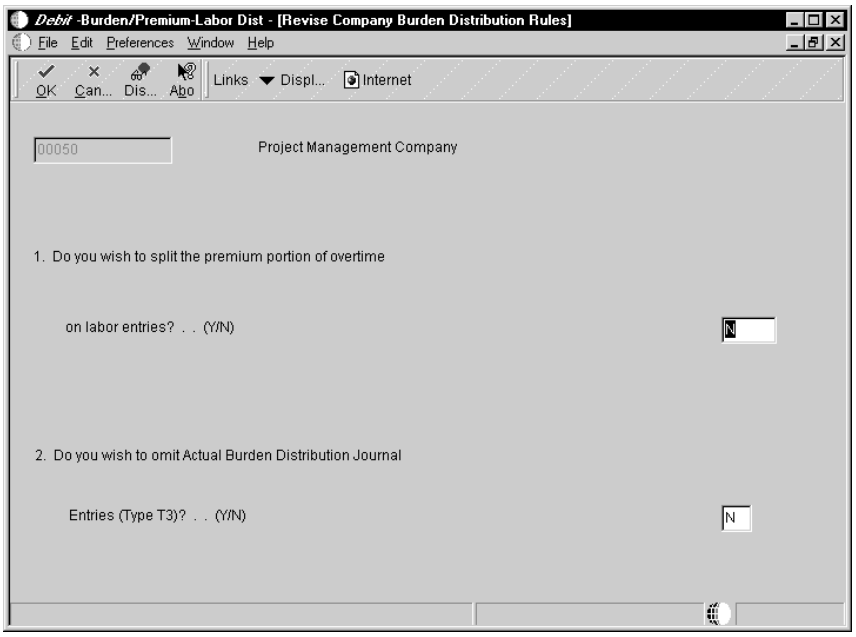
You must set up company burden rules for a specific company. You cannot use Company 00000.

▶ To set up company burden rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Distribution.

On Work With Burden Distribution AAIs

1. Complete the following field and click Find:
   - Co
2. From the Row menu, choose CO Burden Rules (Company Burden Rules).



3. On Revise Company Burden Distribution Rules, complete the following fields and then click OK:

   - Do you wish to split the premium portion of overtime on labor entries?
   - Do you wish to omit Actual Burden Distribution Journal Entires (Type T3)?

Field	Explanation
1. Do you wish to split the premium portion of overtime on labor entries? . . (Y/N)	A code which specifies whether the premium portion of overtime earnings is to be separated from 'Regular' earnings for accounting purposes. The valid codes are: Y The premium portion of overtime earnings will be separated from regular earnings during the Journal Entry step of the Payroll Cycle. N The premium portion of overtime earnings will NOT be separated from regular earnings; Total earnings will be posted into the same account during the Journal Entry step of the Payroll Cycle.
2. Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)? . . (Y/N)	A code that specifies whether the Journal Entry program is to omit creation of Burden Distr. Detail(F0624) records and Distributed Actual Burden Amounts for all companies and business units. The valid values are: Y Omit the creation of F0624 records and any corresponding Actual Burden journal entries. N Default to the Business Unit (F069056) level to determine whether any F0624 records are to be created and whether the corresponding Actual Burden journal entries are to be generated.

Setting Up Business Unit Burden Rules

You can create and store actual burden detail for every timecard. Typically, you need this information for government jobs or for auditing by an outside agency. When you set up business unit burden rules, you define a burden rule that applies to a single business unit. This AAI is useful for tracking detailed cost-plus burden expenses by job and business unit.

If you do not set up burden rules, the system creates T3s but does not write records to the Burden Distribution worktable (F06241).

Before You Begin

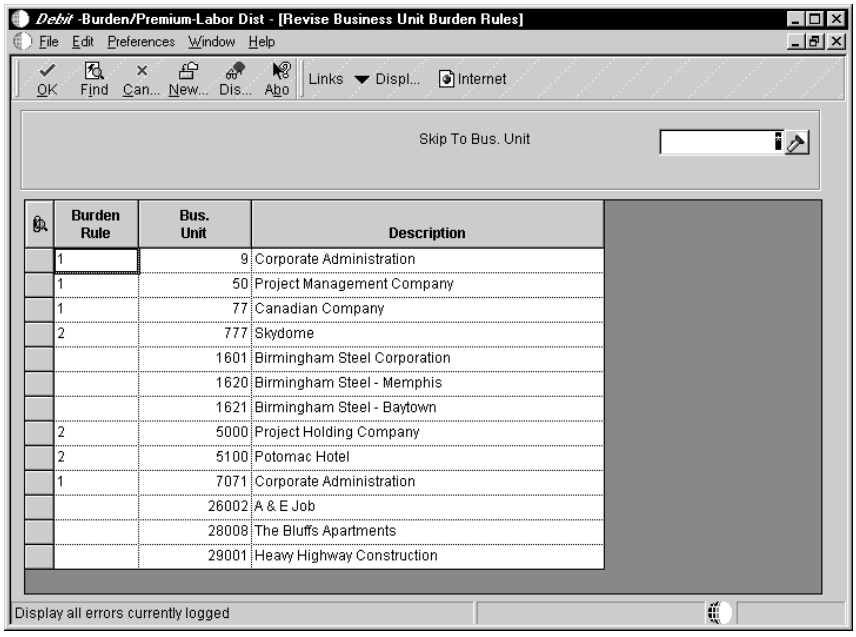
- ❑ You must set up a business unit in the Business Unit Constants (P059051A) for the business unit that you need to set up burden rules for. See *Setting Up Business Unit Constants.*

▶ To set up business unit burden rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Distribution.

On Work With Burden Distribution AAIs

1. From the Form menu, choose BU Burden Rules (Business Unit Burden Rules).



2. On Revise Business Unit Burden Rules, complete the following field and click OK:

    - Burden Rule

Field	Explanation
Burden Rule	Actual Burden expenses are initially grouped into burden clearing accounts in the T1 section of the payroll journals. The user has the option of relieving these clearing entries and distributing burden expense based on where the direct labor was charged. This distribution of burden expense is done in the T3 section of the payroll journals. The user also has the option of creating a fixed audit trail for how each component of burden was distributed per individual timecard. This detail audit trail is maintained in the F0624 file which is used by the payroll system to produce Job Billing Registers. The rule codes listed below control the process: 0 Do not create T3 Burden Expense entries for the Business Unit. 1 Create T3 Burden Expense entries but not the F0624 audit records. 2 Create T3 Burden Expense entries and associated F0624 audit records. 3 Same as 1 but reverse out the Flat Burden posted thru the special timecard post. 4 Same as 2 but reverse out the Flat Burden posted thru the special timecard post.

Setting Up AAIs for Cash-in-Bank Account Distribution

You set up AAIs for cash-in-bank account distribution to define accounts for payroll disbursements. You can define different accounts for the following:

- Cash disbursements
- Computer checks
- Automatic deposits
- Interim manual checks
- Interim computer checks

When you set up cash-in-bank account distribution instructions, you must, at a minimum, set up the default Journal Type DP. You can use other journal types when other types of payments are drawn on different bank accounts.

If you create automatic deposits for interim payments, you must set up Journal Type DD. The Journal Batch Proof report lists payments processed with Journal Type DD as Journal Type DI. These payments are also created in the Account Ledger table (F0911) under Journal Type DI.

The system derives cash-in-bank account number during pre-payroll processing. If your cash account is incorrect, after correcting the cash account, you must rerun pre-payroll.

Journal Types

DA – Automatic deposits

DC – Currency disbursement (cash)

DD – Interim automatic deposits

DI – Interim computer checks

DM – Interim manual checks

DP – Printed computer checks from payroll cycle

The Journal Type represents the type of payment.

Search Criteria for Cash-in-Bank Account Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of Cash-in-Bank during pre-payroll processing. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Cash-in-Bank accounts, and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass, the system locates either the business unit or the journal type.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example illustrates the ways that the system matches the type of payment and the home business unit for a specific company:

Business Unit	Journal Type
1	DA
1	DP
	DA
	DP

The following example illustrates the ways that the system can match the type of payment for Company 00000:

Business Unit	Journal Type
	DA
	DP

Before You Begin

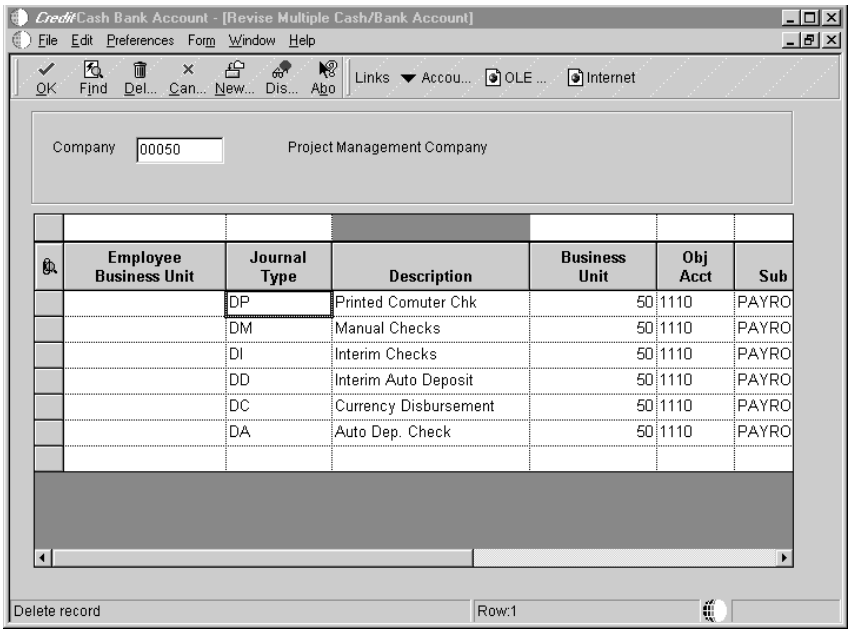
❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

▶ To set up AAIs for cash-in-bank account distribution

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Credit-Cash/Bank Account

On Work With Accounting JE Rules - Cash/Bank Account

1. Click Add.



2. On Revise Multiple Cash/Bank Account, complete the following fields:
   - Company
   - Journal Type

- Obj Acct

3. Complete the following optional fields:
   - Business Unit
   - Sub
   - Employee Business Unit
4. Click OK.

Field	Explanation
Company	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. 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.
Journal Type	This field represents the type of transaction for which an account is to be derived.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Employee Business Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit. You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.

Field	Explanation
Obj Acct	The object account portion of a general ledger account. The term “object account” refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

See Also

- *Entering Default Journal Types*

Setting Up AAIs for Liabilities

You set up AAIs for liabilities to define accounts for the payroll disbursements journal.

The minimum setup requirements for journal types when you set up liabilities instructions include the following default journal type codes:

AL	Accrued liabilities for deductions and benefits
AT	Accrued liabilities for payroll taxes

Search Criteria for Liabilities

The system uses certain fields as search criteria to determine a valid account for the distribution of liabilities. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record’s home business unit PDBA code and journal type to the search criteria defined in the AAI for Liabilities and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass, the system uses the business unit or the journal type.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example illustrates the fields that the system uses as search criteria for a specific company. For tax liabilities, the system matches the journal type and, optionally, the employee's business unit. For PDBA liabilities, the system matches the PDBA code and, optionally, the employee's business unit.

Business Unit	PDBA Code	Journal Type
1		H
1		AT
		H
		AT
1	5000	
1		AL
	5000	
		AL

The following example illustrates the fields the system uses as search criteria for Company 00000. The system matches the PDBA code, or it uses the default journal type if no match is found.

Business Unit	PDBA Code	Journal Type
		H
		AT
	5000	
		AL

Understanding Distribution Account Fields for Liabilities

You can override the value, or use one of the following constants in the Subsidiary field so that the system can designate distribution account information. You must have valid general ledger account numbers set up. See *Account Setup* in the *General Accounting Guide*.

- *STAT - To move the statutory code to the Subsidiary field for a tax. Use *STAT to charge taxes to specific accounts without having to define each account in the table. For example, the system will use CA for California.
- *EMP - To move the employee number to the Subsidiary field for a DBA.
- *PAY - To move the pay or DBA code to the Subsidiary field.
- *UNION - To move the union code to the Subsidiary field for a DBA.

You can use the following constants in the Subledger field:

- *SBLE - To move the employee number to the Subledger field.
- *SBLP - To move the DBA code to the Subledger field.

Before You Begin

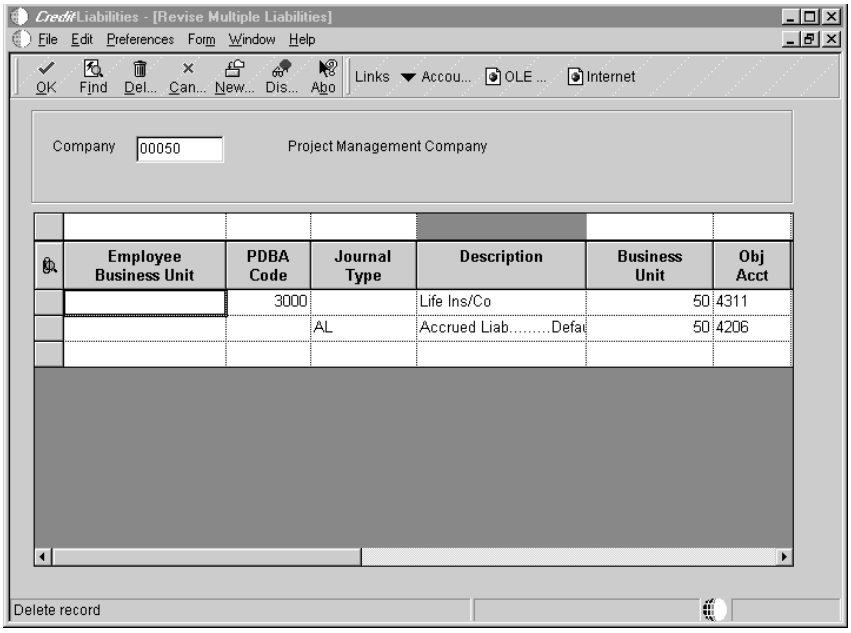
❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

▶ To set up AAIs for liabilities

From the Automatic Accounting Instruction Setup menu (G05BT4) choose Credit-Liabilities.

On Work With Accounting JE Rules-Liabilities

1. Click Add.



2. On Revise Multiple Liabilities, complete the following fields:
   - Company
   - Obj Acct
3. For deductions and benefits, complete the following field:
   - PDBA Code
4. For taxes and for AL and AT journal types, complete the following field:
   - Journal Type
5. Complete the following optional fields:
   - Employee Business Unit

- Business Unit
- Sub
- Sub– ledger
- Sub Type

6. Click OK.

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

Setting Up AAIs for Labor Billings

You set up AAIs for labor billings to define accounts for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries.

If your company does not use labor billings, you do not need to set up these AAIs.

For your most common account distribution, you can define a default labor billing rule using the journal type RO with the appropriate account information. The system uses the default rule when it does not find a rule for the specific business unit in a specific company.

Search Criteria for Labor Billings

The system uses certain fields as search criteria to determine a valid account for the distribution of labor billings. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's home business unit, charge to unit, PDBA code, and journal type to the search criteria defined in the AAI for Labor Billings and attempts to match the AAI search criteria to the appropriate Journal Type.

2. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default company (Company 00000).

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following example identifies the fields the system uses as search criteria to match information from the timecard to the default company (Company 00000):

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

Before You Begin

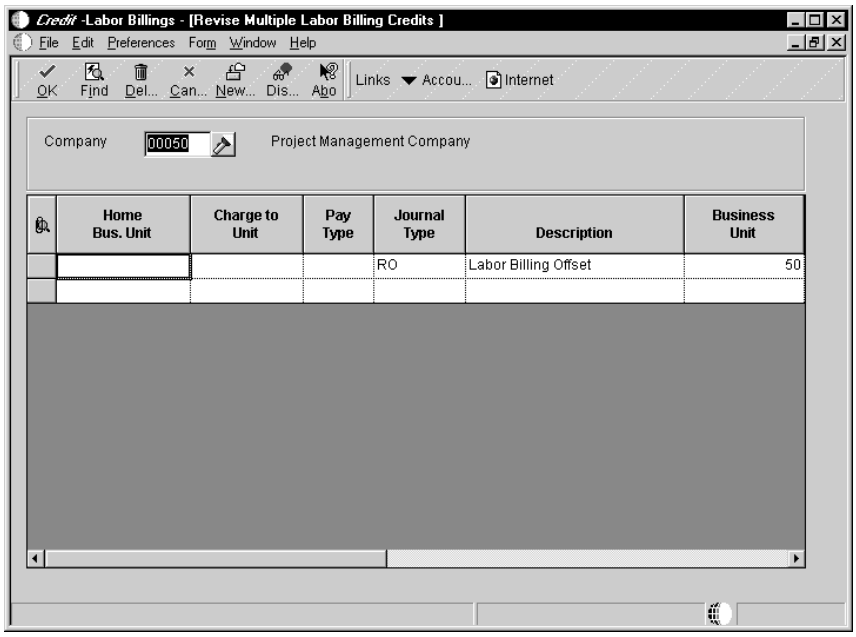
❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts at a time.

▶ To set up AAIs for labor billings

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Credit - Labor Billings.

On Work With Accounting JE Rules - Labor Billing Credits

1. Click Add.



2. On Revise Multiple Labor Billing Credits, complete the following fields:
   - Company
   - Journal Type
   - Object Account
3. Complete the following optional fields:
   - Home Bus. Unit
   - Charge to Unit
   - PDBA Code
   - Business Unit
   - Sub

   The Charge to Unit and Home Business Unit fields allow you to account for billing revenue.
4. Click OK.

See Also

- *Entering Default Journal Types*
- *AAIS for Payroll and Time Accounting*

Processing Options for Labor Billing Credits

```
Default

1. Enter a '1' for the program to use
    the Multiple Entry form when
    selecting a record or when the ADD
    button has been pressed.  When left
    blank, the program will use the
    Single Entry form when a selection
    has been made or when the ADD button
    has been pressed.
```

Setting Up AAIs for Accruals and Clearing

For the Payroll system, you set up AAIs for accruals and clearing to define accounts for the following:

- Accrued wages (T1, T2)
- Flat burden clearing (T2)
- Recharge flat burden clearing
- Intercompany settlements (T1–T6)
- Actual burden clearing (T1–T3)

For the time accounting process, you set up AAIs for accruals and clearing to define accounts for the following:

- Accrued wages (T2)
- Flat burden clearing (T2)

When you set up the accrued wages account, you must, at a minimum, include the following journal type code:

- AW - Accrued wages for the labor distribution and payroll disbursements journals

When you set up the flat burden clearing account, you must, at a minimum, include the following journal type code:

- FC - Flat burden clearing for the labor distribution journal

When you set up intercompany settlement accounts, you must, at a minimum, include the following journal type code:

- IC - Intercompany settlements for the actual burden expense, labor distribution, and payroll disbursements journals

When you set up the recharge flat burden clearing account, you must, at a minimum, include the following journal type code:

- RC - Recharge burden relief for the actual burden expense and payroll disbursements journals

When you set up actual burden clearing accounts, you must, at a minimum include the following journal type code:

- CF - Burden clearing fringe for the actual burden expense and payroll disbursements journals
- CT - Burden clearing tax for the actual burden expense and payroll disbursements journals

Search Criteria for Accruals and Clearing

The system uses certain fields as search criteria to determine a valid account for distribution of accrued wages, flat burden clearing, intercompany settlements, and recharge flat burden clearing. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Accruals and Clearing and attempts to match the AAI search criteria to the appropriate journal type.
2. On the next pass, the system looks only at journal type.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example identifies the search criteria that the system uses to match information from the timecard for a specific company for clearing tax burden:

Business Unit	PDBA Code	Journal Type
1		H
		H
1		CT
		CT

The following example identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

Business Unit	PDBA Code	Journal Type
		H
		CT

The following example identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing fringe burden:

Business Unit	PDBA Code	Journal Type
1	1000	
	1000	
1		CF
		CF

The following example identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

Business Unit	PDBA Code	Journal Type
	1000	
		CF

The following example identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	PDBA Code	Journal Type
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following example identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	PDBA Code	Journal Type
		AW, FC, IC, or RC

Understanding Distribution Account Fields for Accruals and Clearing

The following information tells you what values to enter in certain fields to help the system designate detailed account information. See *Account Setup* in the *General Accounting Guide.*

- Business Unit - *LABOR for FC (flat burden offset) provides the same business unit as labor, not Home Business Unit
- Subsidiary - Override the value or enter *PAY for DBAs, or *CO for intercompany settlements
- Subledger - A required field

Before You Begin

❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are

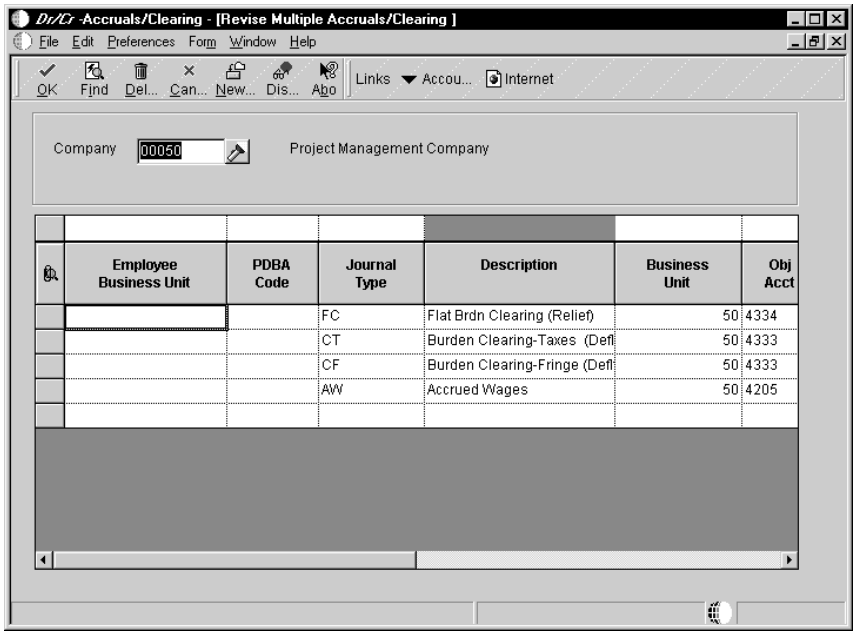
adding single or multiple accounts. This task demonstrates setting up multiple accounts at a time.

▶ To set up AAIs for accruals and clearing

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Dr/Cr - Accruals/Clearing.

On Work With Accounting JE Rules -Accruals/Clearing

1. Click Add.



2. On Revise Multiple Accruals/Clearing, complete the following fields:
   - Company
   - Obj Acct
3. Complete one of the following fields, as appropriate:
   - PDBA Code
   - Journal Type
4. Complete the following optional fields and click OK:
   - Employee Business Unit
   - Business Unit
   - Sub
   - Sub– ledger

- Sub Type

See Also

- *Entering Default Journal Types*
- *AAIs for Payroll and Time Accounting*

Setting Up Journal Summarization Rules

You set up journal summarization rules to define how the Payroll system summarizes pro forma journal entries before creating actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

If you use the Time Accounting System to generate journal entries, you can define a processing option in the processing options for Generate Timecard Journals program (R052901) to override the journal summarization rules you set up in this task.

Defining journal summarization rules allows you to do the following:

- Summarize journal entries for specific companies and for Company 00000.
- Create both summarized and detail journals
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit

If the system does not find summarization rules for a specific company, it uses those that are set up for Company 00000. If it finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which increases processing time. Therefore, J.D. Edwards recommends that you do the following:

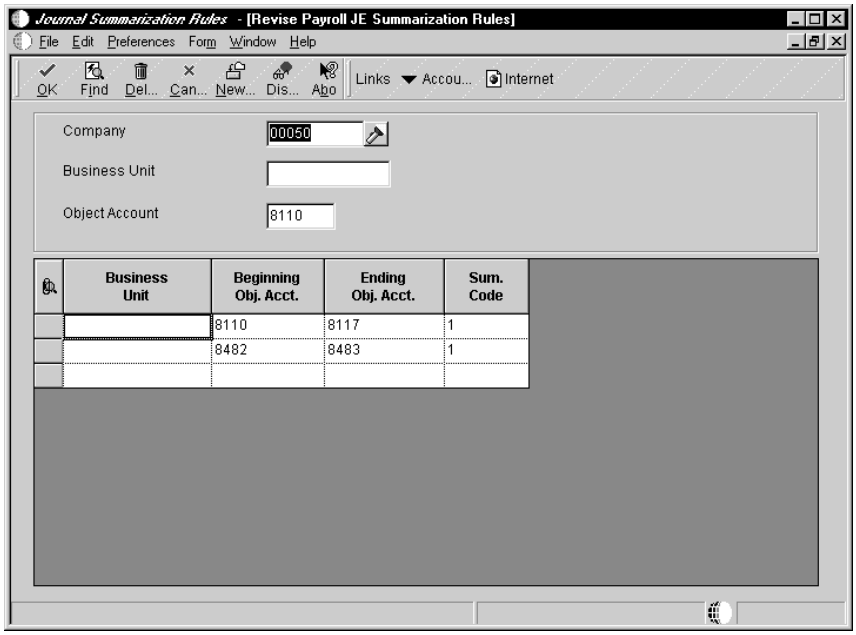
- Set up summarization rules for Company 00000.
- Avoid setting up summarization rules at the business unit level
- Define the same summarization code for each object account range when possible

To set up journal summarization rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Journal Summarization Rules.

On Work With Payroll Journal Entry Summarization Rules

1. Click Add.



2. On Revise Payroll JE Summarization Rules, complete the following fields:
   - Company
   - Object Account
3. Complete one or more of the following fields and click OK:
   - Business Unit
   - Beginning Obj. Acct.
   - Ending Obj. Acct.
   - Sum Code

Field	Explanation
Object Account	The Object account number where summarization is to begin within the Business Unit or Company specified.

Field	Explanation
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Beginning Obj. Acct.	The Object account number where summarization is to begin within the Business Unit or Company specified.
Ending Obj. Acct.	The Object account number where summarization is to end within the Business Unit or Company specified.

Field	Explanation
Sum Code	The rules tell the system how to summarize the pro forma entries before creating the actual journal entries. The system looks for all documents that have the same value and summarizes them into one journal. Valid codes for rules and journal entry descriptions are: 1 Full summary : The system looks for the same values for the following: business unit, object, subsidiary, subledger, subledger type, fiscal year, general accounting period number, equipment or asset number, document type and journal reference (See data dictionary item PRJE.) First description in the journal entry – Document description Second description in the journal entry – Blank 2 Same as Rule 1 and include pay type First description in the journal entry – Document description Second description in the journal entry – Pay type 3 Same as Rule 1 and include pay type, job type, and job step First description in the journal entry – Document description Second description in the journal entry – Pay type 4 Same as Rule 1 and include pay type, job type, job step, and employee First description in the journal entry – Employee name Second description in the journal entry – Pay type 5 Do not summarize First description in the journal entry – Document description Second description in the journal entry – Time entry comment and pay type 6 Do not summarize and include employee name First description in the journal entry – Employee name Second description in the journal entry – Time entry comment and pay type

Entering Default Journal Types

Each AAI table can have a default journal type. For example, LD is the default journal type for the labor distribution table. When the timecard or employee criteria do not match up to any instructions, the system uses the instructions assigned to the default journal type. You can use a default journal type for a specific company and for Company 00000.

The following table lists the default journal types:

LD and RD	Use in labor, billings, and equipment distribution tables
PR	Use in premium labor tables
RO	Use in labor billings tables
AW	Use in accrued wages in accruals and clearing tables
IC	Use in intercompany settlements in accruals and clearing tables
BF and BT	Use in actual burden tables
AL and AT	Use in liabilities tables

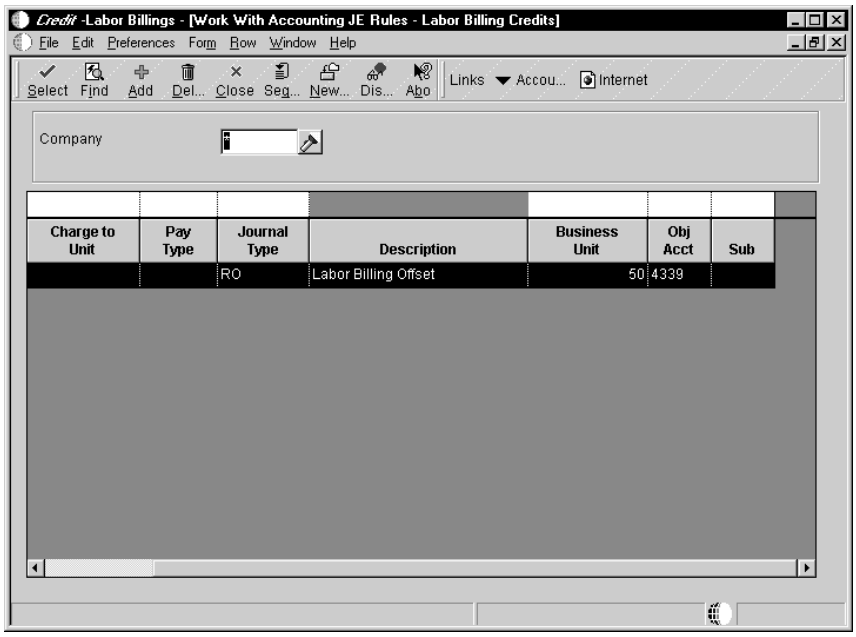
You can also use a default journal type to indicate that you are missing instructions from a table.

If you set up a default with an invalid account number, the system prints a warning on the Journal Proof report.

To enter default journal types

From the Automatic Accounting Instruction Setup menu (G05BT4), choose any AAIs form.

On any AAIs form



1. Complete the following fields for the default journal type:
   - Journal Type
   - Obj Acct
2. Complete the following optional distribution account fields:
   - Business Unit
   - Sub
3. Click OK.

Understanding Intercompany Settlements

If your organization consists of multiple companies and your employees sometimes work in companies other than their home companies, intercompany settlements make it possible for you to expense labor to one company and the associated liabilities to the home company.

Intercompany settlements keep the payroll journal entries for each company in balance by document type. These journal entries ensure that each company's net balance equals zero, or that the debits equal the credits.

Example: Intercompany Settlements Using Document Type T2

An employee whose home company is Company 1 works in Company 50, business unit 501. The employee's gross wages are 1,000.00. All liabilities are posted to the home company.

When you have not set up intercompany settlements in the Payroll system, the journal entries for the employee are:

- In balance by document type across all companies
- Out of balance by company
- Out of balance by document type within a company

The document type T2 (labor distribution) journal entries for the employee are the following:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
			Company 1 Total.....	00	1000
T2	LD	501.8115	Labor Expense	1000	
			Company 50 Total.....	1000	00
			Grand Total.....	1000	1000

When you have set up intercompany settlements in the Payroll system, the entries for the employee are:

- In balance by company
- In balance by document type within a company

The document type T2 (labor distribution) journal entries for the employee are the following:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
T2	IC	1.1291.00050	Intercompany	1000	
			Company 1 Total.....	1000	1000
T2	LD	501.8115	Labor Expense	1000	
T2	IC	50.1291.00001	Intercompany		1000
			Company 50 Total.....	1000	1000
			Grand Total.....	2000	2000

How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, your Payroll system must be integrated with the J.D. Edwards General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You can choose the method that works best for your environment.

When you use the General Accounting system to generate intercompany settlements, the system processes all of the balancing journal entries through a single hub (main) company. The hub company is the same for all employees. You can designate the hub company in the intercompany constants for the General Accounting system. If you do not designate a hub company, the post program uses the first company that it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

When you use the Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before journal entries are posted to the general ledger. The Payroll system ignores the intercompany constants for the General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

Intercompany settlements in the Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

Setting Up Intercompany Settlements in HR and Payroll Foundation

You use intercompany settlements if your organization consists of multiple companies and your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, the home company typically charges the other company for the employee's labor expenses.

Setting up intercompany settlements in the HR and Payroll Foundation system includes the following tasks:

- ❑ Verifying your chart of accounts
- ❑ Setting up AAIs for intercompany settlements
- ❑ Setting up a payroll ID for intercompany settlements

Before you can set up AAIs for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany settlement accounts.

After verifying your chart of accounts, you set up AAIs for intercompany settlements. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in the Payroll system rather than in the General Accounting system.

Before You Begin

- ❑ Set up intercompany accounts in your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

See Also

- *Setting Up Intercompany Settlements* in the *General Accounting Guide*

Verifying Your Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (the third part of the account number) can represent either the company from which or the company to which intercompany amounts are due.

For example, the following table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

Company 1	Company 7	Company 50
1.1291.00007	7.1291.00001	50.1291.00001
1.1291.00050	7.1291.00050	50.1291.00007

You (or someone in your accounting department) must use the General Accounting system to set up the accounts. Typically, you verify your chart of accounts from the General Accounting system. If you do not have access to the General Accounting system, you can verify your chart of accounts from the AAI tables in the Payroll system. To verify your chart of accounts from the AAI tables, choose the Help function for the business unit, object, or subsidiary fields.

Setting Up AAIs for Intercompany Settlements

From the Time Accounting Setup menu (G05BT4), choose Dr/Cr-Accruals/Clearing.

You use this AAI table to set up the AAIs for generating intercompany settlements. You define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in your organization. You should set up intercompany settlements for Company 00000 only.

When you set up AAIs for intercompany settlements, you do not enter a business unit. When the system creates journal entries for intercompany accounts, it enters Company 00000, in which the journal entry is created as the business unit.

Proceed to the task *Setting Up AAIs for Accruals and Clearing* to set up AAIs for intercompany settlements.

Setting Up a Payroll ID for Intercompany Settlements

From the Payroll (G05BT4), choose Dr/Cr-Accruals/Clearing.

After you set up AAIs for intercompany settlements, you should set up a payroll ID for intercompany settlements. When you use this payroll ID to process a payroll cycle, the

Payroll system, rather than the General Accounting system, generates intercompany settlements before posting them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

To set up a payroll ID for intercompany settlements, proceed to the task, *Creating a New Payroll ID* in the *Payroll Guide*.

Appendices

Appendix A: DBA Table Methods Quick Reference

There are five general, arbitrary categories of DBA table methods. The methods are distinguishable by what the DBA method is based on.

Category	Available Calculations
Salary Amounts: **Pay Period** **Monthly** **Annual** **Life Insurance** **2nd Life Insurance**	For the salary figure, you can perform one of the following calculations: • Table amount x Employee rate • Salary x Employee rate x Table amount • Use the table amount as the actual DBA amount • Hours worked x Table amount • Gross earnings x Table amount • Salary x Employee rate Result rounded down x Table amount • Salary x Employee rate Result rounded up x Table amount • Salary x Table amount x Excess rate
Employee's Age:	Based on the employee's age, you can perform one of the following calculations: • Salary x Employee rate x Table amount • Salary x Employee rate Result rounded down x Table amount • Salary x Employee rate Result rounded up x Table amount • Salary x Employee rate Result rounded down / 1000 • Salary x Employee rate Result rounded up / 1000 • Salary x Table amount x Excess rate

Category	Available Calculations
Dates: **Leave of Absence** **Original Hire** **Participation** **Start**	For each date, you can perform one of the following calculations: • Table amount x Employee rate • Table amount x Employee rate (calculates hours only) • Table amount x Hours worked (can optionally calculate Rate x Hours) • Table amount x Hours worked (calculates hours only) • Table amount x Hours worked • Use the table amount as the actual DBA amount • Table amount x Gross earnings • Annual salary x Table amount x Excess rate • Pay-period salary x Table amount x Excess rate • Monthly salary x Table amount x Excess rate • Life insurance salary x Table amount x Excess rate • 2nd life insurance salary x Table amount x Excess rate
Amounts: **Hours** **Gross Amounts** **Flat Dollar**	You can perform various calculations against an employee's pay rate, hours, and gross wages. These calculations include the following: • Average hourly rate • Range from the detail area of the table
Miscellaneous: **Pay-Period Number** **Variable Months** **Excess Life Insurance**	You can use various tables, depending on the following: • Pay-period number for the month • Number of months of history to use as a basis • Group term life insurance premiums

Based on Pay-Period Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
EA	Pay-Period Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
EB	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee x Table amount.	3
ED	Pay-Period Salary	Table amount equals the actual amount of the DBA.	1
EH	Pay-Period Salary	The number of hours worked by the employee x Table amount or rate.	1
EP	Pay-Period Salary	Employee's gross earnings for the current period x Table amount or rate.	1
EQ	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
ER	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
ES	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
ET	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
EY	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate. The system does not calculate a DBA amount.	3 or 9
EZ	Employee's Age in Years	Employee's pay-period salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
E%	Employee's Age or Pay-Period Salary	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Monthly Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NA	Monthly Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
NB	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee x Table amount.	3
ND	Monthly Salary	Table amount equals the actual amount of the DBA.	1
NH	Monthly Salary	Number of hours worked by the employee x Table amount or rate.	1
NP	Monthly Salary	Employee's gross earnings for the current period x Table amount or rate.	1
NQ	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
NR	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
NS	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
NT	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
NY	Employee's Age in Years	Employee's monthly salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
NZ	Employee's Age in Years	Employee's monthly salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
N%	Employee's Age or Monthly Salary	Employee's monthly salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Annual Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
AA	Annual Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
AB	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee x Table amount.	3
AD	Annual Salary	Table amount equals the actual amount of the DBA.	1
AH	Annual Salary	Number of hours worked by the employee x Table amount or rate.	1
AP	Annual Salary	Employee's gross earnings for the current period x Table amount or rate.	1
AQ	Annual Salary	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
AR	Annual Salary	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
AS	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
AT	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
AY	Employee's Age in Years	Employee's annual salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
AZ	Employee's Age in Years	Employee's annual salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
A%	Employee's Age or Annual Salary	Employee's annual salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
IA	Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
IB	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee x Table amount.	3
ID	Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
IH	Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
IP	Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
IQ	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
IR	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
IS	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
IT	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
IY	Employee's Age in Years	Employee's life insurance salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
IZ	Employee's Age in Years	Employee's life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
I%	Employee's Age or Life Insurance Salary	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Second Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
FA	2nd Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
FB	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee x Table amount.	3
FD	2nd Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
FH	2nd Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
FP	2nd Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
FQ	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
FR	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
FS	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
FT	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
FY	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
FZ	Employee's Age in Years	Employee's 2nd life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
F%	Employee's Age or 2nd Life Insurance Salary	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Leave-of-Absence Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
LA	Months of Service from Leave of Absence	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
LB	Months of Service from Leave of Absence	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
LH	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
LI	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
LR	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling the DBA amount.	2
L$	Months of Service from Leave of Absence	Table amount equals the actual amount of the DBA.	2
L%	Months of Service from Leave of Absence	Employee's gross earnings x Table rate percentage.	2
L1	Months of Service from Leave of Absence	Employee's annual salary x Table amount or rate x Excess rate.	2
L2	Months of Service from Leave of Absence	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
L3	Months of Service from Leave of Absence	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
L4	Months of Service from Leave of Absence	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
L5	Months of Service from Leave of Absence	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Original Hire Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
OA	Months of Service from Original Hire Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
OB	Months of Service from Original Hire Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
OH	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
OI	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
OR	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling the DBA amount.	2
O$	Months of Service from Original Hire Date	Table amount equals the actual amount of the DBA.	2
O%	Months of Service from Original Hire Date	Employee's gross earnings x Table rate percentage.	2
O1	Months of Service from Original Hire Date	Employee's annual salary x Table amount or rate x Excess rate.	2
O2	Months of Service from Original Hire Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
O3	Months of Service from Original Hire Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
O4	Months of Service from Original Hire Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
O5	Months of Service from Original Hire Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Participation Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
PA	Months of Service from Participation Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
PB	Months of Service from Participation Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
PH	Months of Service from Participation Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
PI	Months of Service from Participation Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
PR	Months of Service from Participation Date	Table amount x Number of hours worked equalling the DBA amount.	2
P$	Months of Service from Participation Date	Table amount equals the actual amount of the DBA.	2
P%	Months of Service from Participation Date	Employee's gross earnings x Table rate percentage.	2
P1	Months of Service from Participation Date	Employee's annual salary x Table amount or rate x Excess rate.	2
P2	Months of Service from Participation Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
P3	Months of Service from Participation Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
P4	Months of Service from Participation Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
P5	Months of Service from Participation Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Start Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
SA	Months of Service from Start Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
SB	Months of Service from Start Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
SH	Months of Service from Start Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
SI	Months of Service from Start Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
SR	Months of Service from Start Date	Table amount x Number of hours worked equalling the DBA amount.	2
S$	Months of Service from Start Date	Table amount equals the actual amount of the DBA.	2
S%	Months of Service from Start Date	Employee's gross earnings x Table rate percentage.	2
S1	Months of Service from Start Date	Employee's annual salary x Table amount or rate x Excess rate.	2
S2	Months of Service from Start Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
S3	Months of Service from Start Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
S4	Months of Service from Start Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
S5	Months of Service from Start Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Hours Worked

Table Method	Lower/Upper Ranges Represent	Calculation	Method
HA	Hours Worked	Employee's total wages / Employee's total hours x Table amount or rate.	4
HD	Inception to Date Hours Worked	Table amount equals the actual amount of the DBA.	4
HP	Inception to Date Hours Worked	Employee's hours worked during the current period x Table rate.	4
H1	Hours Worked	Table amount equals the number of hours that the DBA is based on.	4

Based on Gross Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
GA	Gross Amount	Amount or rate associated with the employee x Table amount.	8
GD	Gross Amount	Table amount equals the actual amount of the DBA.	8
GH	Gross Amount	Hours worked x Table amount.	8
GP	Gross Amount	Amount of employee's gross earnings x Table rate.	8
G%	Gross Amount	Amount of employee's gross earnings x Table rate.	3
G@	Gross Amount	Amount of employee's gross earnings x Table rate.	8

Based on Flat Dollar Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
DD	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, do one of the following: • Calculate days worked • Days worked x Rate in the detail area	4
DH	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, use Actual hours worked x Rate in the detail area.	4
DL	Employee's Age in Years	Table amount equals the actual amount of the DBA.	3 or 9
DP	Pieces Produced	If possible, use amount in table. If employee produced fewer pieces, use Actual pieces produced x Rate in the detail area.	5

Based on Pay-Period Number

Table Method	Lower/Upper Ranges Represent	Calculation	Method
WD	Pay-Period Number (1–5)	Days worked (based on number of timecard records) x Table amount or rate.	0
WH	Pay-Period Number (1–5)	Hours worked x Table amount or rate.	0
WP	Pay-Period Number (1–5)	Pieces produced x Table amount or rate.	0
W$	Pay-Period Number (1–5)	Table amount equals the actual amount of the DBA.	0
W%	Pay-Period Number (1–5)	Gross earnings x Table amount or rate.	0

Based on Variable Months

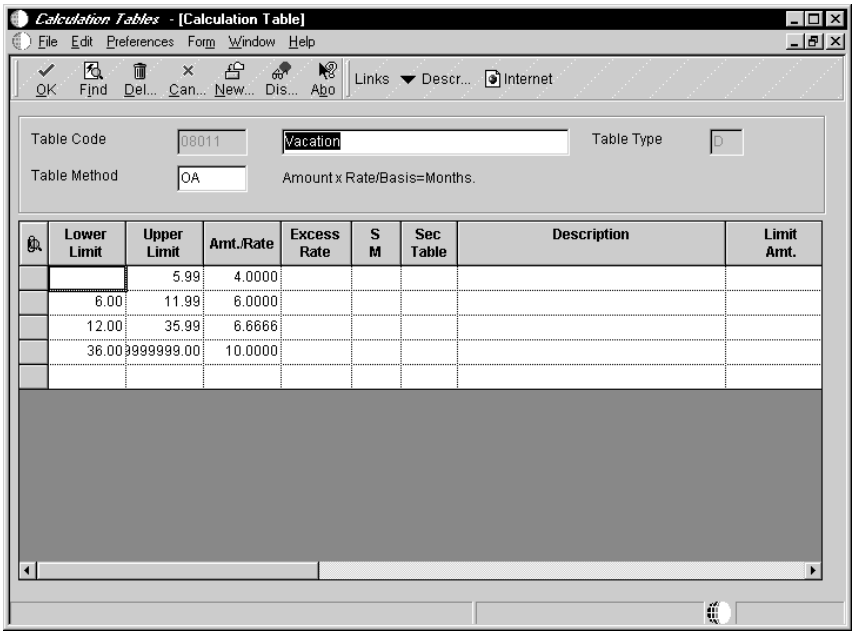
Table Method	Lower/Upper Ranges Represent	Calculation	Method
MH	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table x Table rate.	6
MI	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded up to the next whole hour x Table rate.	6
MJ	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded down to the next whole hour x Table rate.	6
MP	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated gross earnings for the number of months specified x Table rate.	6
MR	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated pieces produced for the number of months specified x Table rate.	6

Based on Excess Life Insurance

Table Method	Lower/Upper Ranges Represent	Calculation	Method
XL	Employee's Age in Years	The "maximum amount" for data dictionary item #XL1–Hours basis. Remainder x Table amount.	3 or 9
XC	Employee's Age in Years	The "maximum amount" for data dictionary item #XLC–Hours basis. Remainder x Table amount.	3 or 9

Example: Calculation Table Based on Months of Service

When you set up a calculation table based on months of service, the system uses only whole numbers for the lower and upper limits.



For example, the system reads the above limits as the following:

- 0 to 5
- 6 to 11
- 12 to 35
- 354 to 9,999,999

The system considers the months between the specified date and the payroll date, not the number of days. The system does not convert number of days to months. For example, the system would calculate months of service as follows:

- Start Date = 1/15 and Pay Date = 1/31

  The system calculates one month of service. The employee started in January and was paid in January.

- Start Date = 1/15 and Pay Date = 2/15

  The system calculates two months of service. The employee started in January and was paid in February.

Example: Calculation Table Based on Periods Worked

You might want to set up a calculation table based on different amounts based on pay periods worked. For example, you might want to split a 75.00 per month health insurance premium between two pay periods.

The following list shows the information to enter on each line of the calculation table:

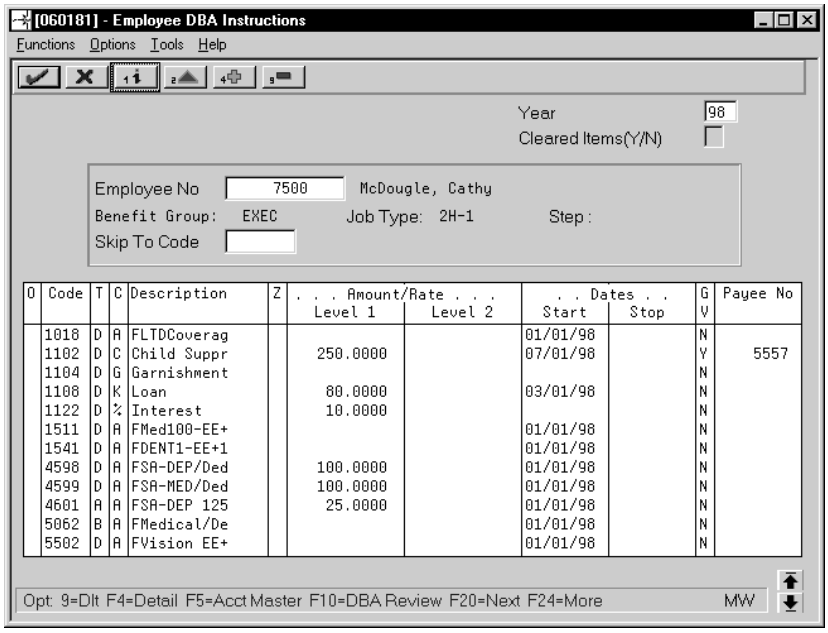
Line one for the first pay period	Lower Limit = 1 Upper Limit = 1 Amount/Rate = 40
Line two for the second pay period	Lower Limit = 2 Upper Limit = 2 Amount/Rate = 35

Based on this calculation, the system deducts 40.00 in the first pay period and 35.00 in the second pay period.

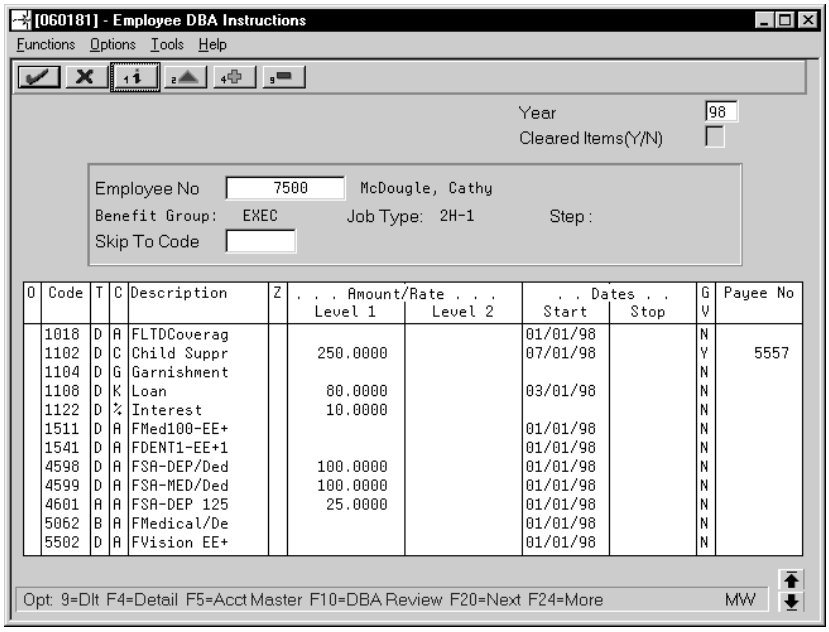
Appendix B: DBA Troubleshooting

You should research the following questions when the system does not calculate a DBA as you expect:

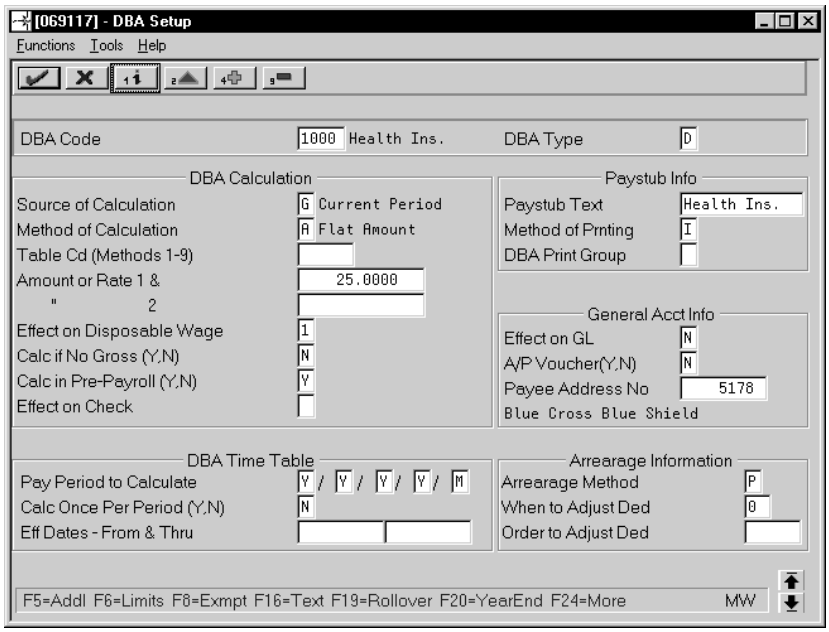
1. For whom is the DBA not calculating? One employee? A group of employees? Everyone?
2. At what level is the DBA assigned? Employee? Union? Required? One-Time Override?



3. Does the DBA have start or stop dates?

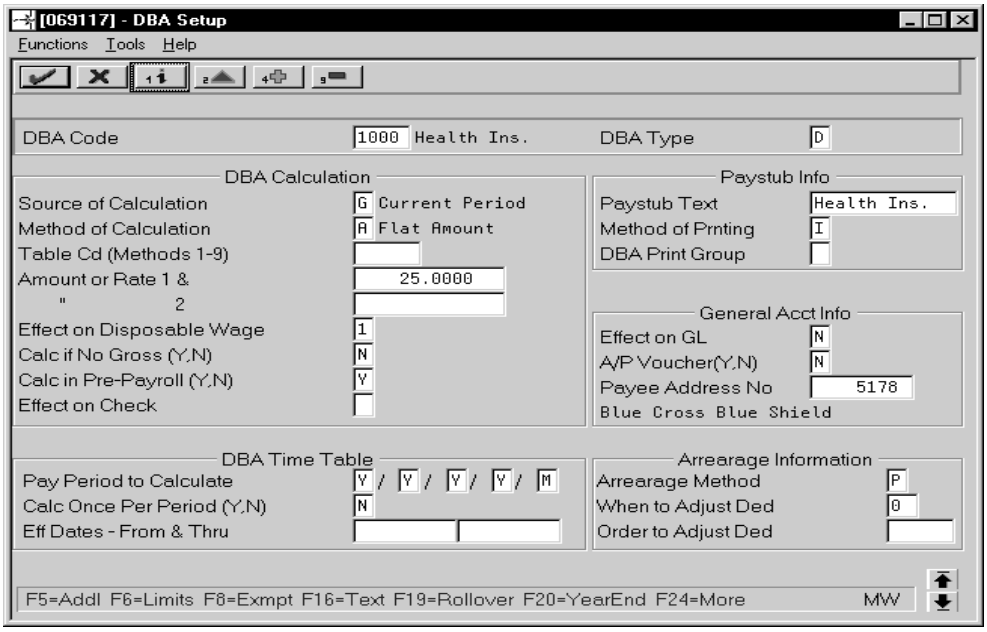


4. What is the value of the Calculate if No Gross field?

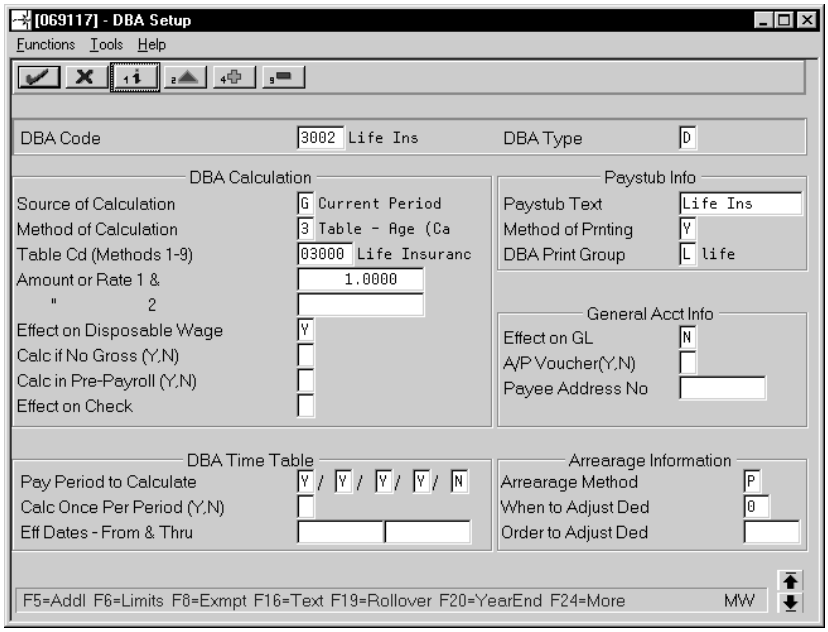


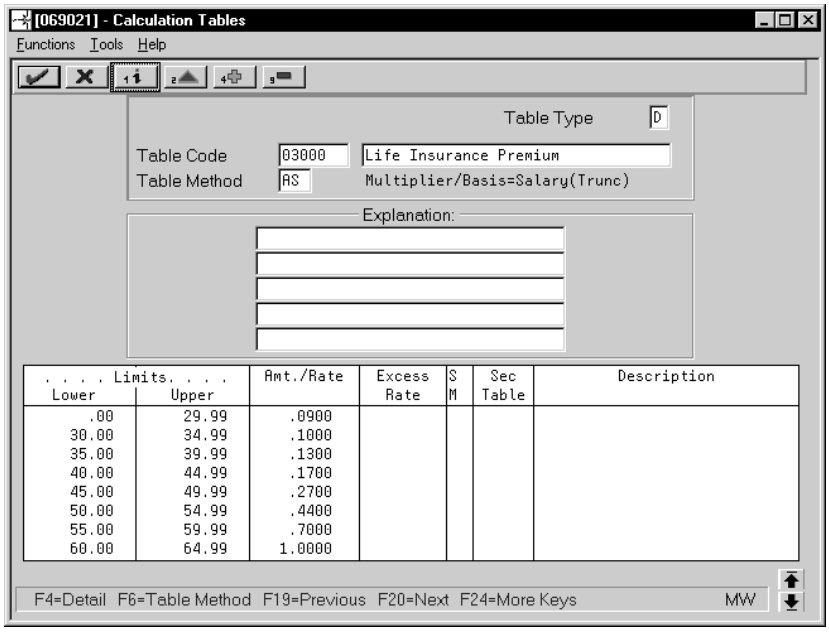
5. Does the employee have gross wages?

6. What is the DBA method? Flat dollar amount? Percentage? Wage attachment?

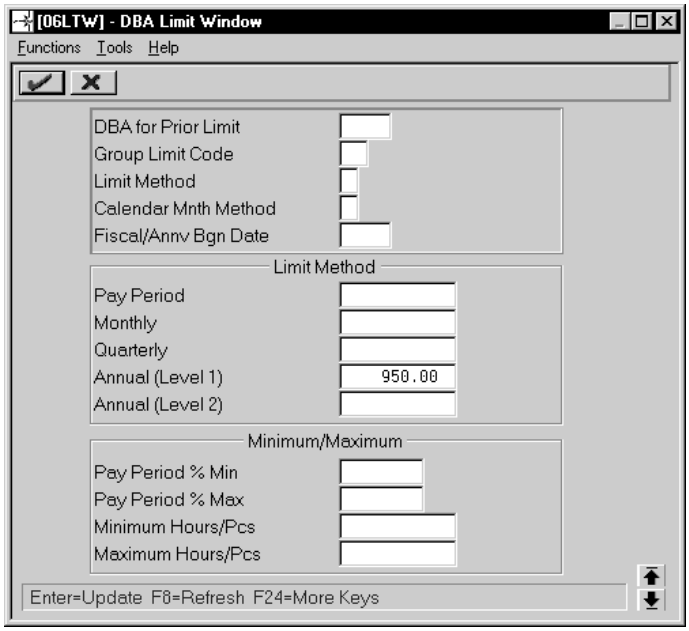


7. Does the DBA use a calculation-table code for its calculation?

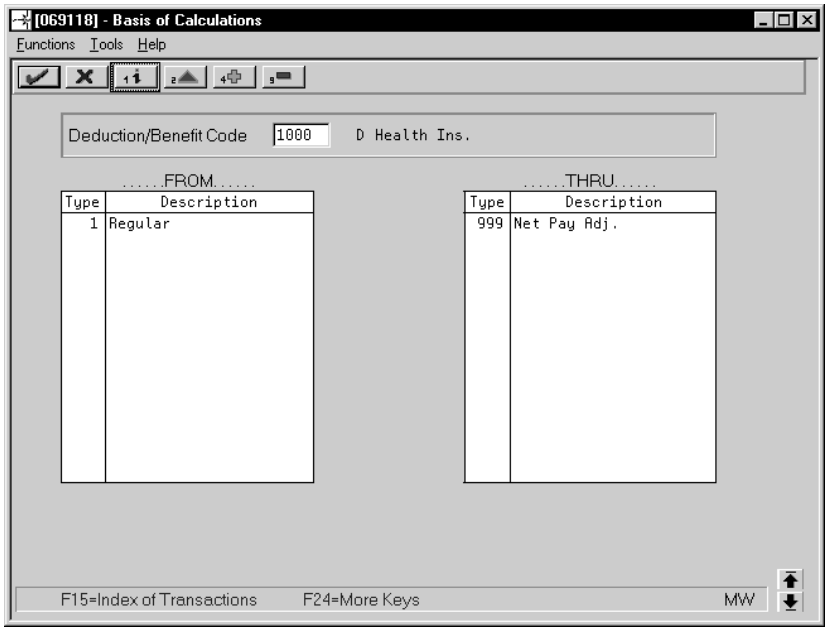




8. Does the DBA have limits? If it has a limit, has the limit been met?

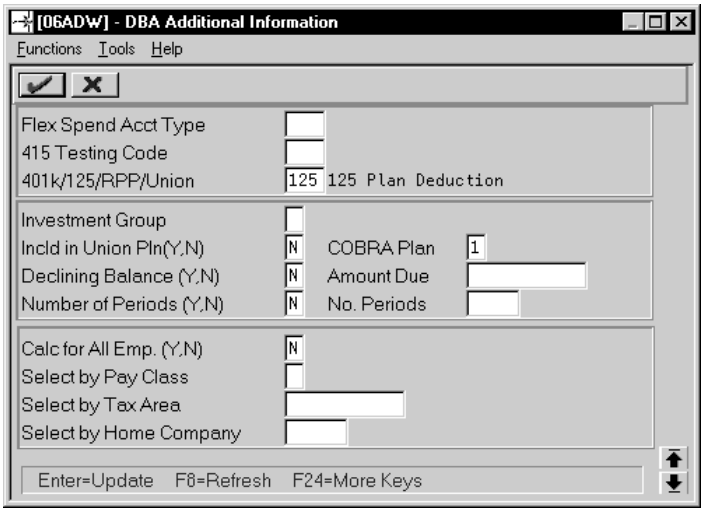


9. Are the PDBAs in the Basis of Calculations table correct?

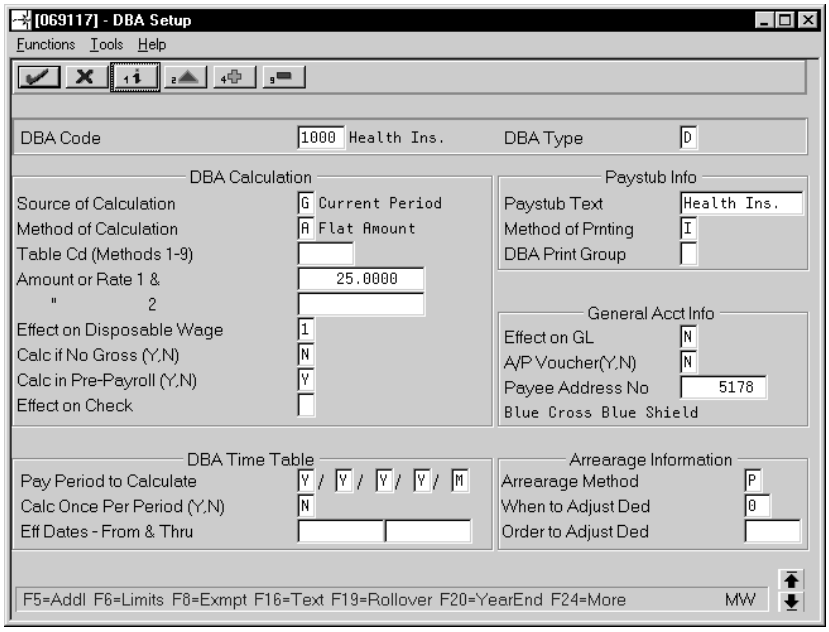


10. Is the DBA based on another DBA? If so, does the based-on DBA calculate first?

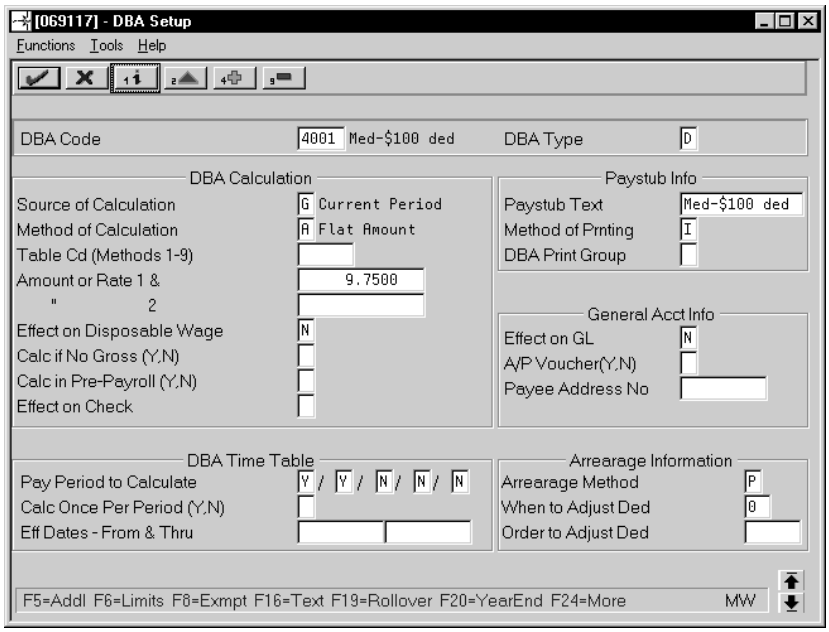
11. Does the DBA have a declining balance? If so, is there an amount due?



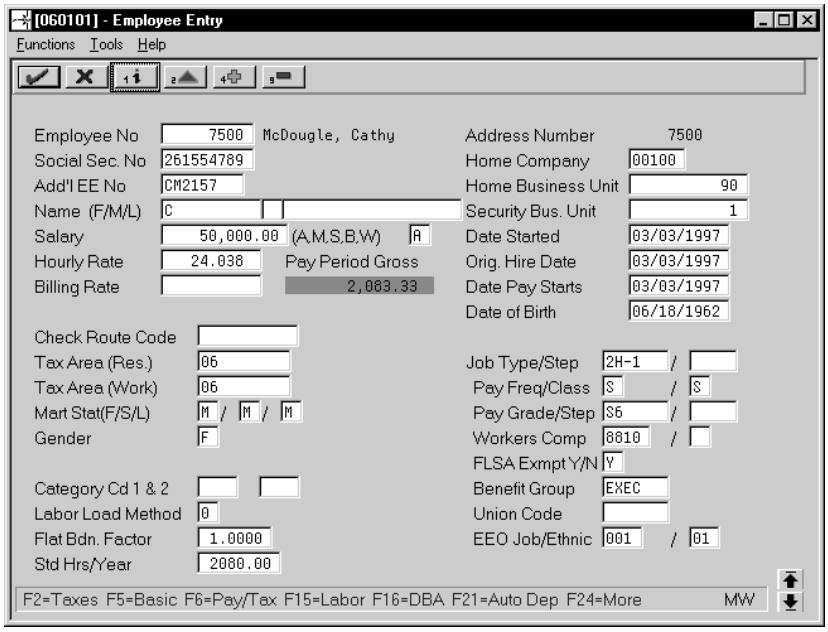
12. What is the value of the Calculate in Pre-Payroll field?



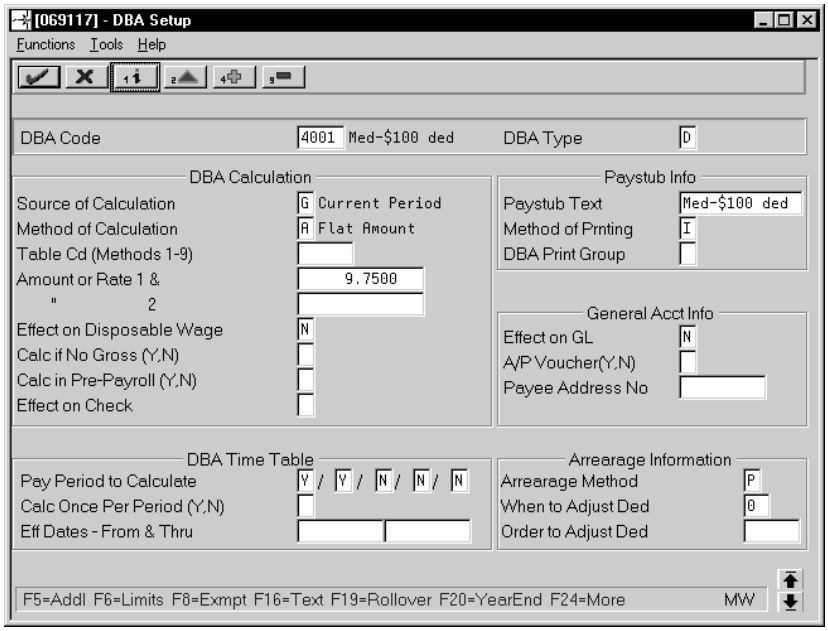
13. Has the DBA already been calculated for this period?



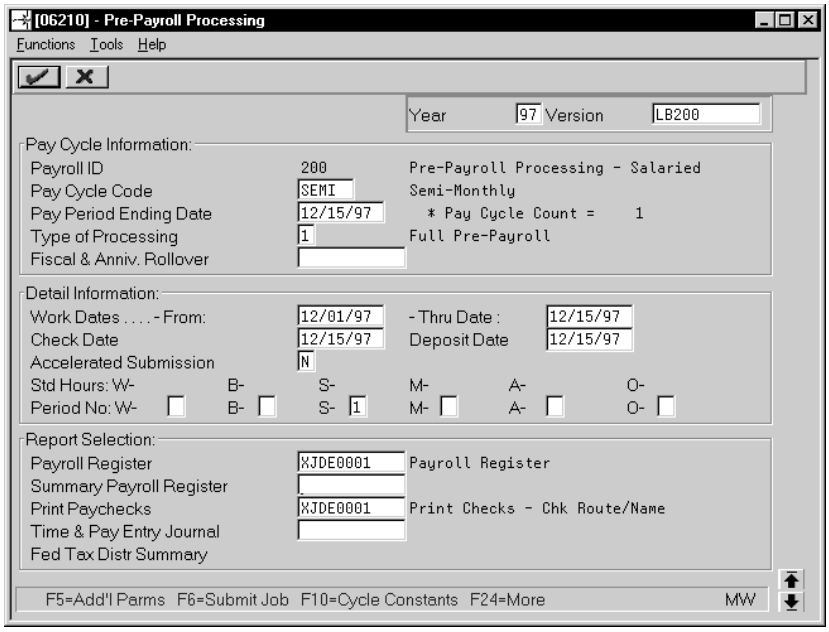
14. What is the employee's pay frequency? Biweekly? Semimonthly? Monthly? Weekly?

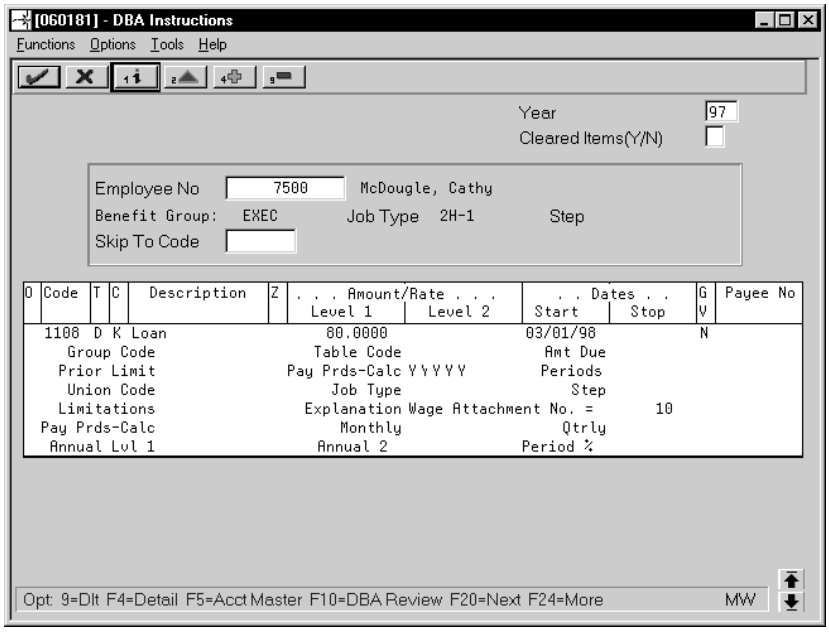


15. Which period of the month are you processing?

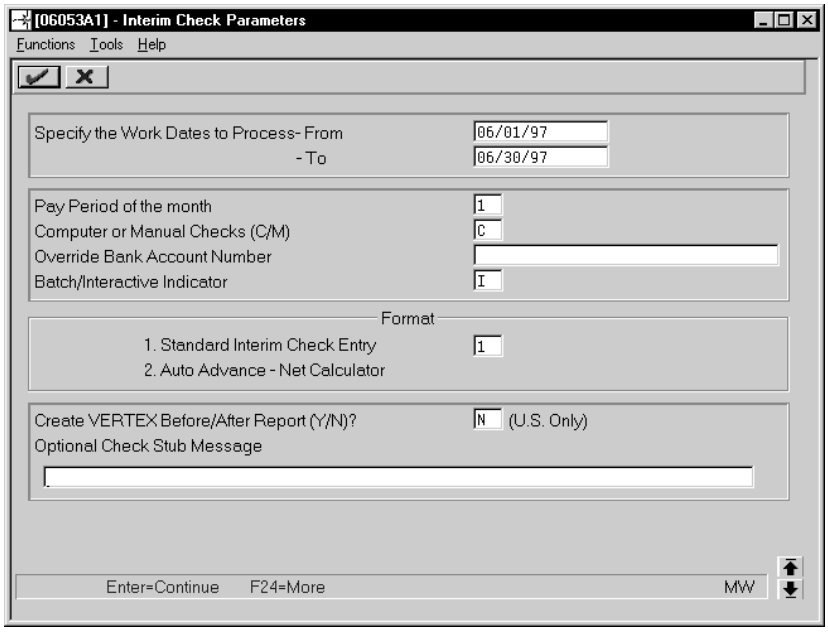


16. What is the value of the DBA Specification Withholding field?
17. What payroll processes are you using? Pre-payroll? Interims?
18. Does the value in the Period Number field in the pre-payroll parameters correspond to the value in the DBA Specifications Withholding field?

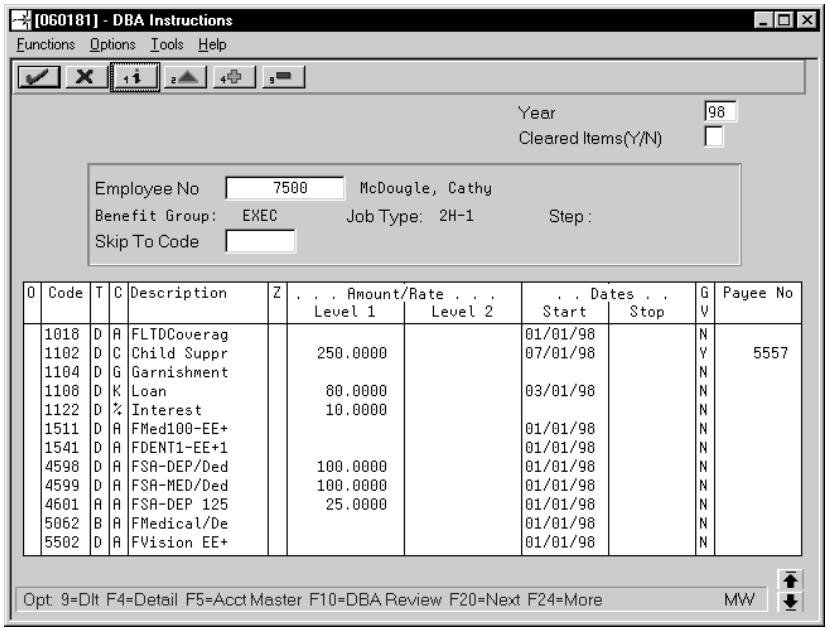




19. Does the DBA calculate in a test interim?



20. What is the value of the Z column on the employee's DBA Instructions form?



Appendix C: Timecard Derivation Sequence

This appendix lists the sequence that the system uses to derive values for fields on the timecard entry forms.

Item	1	2	3	4	5
Timecard Record Type 1. Payroll 2. Combined 3. Billing	Keyed on timecard	Employee Master (F060116)	Default – 1		
Pay Type	Keyed on timecard	Option – U Union Rate table (F069126)	Option – E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on header of timecard	Defaults to Pay Period Ending for autopay			
Home Company	Keyed on timecard	Employee Master (F060116)			
Home Business Unit	Local Union Override (F0693006)	Keyed on timecard	Employee Master (F060116)		
Union Code for Wages and Reporting	Keyed on timecard	Local Union Override (F0693006)	Employee Master (F060116)		
Job Type	Keyed on timecard	Employee Master (F060116)			
Job Step	Keyed on timecard	Employee Master (F060116)			

Item	1	2	3	4	5
Labor Distribution Account	Keyed on timecard	Employee Labor Distribution Instructions (for autopay employees)	Position Account Instructions (F081012)	AAIs (F06904)	
Billing Distribution (Recharges)	Keyed on timecard	AAIs for any Missing Element RD (F06904)			
Equipment Distribution	Keyed on timecard	AAIs for Object Account ED (F06904)			
Job Location	Keyed on timecard	Business Unit associated with Primary Distribution			
Shift Code	Keyed on timecard	Employee Master (F060116)			
Shift Differential and Method	Keyed on timecard	Shift Differential table $/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116)		
Hours Worked	Keyed on timecard	Autopay Instructions	Labor Distribution table		
Rate	Keyed on timecard	Option – U Union Rate table (F0609126)	Option – U Occupational Rate table (F060146)	Option – E Occupational Rate table (F060146)	Employee Master (F060116 or F060118)
Base Rate	The derivation of the base rate depends on the derivation of the hourly rate as follows: • If the Union Rates table is used, then the base rate is found by dividing the rate derived from the Union Rates table by the pay-type multiplier. • If the Occupation Rates table is used, then the rate from the Occupation Rates table is assumed to be the base rate. • If the hourly rate is manually entered, then the base rate is found by dividing the entered hourly rate by the pay-type multiplier. • If the employee master rate is used, the base rate is the rate from the Employee Master table.				

Item	1	2	3	4	5
Gross Pay	Entered Lump Sum Amount	Calculated			
Flat Burden %	Employee Master (F060116)	Option – U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		
W/C Insurance	Keyed on timecard	Labor Distribution Account, update in Cost Code Master (F0901)	Employee Labor Distribution Instructions (F06106)	Option – U Union Rate table (F069126)	Employee Master (F060116)
Work Tax Area	Keyed on timecard	Labor Distribution Payroll Business Unit (F0006)	Employee Master (F060116)		
Check Route Code	Keyed on timecard	Employee Master (F060116)			
Equipment Rate Code	Keyed on timecard (F1301)	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate	Keyed on timecard	Equipment Rate table			
Bank Account	Defined in Pre-payroll processing option	Interim check entry	AAIs		

Appendix D: Optional Fields for the Employee Transactions Batch table (F06116Z1)

The following fields are not required in order to upload timecard information however, the values uploaded into these fields are passed from system to system. Enter the following optional fields in a custom program:

VLANI (Account Number) A number that identifies an account in the general ledger. You can use one of the following formats for account numbers:

- Structured account (business unit, object, subsidiary)
- 25-digit unstructured number
- 8-digit short account ID number
- Speed code

The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).

The value is supplied from the master business function based on labor distribution fields.

Use either this field, or the VLMCU, VLOBJ, and VLSUB fields.

VLMCU (Business Unit) A value 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, or job.

VLOBJ (Object Account) The object account portion of the general ledger account.

VLSUB (Subsidiary) A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

If you complete this field, you must also complete the VLSBLT field.

VLGMCU (Recharge Business Unit)
For Payroll purposes, a business unit that represents the distribution account where the recharge (billing) amounts are to be posted. The only time that this field is generated is when you are entering a 2 or 3 in the Record Type field for an employee. In this case, the derived distribution account, or entered account, equals this business unit.

VLGOBJ (Recharge Object Account)
For Payroll purposes, the account number to which the recharge (billing) amounts are to be posted.

VLGSUB (Recharge Subsidiary)
For Payroll purposes, the account number where the recharge (billing) amounts are to be posted.

VLSBL (Subledger)
A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type. If you enter this field, you must also enter the VLSBLT (Subledger Type) field.

VLSBLT (Subledger Type)
A UDC (00/ST) that is used with the Subledger field to identify the subledger type.

VLWR01 (Phase)
A UDC (00/W1) that indicates the current stage or development for a work order. You can assign a work order to only one phase code at a time.

This field is automatically supplied from the work order field if the speed coding work coding entry is used. See the master business function documentation for more information.

VLMCUO (Chargeout Business Unit)
A business unit that represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and it is used exclusively by the Certified Payroll Register.

VLMAIL (Check Route Code)
A UDC (06/CR) that specifies the check routing or mail stop code. This code can be used to sequence the printing of payroll checks to facilitate their handling and delivery.

VLUN (Union Code)
A UDC (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

VLJBCD (Job Type)	A UDC (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.
VLJBST (Job Step)	A UDC (06/GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.
VLSHFT (Shift Code)	A UDC (06/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.
VLSHD (Shift Differential)	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).
VLDTBT (Date Time Clock Start)	The date and time which the timecard transaction was created.
VLTCDE (Date Time Clock End)	The date and time which the timecard transaction was ended.
VLEQWO (Equipment Worked On)	The ID number for the equipment that an employee maintained or repaired, but did not use. For example, an employee might change the oil in the company dump truck. Use this field to direct labor expenses to this piece of equipment.
VLEQCG (Equipment Worked)	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
VLQOBJ (Equipment Object Account)	The object account to which you want the system to distribute equipment utilization charges.
VLERC (Equipment Rate Code)	A UDC (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
VLEQRT (Billing Rate)	The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate–ERC).

VLEQHR (Equipment Hours)	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
VLEXR (Explanation)	A name or remark that describes a timecard record.
VLP001–VLP004 (Category codes 1–4)	A Payroll system category code, for which you can define the use and description to fit the needs of your organization.
VLEPA (Entered Gross Pay)	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.

Glossary

Glossary

1040. 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 non-corporate entities.

AAI. See automatic accounting instruction.

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.

accrued benefit. The funds or other form of benefit that a plan participant has accumulated to a particular point in time. Accrued benefits may be compounded by employees and used at a later date. Examples of accrued benefits are vacation leave and sick time.

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

alphanumeric character. A combination of letters, numbers, and symbols used to represent data. Contrast with numeric character and special character.

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

application. In the computer industry, the same as an executable file. In OneWorld, an interactive or batch application is a DLL that contains programming for a set of related forms that can be run from a menu to perform a business task such as Accounts Payable and Sales Order Processing. Also known as system.

arrearage. An amount past due. 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.

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 Accounts Payable, Accounts Receivable, Financial Reporting, 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.

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

batch header. The information that identifies and controls a batch of transactions or records.

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

batch input table. An external table that holds data being loaded into the system.

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 computer system performs a batch job with little or no user interaction.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

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 status. A code that indicates the posting status of a batch. Valid values are:

A	indicates approved for posting.
P	indicates posting in-process.
D	indicates posted.

batch type. A code assigned to a batch job that designates to which J.D. Edwards 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, or executives.

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

Boolean Logic Operand. In J.D. Edwards reporting programs, the parameter of the Relationship field. The Boolean logic operand instructs the system to compare certain records or parameters. Available options are:

EQ	Equal To.
LT	Less Than.
LE	Less Than or Equal To.
GT	Greater Than.
GE	Greater Than or Equal To.
NE	Not Equal To.
NL	Not Less Than.
NG	Not Greater Than.

broadcast message. 1) An e-mail message that you send to a number of 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. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates 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.

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 mid-point 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 the system uses to standardize information processing by associated programs. Some examples of constants are: validating bills of material online and including fixed labor overhead in costing.

core. The central and foundation systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office.

cost allocations. A procedure that allocates or 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 types. Categories in which you can track supplemtal information for employees, applicants, jobs, and requistitions. 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 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, 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 value that is assumed when none is specified.

detail. The specific pieces of information and data that make up a record or transaction. Contrast with summary.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

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

EDI. Electronic data interchange. A method of electronically transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations.

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.

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 formerly paper-based tasks, such as notifying a manager that a requistion is waiting for approval, into an e-mail-based process flow across a network.

ERISA. 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.

exit. 1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. 2) An option or function key displayed on a form that allows you to access another form.

facility. 1) A separate 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. 2) In Home Builder and ECS, a facility is a collection of computer language statements or programs that provide a specialized function throughout a system or throughout all integrated systems. For example, DREAM Writer and FASTR are facilities.

field. 1) An area on a form that represents a particular type of information such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See input field and display field. 2) A defined area within a record that contains a specific piece of information. For example, the Employee Name field contains the name of the employee.

File. 1) In AS/400 environments, a collection of related data records organized for a specific use and electronically stored by the computer. Also known as file.2) In database environments, a two-dimensional entity made up of rows and columns. All physical data in a database are stored in tables.

file. See table.

Financial Report Writer. A report writer that allows you to design your own report specifications using financial and other database tables.

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

fold area. See detail area.

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. See 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. This information is used to identify or provide control information for the group of records that follows.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

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 prededing year, owned at least 5 percent of the company, 2) During the preceding year, earned more than 80,000 (indexed for inflation) and was in the top 20% of employees ranked by compensation.

HIPAA. 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 that supplements 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 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. See also online. Contrast with batch processing.

interface. A link between two or more computer systems that allows these systems to send information to and receive information from one another.

ISO 9000. A series of standards established by the International Organization for Standardization, designed as a measure of product and service quality.

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.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as: 00004567.

level of detail. 1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

A	Major Product Directories.
B	Product Groups.
1	Basic Operations.
2	Intermediate Operations.
3	Advanced Operations.
4	Computer Operations.
5	Programmers.

6 Advanced Programmers Also known as menu levels.

2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

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 email messages. This list enables you to quickly send notices, instructions, or 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 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. A menu that displays numbered selections. Each of these selections represents a program or another menu. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See level of detail.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

next numbers. A feature you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify a numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character. Digits 0 through 9 that are used to represent data. Contrast with alphanumeric characters.

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

online. Computer functions over which the system has continuous control. Users are online with the system when working with J.D. Edwards system provided forms.

operand. See Boolean Logic Operand.

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

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

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

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

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 hierarchial 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 employees recieve. You use pay types to direct labor costs to separate accounts in the general ledger.

payroll cycle. The process you complete to pay your employees. The payroll sysle 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.

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 list.

processing option. A feature of the J.D. Edwards reporting system that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information prints on reports, change how a form displays information, and enter beginning dates.

program temporary fix (PTF). A representation of changes to J.D. Edwards software that your organization receives on magnetic tapes or diskettes.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

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

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

run. To cause the computer system to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See form.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.

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

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

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. A symbol used to represent data. Some examples are *, &, #, and /. Contrast with alphanumeric character and numeric character.

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 printing and processing.

spooled table. A holding file for output data waiting to be printed or input data waiting to be processed.

State Unemployment Insurance (SUI). A type of insurance, funded by payroll taxes, that employees might collect when they lose their jobs for certain reasons.

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.

subfile. See detail.

submit. See run.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the 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. See application.

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, and 31 for the Shop Floor Management system.

Terminal Identification. The workstation ID number.Terminal number of a specific terminal or IBM user ID of a particular person for whom this is a valid profile.Header Field: Use the Skip to Terminal/User ID field in the upper portion of the form as an inquiry field in which you can enter the number of a terminal or the IBM user ID of a specific person whose profile you want the system to display at the top of the list. When you first access this form, the system automatically enters the user ID of the person signed on to the system.Detail Field: The Terminal/User ID field in the lower portion of the form contains the user ID of the person whose profile appears on the same line.A code identifying the user or terminal for which you accessed this window.

third–party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

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 distinguishes the type of transaction on a bank statement.

UDC Edit Control. Use a User-Defined Code (UDC) Edit Control for a field that accepts only specific values defined in a UDC table. Associate a UDC edit control with a database item or dictionary item. The visual assist Flashlight automatically appears adjacent to the UDC edit control field. When you click on the visual assist Flashlight, the attached search and select form displays valid values for the field. To create a UDC Edit Control, you must:

-
- Create a search and select form for displaying valid values from the UDC table.

user defined code (type). The identifier for a table of codes with a meaning you define for the system, such as ST for the Search Type codes table in Address Book. J.D. Edwards systems provide a number of these tables and allow you to create and define tables of your own. User defined codes were formerly known as descriptive titles.

user defined codes (UDC). Codes within software that users can define, relate to code descriptions, and assign valid values. Sometimes user defined codes are referred to as a generic code table. Examples of such codes are unit-of-measure codes, state names, and employee type codes.

valid codes. The allowed codes, amounts, or types of data that you can enter in a field. The system verifies the information you enter against the list of valid codes.

vocabulary overrides. A feature 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. 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. 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.

window. See form.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

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