

PeopleSoft®

EnterpriseOne B73.3.1
Payroll
PeopleBook

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Table of Contents

Payroll Overview	1-1
Payroll Overview	1-1
System Integration	1-1
System Features	1-3
Payroll System Flow	1-4
Employee Maintenance	1-5
Time Entry	1-5
Pre-Payroll	1-6
Payments	1-6
Journal Entries	1-6
Reports	1-6
Final Update	1-6

Daily 1-7

Payroll Cycle	2-1
Payroll Workbench	2-3
Definition of a Payroll ID	2-3
Locked Records	2-3
Coexistence	2-4
Processing Pre-Payroll	2-5
Creating a New Payroll ID	2-7
Choosing an Existing Payroll ID	2-15
Processing Options: Payroll Cycle Workbench	2-16
Reviewing Payroll Cycle Information Online	2-19
Reviewing the Status of a Payroll Cycle	2-19
Reviewing General Payment Information	2-24
Reviewing Payment Distributions	2-27
Reviewing Tax Information for Payments	2-30
Reviewing Paystub Information	2-32
Reviewing Payroll Messages	2-34
Correcting Errors in Pre-Payroll Processing	2-39
Correcting Employee Records Omitted from Pre-Payroll	2-39
Correcting Selection Criteria	2-40
Correcting Employee Information	2-42
Correcting Missing Timecard Information	2-42
Correcting DBA Calculations	2-43
Correcting Information When DBAs Were Not Calculated for Any Employee .	2-44
Correcting DBA Setup for Group Plans	2-48

Correcting Information When DBAs Were Not Calculated for One Employee	2-49
Correcting Gross-to-Net Errors	2-58
Processing Changes-Only Pre-Payroll	2-59
Understanding Recalculation of Employee Taxes	2-63
Pre-Payroll Calculations	2-63
Reductions to Mandatory Deductions	2-63
Example 1: Wages Lower than Total Pretax Deductions	2-64
Example 2: Wages Plus Tips	2-64
Processing Payments	2-67
Printing Payments	2-68
Reprinting Payments	2-70
Resetting Payroll Cycle Steps	2-73
Resetting Individual Employee Records	2-74
Resetting the Payroll ID	2-74
Resetting the Payment Workfile	2-76
Resetting Status Codes	2-77
Processing Pro Forma Journal Entries	2-81
Reviewing Payroll Cycle Reports	2-87
Printing Payroll Cycle Reports	2-88
Reviewing the Payroll Register Report	2-90
Processing Options for Payroll Register	2-91
Reviewing the Summary Payroll Register Report	2-91
Processing Options for Summary Payroll Register	2-92
Reviewing the Payroll Exception Report	2-92
Processing Options for Payroll Exception Report	2-92
Reviewing the Time and Pay Entry Journal Report	2-94
Processing Options for Time and Pay Entry Journal	2-95
Reviewing the DBA Register Report	2-95
Processing Options for DBA Register Report	2-95
Reviewing the DBA Transaction Audit Report	2-95
Reviewing the Federal Tax Distribution Summary Report	2-96
Reviewing the State Tax Distribution Summary Report	2-96
Reviewing Social Security and Medicare Register Reports	2-96
Reviewing the Payroll Payment Register Report	2-98
Reviewing the Automatic Deposits Bank Register Report	2-98
Reviewing the Workers Compensation Register Report	2-98
Reviewing the General Liability Insurance Register Report	2-99
Processing Options for Processing Options for General Liability Insurance	2-100
Processing the Final Update	2-101
Payroll History	3-1
Calendar-Month and Payroll-Month History	3-2
Reviewing Payroll History Information Online	3-3
Reviewing PDBA History	3-3
Reviewing Tax History	3-12
Reviewing Earnings History	3-17

Voiding Payments	3-21
Reviewing Payroll History Reports	3-27
Reviewing the Tax History by Company Report	3-27
Processing Options for Tax History by Company Report	3-28
Reviewing the Federal Tax History Report	3-28
Processing Options for Federal Taxation History Report	3-29
Reviewing the State and Local Tax History Report	3-29
Data Sequence for State and Local Taxation History Report	3-29
Processing Options for State/Local Taxation History	3-30

Periodic 3-31

Interim Payments	4-1
Timing of Update Interim Payments	4-2
Purposes of Interim Payments	4-2
Working with Interim Payments	4-5
Creating an Interim Payroll ID	4-6
Entering Interim Payments	4-9
Processing Interim Payments	4-15
Printing Interim Checks	4-17
Deleting Interim Payments	4-20

Periodic Reports	5-1
Working with Governmental Reports	5-3
Reviewing the 941 Detail Wage List Report	5-3
Processing Options for 941 Detail Wage List	5-4
Reviewing the 940 Quarterly Worksheet Report	5-4
Processing Options for 940 Quarterly Worksheet	5-5
Reviewing the State Income Tax Report	5-5
Reviewing the Local Income Tax Report	5-5
Working with SUI Reports	5-6
Generating the Workfile for SUI Magnetic Media	5-6
Processing Options for Prepare Data for SUI Reporting	5-7
Processing SUI Information for Specific States	5-7
Working with New Hire Reports	5-7
Entering Insurance Information for New Hire Reports	5-8
Generating the Workfile for New Hire Reports	5-9
Processing Options for New Hire Reporting – Create Workfile ..	5-10
Printing New Hire Reports	5-11
Reviewing Union Reports	5-13
Reviewing the Union Distribution Report	5-13
Reviewing the Union Liability Report	5-14
Reviewing the Certified Payroll Register Report	5-14
Reviewing the Health and Welfare by Employee Report	5-15
Processing Options for Health and Welfare by Employee	5-16
Reviewing the Health and Welfare by Payee and Employee Report	5-16
Processing Options for Health and Welfare Report by Payee and Employee	5-17

Reviewing the Health and Welfare by Payee and Union Report	5-17
Processing Options for Health and Welfare by Payee and Union	5-18

Payment Reconciliation 6-1

Reconciling Payments	6-3
Reconciling Payments Manually	6-3
Copying Bank Information to the Payroll System	6-5
Reconciling Payment History Automatically	6-6
Processing Options for Processing Options for Paycheck Reconcil	6-7
Reviewing Payment Reconciliation Reports	6-7
Reviewing the Check Reconciliation – Update History Report	6-8
Reviewing the Amounts not Equal Report	6-8
Reviewing the Issued but not Cleared Report	6-8
Reviewing the Reconciliation Register Report	6-9
Data Selection for Bank Reconciliation Register Report	6-9
Processing Options for Processing Options For Reconcilement Reg	6-9

Advanced & Technical 6-11

Payroll History Integrity 6-1

Types of Payroll History	6-1
Working with Tax History Integrity	6-3
Identifying Tax History Integrity Errors	6-4
Processing Options for Taxation History Integrity Report	6-5
Data Selection for the Tax History Integrity Report	6-6
Data Sequence for the Tax History Integrity Report	6-6
Reviewing Error Codes for the Tax History Integrity Report	6-6
Correcting Tax History Integrity Errors	6-12
Correcting Tax History Integrity Errors Manually	6-13
Correcting Tax History Integrity Errors Automatically	6-16
Working with PDBA History Integrity	6-17
Identifying PDBA History Integrity Errors	6-18
Processing Options for PDBA History Integrity Report	6-19
Reviewing Error Codes for the PDBA History Integrity Report	6-19
Correcting PDBA History Integrity Errors	6-20
Correcting PDBA History Integrity Errors Manually	6-21
Correcting PDBA History Integrity Errors Automatically	6-23

Wage Attachments 7-1

Setting Up Tables for Wage Attachments	7-3
Setting Up Garnishment Tables	7-3
Setting Up Exemption Tables for Tax Levies	7-6
Example: Setting Up Exemption Levies	7-7
Setting Up Standard Annual Exemption Amounts	7-7
Setting Up Additional Exemption Amounts for Disabilities	7-9

Entering Wage Attachments for Employees	7-11
Entering a Wage Attachment for a Garnishment	7-12
Assigning Fees to a Wage Attachment	7-17
Entering a Wage Attachment for a Tax Levy	7-19
Entering a Wage Attachment for a Wage Assignment	7-21
Entering an Ongoing Wage Assignment	7-22
Entering a Wage Assignment with a Split Deduction	7-25
Example: Splitting a Wage Assignment Deduction between Families	7-25
Entering a Wage Assignment with Agency Arrearage Information ..	7-27
Entering Additional Information for a Wage Attachment	7-35
Reviewing Wage Attachment History	7-39
Related Tasks	7-40
Accounts Payable Integration	8-1
Process for Creating Vouchers	8-1
How Payroll Summarizes Transactions for Vouchers	8-1
Setting Up Accounts Payable Integration	8-3
Activating Accounts Payable Integration in Company Options	8-3
Setting Up Voucher Information for Tax Transactions	8-4
Activating Vouchering for Tax Types	8-5
Entering Tax Payees by Company	8-7
Setting Up Voucher Information for DBAs	8-8
Activating Vouchering for DBAs	8-9
Entering Voucher Information for Group Plans	8-11
Entering Voucher Information for Individual Employees	8-12
Setting Up Payee Voucher Rules	8-14
Working with Vouchers	8-17
Reviewing Pro Forma Vouchers by Payee	8-19
Reviewing Pro Forma Vouchers by Employee	8-22
Reviewing the Payroll Voucher Journal Reports	8-23
Reviewing the Wage Attachment Voucher Report	8-24
Revising Voucher Information	8-24
Reviewing Voucher Error Messages	8-25
Transferring Voucher Information to the Accounts Payable System	8-26
Posting Payroll Vouchers to the General Ledger	8-26

Setup 8-29

System Setup	9-1
Setting Up User Defined Codes for Payroll	9-3
Setting Up Payroll Cycle Information	9-5
Setting Up Master Pay Cycles	9-5
Setting Up Payroll Cycle Control Parameters	9-12
Setting Up Payroll Cycle Reports	9-15
Setting Up Payment Types	9-18
Processing Options for Print Checks	9-20
Processing Options for Create Auto Deposit Tape File	9-20

Setting Up Tax Information	9-23
Setting Up Unemployment Insurance Rates	9-23
Setting Up Workers Compensation Insurance-Basis Tables	9-26
Setting Up Workers Compensation Insurance Rates	9-28

Glossary	
9-33	

Glossary	g-1

Index	
g-9	



Payroll Overview

Payroll Overview

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

This overview of the Payroll system includes the following topics:

- System integration
- System features
- Payroll system flow

System Integration

To streamline data entry between Payroll and Human Resources users, you enter much payroll-related information into the Human Resources and Payroll Foundation system. This foundation contains the central database for all of the 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

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

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:

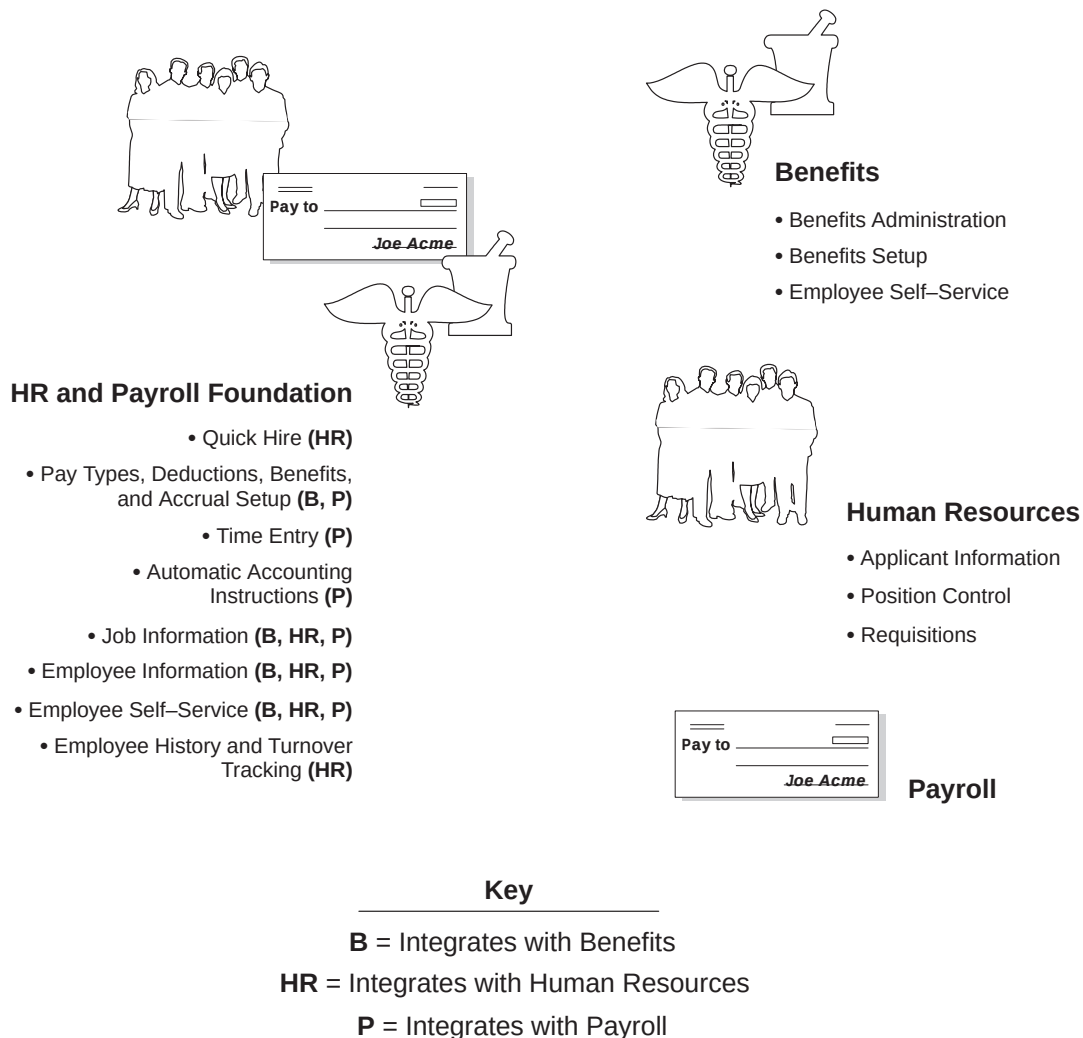
- Eliminates redundant data entry
- Maintains current and accurate information across all your business operations
- Improves communication among departments



Both human resources and payroll users can enter information into the 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



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

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

System Features

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

Define your payroll environment	You can use your Payroll system to define the following aspects of your payroll environment: • Track information for an unlimited number of companies within your organization. • Keep your payroll journal entries in balance when employees work in multiple companies. • Set up default values for commonly used information. (When necessary, you can override default values.) • Set up master pay cycles that define your organization's pay periods and corresponding payment dates. • Define an unlimited number of employee and employer payroll deductions, benefits, and accruals. • Restrict access to confidential information. • Process your payroll in a union environment.

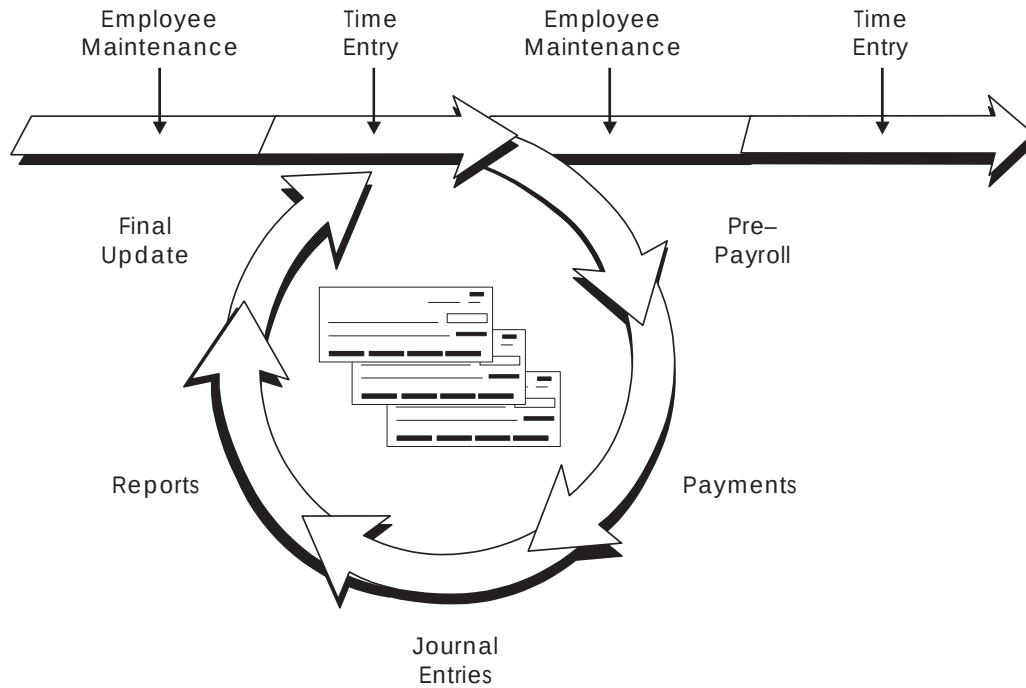
Simplify tax calculations	You can use your Payroll system to simplify tax calculations in the following ways: • Identify an unlimited number of taxing entities. • Take advantage of the payroll tax program that integrates with the Payroll system. This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, and local taxes. • Calculate taxes for employees who work in more than one state during a single pay period.
Offer various payment options to employees	You can set up employees to receive their payments by check, automatic deposit, or a combination of these forms of payment.
Process payroll cycles efficiently	When you process payroll cycles, you can do any of the following tasks: • Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees. • Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the payroll cycle. • Manage the sequencing of employees' payments to make it easier to distribute payments. • Print time entry, pay, summary, and tax reports during a payroll processing cycle. • Create journal entries automatically each time you process a payroll cycle. When you integrate J.D. Edwards Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Review payroll history	You can review payroll history for pay types, deductions, benefits, accruals, timecards, payments, taxes, and insurance. You can review historical information online or print history reports.
Process payments outside of the payroll cycle	You can use the interim payment feature when you need to process payments outside of the payroll cycle. Use this feature for special circumstances, such as terminations, pay advances, and advance vacation pay.

Payroll System Flow

The payroll cycle is a process that you complete each time you need to pay your employees. In addition to processing payroll cycles, you need to perform regular

maintenance tasks, such as entering and updating employee information and entering timecards.

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



Employee Maintenance

Employee maintenance involves entering and updating employee master information. Employee master information is the standard information that the Payroll system requires before you can pay an employee, such as the employee's tax ID number, pay rate, and tax information. You, or a member of your human resources department, performs employee maintenance in the HR and Payroll Foundation system.

Time Entry

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

Pre-Payroll

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

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

Payments

Payments are the forms that employees receive when they get paid. You can print paychecks and automatic-deposit advice slips.

Journal Entries

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

Reports

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

Final Update

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

Daily

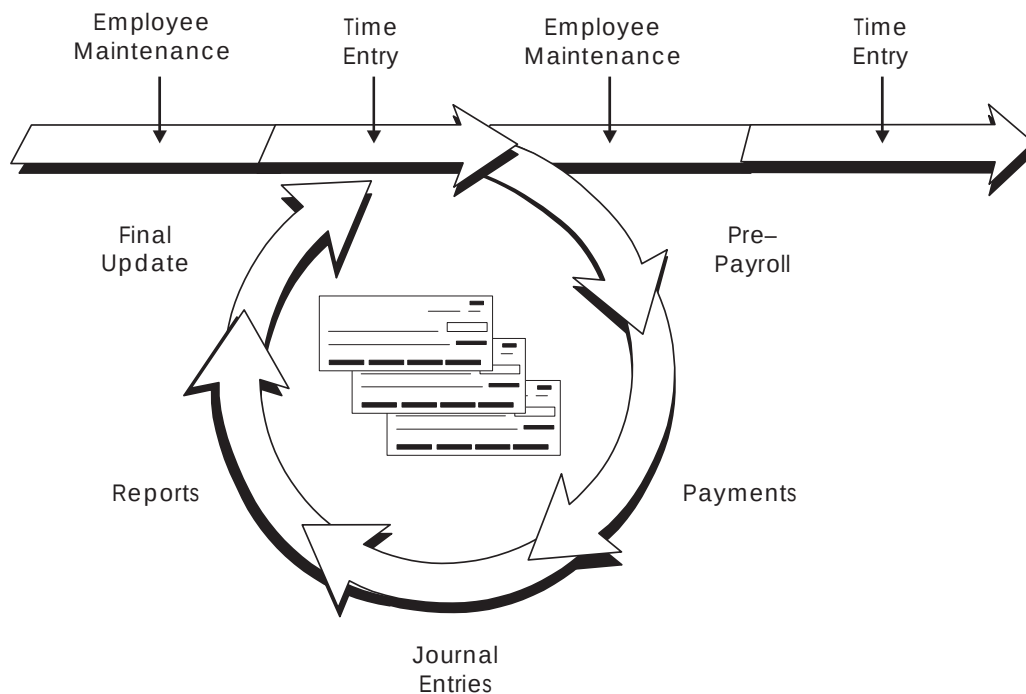
Payroll Cycle

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

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

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

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



When you process a payroll cycle, you must complete pre-payroll processing first and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it, when necessary. Payroll cycle processing includes the following tasks:

- ☐ Processing pre-payroll
- ☐ Reviewing payroll cycle information online
- ☐ Correcting errors in pre-payroll processing
- ☐ Understanding recalculation of employee taxes
- ☐ Processing payments
- ☐ Resetting payroll cycle steps
- ☐ Processing pro forma journal entries
- ☐ Reviewing payroll cycle reports
- ☐ Processing the final update

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive two types of payments, automatic-deposit advice slips and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

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

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

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it.

Resetting is a process that you complete to restore your data to the way it was before you ran the step.

Payroll Workbench

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

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

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

Definition of a Payroll ID

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

Locked Records

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

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

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

See Also

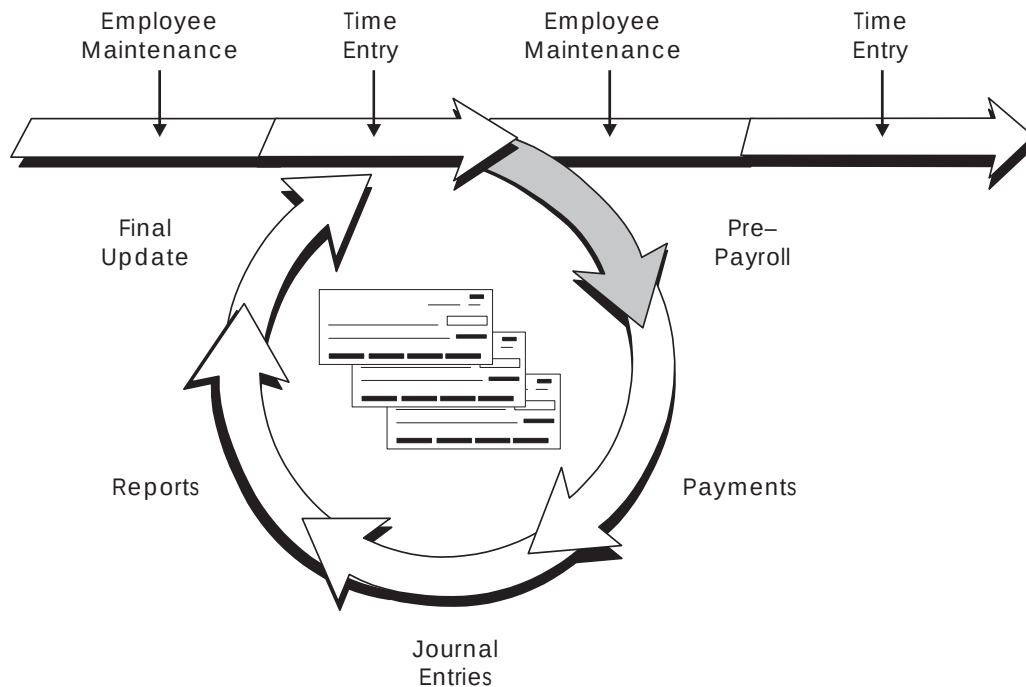
- *Resetting Payroll Cycle Steps*

Coexistence

The OneWorld Payroll system is not coexistent with the Payroll system for WorldSoftware. This means that when you begin a payroll cycle in OneWorld, you must complete the remaining steps of the cycle in OneWorld. You cannot process some steps in WorldSoftware and some in OneWorld.

Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.



You use pre-payroll processing to do the following:

- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay. Autopay employees are those for whom you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports listing pay types, deductions, benefits, and accruals (PDBAs), taxes withheld, and any unique overrides used in the calculations.

- Process interim payments

Pre-payroll processing updates the Payroll Cycle Parameters table (F07210).

To process a full pre-payroll, you can do either of the following:

- ☐ Create a new payroll ID
- ☐ Choose an existing payroll ID

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. The payroll ID identifies the program version that you use to choose employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

After you create a payroll ID, you can choose that ID again in subsequent pay periods to process a payroll cycle for that group of employees.

Before You Begin

- ☐ Enter new and updated employee information, such as new hire information, pay rate increases, and so on.
- ☐ Enter timecards for employees whose timecards are not automatically generated. See *Entering Timecards for Employees* in the *HR and Payroll Foundation Guide*.
- ☐ Enter exception time and one-time DBA overrides for employees, as necessary. See *Entering Timecards for Employees* in the *HR and Payroll Foundation Guide*.
- ☐ Verify any interim payments that you want to include in this payroll cycle. See *Working with Interim Payments*.
- ☐ Print the employee roster to review job and pay rate information for current employees. See *Running the Employee Roster Report* in the *HR and Payroll Foundation Guide*.
- ☐ Set up pay cycle control parameters, payroll cycle reports, and payment types. You typically perform these setup tasks only once and reuse them for each payroll cycle. See *Setting Up Payroll Cycle Information*.
- ☐ Create a program version for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See *Creating (Adding) a Batch Version* in the *OneWorld Foundation Guide* for information about creating a version.

See Also

- *Reviewing Payroll Cycle Reports* for information about reviewing the reports that you have set up to print during pre-payroll processing

Creating a New Payroll ID

You must create a new payroll ID when you process payroll for a selected group of employees for the first time.

When you create a payroll ID, you must assign a program version to the ID. You use this program version to choose the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.



Verify that the program version you enter is not already assigned to another payroll ID. Each payroll ID must be associated with a unique version.

When you create a new payroll ID, you enter the pay period information that the system needs to process the payroll cycle.



To create a new payroll ID

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

On Work with Payroll Cycle Workbench

Payroll ID	Description	User ID	Payment Date	Pay Cycle Code	Pre Payroll	Check	Auto Dep Adv	Auto Depo
001	Pre-Payroll	TY1830751	4/30/05	SEMI				

1. Click Add.
2. On the Add Pre-Payroll or Interim Versions form, click the following option:
 - Add Pre-Payroll Version

3. On Pre-Payroll Processing, complete the following fields:
 - Payroll ID
 - Pay Cycle Code
 - Country Code
4. Choose Master Pay Cycles from the Form menu.

Pay Cycle Code: SEMI Semi-Monthly

Year: 05

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O
001	01	January	1/15/05	1/15/05			1			
002	01	January	1/31/05	1/31/05			2			
003	02	February	2/15/05	2/15/05			1			
004	02	February	2/28/05	2/28/05			2			
005	03	March	3/15/05	3/15/05			1			
006	03	March	3/31/05	3/31/05			2			
007	04	April	4/15/05	4/15/05			1			
008	04	April	4/30/05	4/30/05			2			
009	05	May	5/15/05	5/15/05			1			
010	05	May	5/31/05	5/31/05			2			
011	06	June	6/15/05	6/15/05			1			
012	06	June	6/30/05	6/30/05			2			
013	07	July	7/15/05	7/15/05			1			

5. On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle.

On Pre-Payroll Processing, the system displays the dates that correspond to the pay period that you chose.

6. To assign a program version to the payroll ID, complete the following field:
 - Version

If you need to create a new version, click the visual assist to access the versions list. See *Creating (Adding) a Batch Version* in the *OneWorld Foundation Guide* for information about creating a version.

7. Review the default information in the following fields and change it, if necessary:
 - Pay Period End Date
 - From
 - Thru
 - Check Date
 - Auto Deposit Date
 - Century/Year
 - AutoPay
8. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:
 - W

- B
- S
- M

9. To enter additional parameters, click the Additional Parameters tab.

Pay Cycle Workbench - [Pre-Payroll Processing]

File Edit Preferences Form Window Help

OK Can... Dis... Ab... Links ▼ Maste... Internet

Pay Cycle Information

Payroll ID: 001 ☒ Submit Pre-Payroll

Pay Cycle Code: SEMI Semi-Monthly

Country Code: US United States

Pay Period End Date: 4/30/05

Version: DEMO Century/Year: 2005

☐ Interim Only ☐ Merge Interims ☒ AutoPay ☐ Changes Only

Additional Parameters

Company:

Pay Cycle Code/Type:

Bank Account Number: Minimum Pay Amount:

Auto Deposit Override: N Calc. Monthly D/B/A's (Y/N):

Group Plan Override: N InterCompany Settlements: 0

10. If you plan to use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:

- InterCompany Settlements

11. Complete any of the following additional fields:

- Company
- Pay Cycle Code
- Pay Cycle Group Type
- Bank Account Number
- Auto Deposit Override
- Group Plan Override
- Calc. Monthly D/B/A's (Y/N)
- Minimum Pay Amount

12. To process pre-payroll using the payroll ID that you just created, click the following option:

- Submit Pre-Payroll

13. Click OK.

You probably have set up one or more reports to print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

If the system encountered any errors when you processed pre-payroll, it displays a message box to notify you that the process completed with errors. See *Reviewing Payroll Messages*.

Field	Explanation
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Country Code	A user defined code 00/CN that indicates the country in which the employee resides.
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.
Pay Period End Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
From	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Thru	The last date in a range of dates.
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Auto Deposit Date	The system uses this date when creating the Auto Deposit Workfile. This date is the date on which the funds are to be deposited into the employees' bank accounts.
Century/Year	The applicable year, including the century. <i>Form-specific information</i> The year that you enter for pre-payroll processing must match the year entered for the corresponding pay period in the master pay cycle.
AutoPay	This flag indicates whether auto pay will be created for this payroll version.

Field	Explanation
W	The number of the pay period within the month for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
B	The number of the pay period within the month for employees who are paid biweekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
M	The number of the pay period within the month for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
O	The number of the pay period within the month that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
InterCompany Settlements	A code that determines which system generates intercompany settlements. Valid values are: 1 The Payroll system generates intercompany settlements before posting them to the General Ledger. 0 The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.
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.

Field	Explanation
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.
Pay Cycle Group Type	A code which identifies which Business Unit in the Timecard Detail File (F06116) is to be used in the selection of the transactions for a Payroll Processing. Any one of the following Business Units may be selected: - D Distribution Business Unit (YTMCU) - J Job Location (YTMUCO) - H Home Business Unit (YTHMCU)
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Auto Deposit Override	A Yes/No field that allows you to specify whether to override auto deposits. A Yes in this field turns off auto deposit for all employees in this Pre-Payroll Processing version and prints paychecks instead of auto deposit advices. This field lets you override auto deposit instructions in one screen instead of having to change auto deposit instructions individually for each employee in the version.
Group Plan Override	A code that tells the system to use the employee level list of DBAs and not to calculate DBAs in the group plan even though the employee may be union. For example, if you enter HR for the Human Resources benefit group plan here, the system uses that value to calculate benefits even though a union group is listed in the employee master.

Field	Explanation
Calc. Monthly D/B/A's (Y/N)	For WorldSoftware: The definition of this field depends on the program from which you access the field: - Valid Master Pay Cycles (P069061) — A value that specifies which period bucket number in the Payroll Integrity table (F0620) will be updated. The integrity period number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused integrity period number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll. - Pay Cycle Control Parameters (P06210) — A value that specifies whether the pre-payroll programs will calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If the value is N, the system skips these benefits and accruals. For OneWorld: A value that specifies whether the pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours). Valid values are: Y Yes. The pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours). N No. The pre-payroll programs will not calculate benefits and accruals that are based on calendar month amounts (dollars/hours). Blank Same as N.
Minimum Pay Amount	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.

Data Selection for Pre-Payroll

When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.

J.D. Edwards recommends that you include pay status in your data selection.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll

process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time you process a payroll cycle. After you create a payroll ID, you can use that ID again in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, a program version is already assigned to the ID. You can assign a different program version, if necessary. You also can change the parameters for an existing payroll ID. For example, you might change the beginning date of the payroll cycle so that you can include in the payroll cycle any late timecards that should have been processed in the last payroll cycle.

To choose an existing payroll ID

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. To run pre-payroll without changing any of the pre-payroll parameters, choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Submit Pre-Payroll from the Pre-Payroll menu.
3. If you need to change any of the pre-payroll parameters, click Select.
4. On Pre-Payroll Processing, make any necessary revisions.
5. Click the following option and then click OK.
 - Submit Pre-Payroll

You probably have set up one or more reports to print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

If the system encountered any errors when you processed pre-payroll, the status M appears in the Pre-Payroll field on the Work with Payroll Cycle Workbench form. You must review your payroll messages in the Employee Work Center before you can continue processing the payroll cycle. See *Reviewing Payroll Messages*.

Processing Options: Payroll Cycle Workbench

Process Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or, click the processing option field and press F1.

These processing options allow you to specify the name of the model report, how the program handles premium labor, and the DBA for overpayments.

1. Overpayment DBA

Use this processing option to specify the PDBA code for pay advances that you pay using Interim Payments. The default is 9000. You must set the Declining Balance Flag to Y (yes) on Advanced DBA Information for this PDBA.

2. Name of Reports Setup Model

Use this processing option to specify the name of the Reports Setup Model. A Reports Setup Model is a user defined group of reports that contains all available payroll reports. The default value is JDE.

3. 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.

Interim Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or, click the processing option field and press F1.

These processing options allow you to specify how the system handles interim checks by allowing you to enter the PDBA code that you use for pay advances. You can also specify whether you want to override the taxes on interim payments.

1. Create Tax Workfile (Y/N)

Use this processing option to create the tax workfile when you override taxes on interim payments. Valid values are:

- Y Yes, create the tax workfile. Choose this option when you are processing interim payments and you want to override the taxes on one or more of those interim payments. This option requires additional computer processing time.
- N No, do not create the tax workfile. Choose this option when you do not want to override taxes on interim payments.

2. Pay Advances PDBA Code

Use this processing option to specify the PDBA code for overpayments to employees. When an employee's pay is not sufficient to pay all deductions, you can set up the Payroll system to either reduce the deductions or to place the deductions in arrears. When you set up the Payroll system to reduce the deductions, the system uses the PDBA code for overpayments to create a new deduction that the system will deduct from the employee's next paycheck. The default value is 9997.

Reviewing Payroll Cycle Information Online

After you process pre-payroll, you typically need to verify tax, earnings, and deduction information so that you can correct any errors before you print payments. To verify payroll cycle information, you can review detail information online.

Reviewing payroll cycle information includes the following tasks:

- ☐ Reviewing the status of a payroll cycle
- ☐ Reviewing general payment information
- ☐ Reviewing payment distributions
- ☐ Reviewing tax information for payments
- ☐ Reviewing paystub information
- ☐ Reviewing payroll messages

After you review payment information, you might need to make corrections or perform a reset.

See Also

- *Correcting Errors in Pre-Payroll Processing* for information about correcting errors.
- *Resetting Payroll Cycle Steps* for information about resetting steps in the payroll cycle.
- *Correcting Information When DBAs Did Not Calculate for One Employee* for information about reviewing one-time overrides of DBAs
- *Correcting Missing Timecard Information* for information about reviewing detailed information about the timecards included in the payroll cycle.

Reviewing the Status of a Payroll Cycle

After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of pre-payroll to determine whether it completed normally. You can also review the following information:

- The user ID of the person who processed the payroll cycle steps
- The dates associated with the payroll cycle
- The program version associated with the payroll cycle
- The number of employees included in the cycle
- The total net pay, gross pay, and hours for the payroll cycle

If the system encountered any errors when you processed pre-payroll, the status M appears in the Pre-Payroll field. You must review your payroll messages in the Employee Work Center before you can continue processing the payroll cycle. There are no error messages associated with any of the other steps in the payroll cycle.

► To review the status of a payroll cycle

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

On Work With Payroll Cycle Workbench

Payroll ID	Description	User ID	Payment Date	Pay Cycle Code	Pre Payroll	Check	Auto Dep Adv	Auto Depo
001	Pre-Payroll	TY1830751	4/30/05	SEMI	1			

1. Complete the following field and click Find:
 - Payroll ID
2. Review the information in the following fields:
 - User ID
 - Payment Date
 - Pay Cycle Code
 - Pre Payroll

- Check
- Auto Dep Adv
- Auto Deposit
- Journal Entries
- Reports
- Final Update
- Version
- Changes Only
- Payroll Type
- Merge Int Payments
- Create Auto Pay
- Pay Period End Date
- Begin Date
- Ending Date
- Int Payments Flag
- Check Att Status
- Auto Dep Att Status
- Expense Type
- Number of Employees
- Total Net
- Total Hours
- Total Gross
- Co

Field	Explanation
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.

Field	Explanation
Pre Payroll	A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - E Canadian Corporate Tax ID not set up - S Schedule lock You cannot change the pre-payroll processing status to complete.
Check	The status of the Print Payroll Checks for this version. Valid codes are: - Blank Not executed for payroll ID or no checks exist for this version - A Active 0 Ready to Print 1 Complete
Auto Dep Adv	A code that indicates the status of the print auto deposit advices for this version. Valid codes are: - Blank Not executed for payroll ID or no auto deposit advices exist - A Active 0 Ready to Print 1 Complete
Auto Deposit	A code which specifies the current status of the Auto Deposit Processing.
Journal Entries	A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - S Schedule lock
Reports	A code that indicates the status of the Payroll Reports Only for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - S Schedule lock
Final Update	A code that indicates the status of Payroll Final Update for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue When the final update is complete, the system clears all status codes. You cannot change the final update status to complete.

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.
Changes Only	For World: A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include: Blank Not necessary to rerun pre-payroll 1 Must rerun pre-payroll for changes only This code indicates whether the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle. For OneWorld: A flag that indicates whether you are processing a changes-only pre-payroll. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed.
Payroll Type	An option that specifies whether the payroll cycle includes interim payments only.
Merge Int Payments	An option that specifies whether interim payments will be processed in this payroll cycle.
Create Auto Pay	This flag indicates whether auto pay will be created for this payroll version.
Pay Period End Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Begin Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Date	The last date in a range of dates.
Int Payments Flag	This flag indicates whether you have any interim payments that will be processed in the payroll version.
Check Att Status	The status of the print payroll check attachments for this version. Valid codes are: Blank Not executed for payroll ID or no check attachments exist A Active 0 Ready to Print 1 Complete

Field	Explanation
Auto Dep Att Status	A code that indicates the status of the Print Auto Deposit Advice Attachments for this version. Valid codes are: Blank Not executed for payroll ID or no auto deposit advice attachments exist A Active 0 Ready to Print 1 Complete
Expense Type	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are: 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Number of Employees	The total number of employees being processed in this payroll version.
Total Net	The total net pay for all payments in this payroll version.
Total Hours	The total number of hours in this payroll version.
Total Gross	The total gross pay for all payments in this payroll version.

See Also

- *Reviewing Payroll Messages* for information about reviewing errors that occur during pre-payroll processing.

Reviewing General Payment Information

After you process pre-payroll, you can review detailed information about individual employees' payments to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

When you review general payment information, you can use the Row menu to access additional forms for reviewing information. For example, you can access the employee entry forms and interim payments. You can also access a form for resetting an individual employee record.

► **To review general payment information**

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

On Work with Payroll Cycle Workbench

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

Employee Number	Employee Name	Check Control	Hours	Gross Pay	Net Pay	Pay End
2006	Walters, Annette	6429	88.00	1,417.33	1,068.61	
			88.00	1,417.33	1,068.61	

3. On Work with Employee Payment Review, verify the information in the following fields:
 - Employee Number
 - Employee Name
 - Hours
 - Gross Pay
 - Net Pay
 - Pay Period End Date
 - Payment Date
 - Co
 - Home Business Unit
 - Gross to Net Error

- User ID
- I S
- I C

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.
Employee Name	A display only field that shows the employee's name as it has been entered in the Alpha Name field in the Address Book.
Hours	The number of hours associated with each transaction.
Gross Pay	The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labor distribution. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus.
Net Pay	The net amount of the payment. Before the net-deduction phase of pre-payroll runs, this amount will equal gross pay less taxes less deductions based on gross pay. After the net-deduction phase this will equal the true net pay. See also NPY1 and DESQ.
Pay Period End Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
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.
Home Business Unit	The number of the business unit in which the employee generally resides.
Gross to Net Error	This flag indicates whether there is a gross-to-net error for this payment.

Field	Explanation
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
I S	A code that indicates the type of payment. Valid codes are: P Payslip (Cash) C Computer Check M Manual Interim Check A Bank (Auto) Deposit X Void Check If the code is M, the Automatic Accounting Instruction (AAI) for the Payroll Manual Check Bank will be used to generate the cash entry. If the code is C or blank, the AAI for the normal Payroll Bank will be used.
I C	An internal code to indicate any one of the following conditions: 1. The time and pay record was created by the interim check process. 2. The record in the check table was created by the interim check process. 3. An Employee has a record in the check file for the current period which was created by the interim check process. (Indicated by ICC in the employee's master file record). Valid codes are: X The check has been voided. V The record is voiding a previously entered check. I The check was processed through interim checks blank The check was processed through the regular pay cycle.

Reviewing Payment Distributions

After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this payroll cycle is the first during which a certain employee is to receive an automatic deposit payment, you might want to review the payment distribution for that employee to ensure that the automatic deposit processed correctly.

You can choose to review payment distribution information for all types of payments, or you can limit your review to automatic deposits only or checks only.

► To review payment distributions

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

On Work With Payroll Cycle Workbench

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

Address Number	Employee Name	P T	Payment Description	Net Pay	Payment Number	Pay D
2006	Walters, Annette	C	Check	1,068.61	1010	
			Total	1,068.61		

3. On Work With Payment Distribution Review, complete the following fields to narrow your search and then click Find:
 - Check Control No
 - Thru
4. Click one of the following options:
 - All
 - Auto Deposit Only
 - Check Only
5. Review the information in the following fields:
 - Address Number
 - Employee Name
 - P T

- Net Pay
- Payment Number
- Payment Date
- Bank Acct Number
- Sub. Check Control No
- Check Control No
- Payrl ID

Field	Explanation				
P T	The type of payment. Valid types of payments are: <table> <tr> <td>A</td><td>Auto Deposit</td></tr> <tr> <td>C</td><td>Check</td></tr> </table>	A	Auto Deposit	C	Check
A	Auto Deposit				
C	Check				
Payment Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.				
Bank Acct Number	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 pre-notes the employee's auto deposit record again.				
Sub. Check Control No	The number that identifies the separate auto deposit transactions. This number is for paychecks with multiple auto deposit instructions.				

Field	Explanation
Check Control No	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions. The check control number is not the actual check number.

See Also

- *Resetting Individual Employee Records*

Reviewing Tax Information for Payments

After you process pre-payroll, you can review detailed information about individual employees' taxes. You can also verify the total tax for the employee. You can choose to verify all taxes calculated for the employee, or you can limit your review to employee-paid taxes only or company-paid taxes only.

To review tax information for payments

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. From Work with Employee Payment Review, choose a record in the detail area, and then choose Tax Detail from the Row menu.

Pay Cycle Workbench - [Work With Tax Detail]

File Edit Preferences Window Help

Select Find Close Seg... New... Dis... Abo Links Displ... OLE ... Internet

Payment Number: 6429
 Address Number: 2006
 Payment Date: 4/30/05

Waiters, Annette

☒ All Taxes
☐ Employee Paid Only
☐ Company Paid Only

Work Tax Area	T T	Description	C E	Gross Pay	Taxable Gross	Tax	Resid Ta
FEDERAL	A	Federal Income Tax	E	1,417.33	1,417.33	172.29	
FEDERAL	C	Federal Unemployment	C	1,417.33			
FEDERAL	D	Social Security Withhel	E	1,417.33	1,417.33	87.88	
FEDERAL	E	Social Security Paid	C	1,417.33	1,417.33	87.88	
FEDERAL	P	Medicare Withheld	E	1,417.33	1,417.33	20.55	
FEDERAL	Q	Medicare Paid	C	1,417.33	1,417.33	20.55	
06	C	Federal Unemployment	C	1,417.33			
06	F	State Income Tax	E	2,834.66	2,834.66	68.00	
06	H	State Unemployment (\$	C	2,834.66	2,834.66	11.34	
		Total				468.49	

4. On Work with Tax Detail, choose one of the following options:

- All Taxes
- Employee Paid Only
- Company Paid Only

5. Review the information in the following fields:

- Work Tax Area
- T T
- C E
- Gross Pay
- Tax
- Excess Amount
- Excludable Amount



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				
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	A user defined code (06/TX) 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 preset by J.D. Edwards. You should not alter the values or their meanings.				
C E	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: <table><tr><td>C</td><td>Company Paid</td></tr><tr><td>E</td><td>Employee withheld</td></tr></table>	C	Company Paid	E	Employee withheld
C	Company Paid				
E	Employee withheld				
Gross Pay	Gross Pay to be associated with the tax authority. For instance, if an employee earns wages in more than one state for the period, his gross pay would be apportioned to the tax authority for each state.				
Tax	The amount of tax withheld/paid to each tax authority.				

Reviewing Paystub Information

After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay is correct, and that the employee's timecard information is correct. This information prints on the employee's payment detail form.

To make it easier for you to determine whether the employee's paystub information is correct, you can use row exits to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

► **To review paystub information**

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. From Work with Employee Payment Review, choose a record in the detail area, and then choose Stub Detail from the Row menu.

Pay Cycle Workbench - [Work With Pay Stub Detail]

Check Control No. 6429
Address Number 2006

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Gross Amount	DBA Code
1	Regular		88.00	16.106	1,417.33	9,792.46	
2	8015	Vac Accrual				60.00	
3		* Sick Taken/Available *					
4		* Vacation Taken/Availabl					
5							
6							1010
7							1030
8							3002
9							4004

Gross Pay 1,417.33 Deductions 348.72 Net Pay 1068.61

4. On Work with Paystub Detail, review the information in the following fields:
 - Pay Type
 - Pay/Accrual Description
 - Hours
 - Hourly Rate
 - Gross Pay
 - YTD Gross Amount
 - DBA Code
 - Current Amount
 - YTD Amount

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.
Hourly Rate	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.
YTD Gross Amount	The sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA 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.
Current Amount	The current amount of the gross, tax, or deduction on the right side of the stub.
YTD Amount	Calendar year-to-date excludable gross pay. This is that portion of gross pay which is excluded from tax computations. Taxable gross equals gross pay less excludable gross.

Reviewing Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays a message box to notify you that the error messages exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

Two general categories of payroll error messages exist:

Messages that cause pre-payroll to abort

You must correct these errors before you can rerun pre-payroll.

Messages that affect only one employee's record

These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Payroll Message Center to review more detailed information about these messages.

The following errors cause pre-payroll processing to terminate prematurely:

DBA Control Table (F07901) Not Found	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in creating the DBA Control table.
DBA Control Table (F07901) Has No Data	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in loading data into the DBA Control table.
Quantum Tax Table (F07940) Not Found	The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in creating the Quantum for Payroll Tax table.
Quantum Tax Table (F07940) Has No Data	The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in loading data into the Quantum for Payroll Tax table.
Quantum Library Load Failed	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact OneWorld Technical Support for assistance.
Quantum Connection Unsuccessful	The Payroll system is unable to connect to Quantum for Payroll Tax. Contact OneWorld Technical Support for assistance.
Quantum Function Pointer Is Invalid	The Payroll system is unable to locate a Quantum for Payroll Tax function. Contact OneWorld Technical Support for assistance.

The following situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections.

Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee. See <i>Correcting Missing Timecard Information</i> .
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record. See <i>Resetting Individual Employee Records</i> .

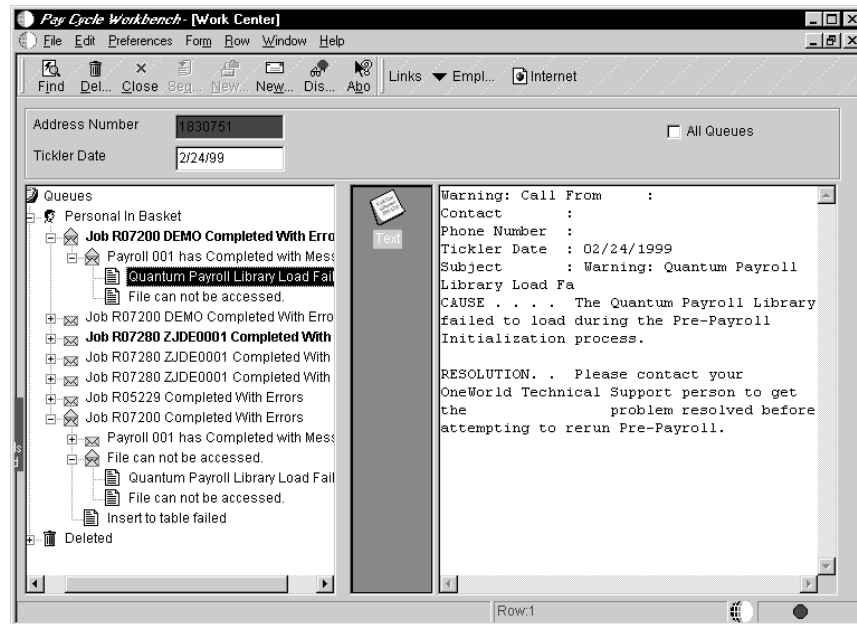
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal the net wages. Use the Employee Payment Review form or the Payroll Register report to review detailed information about the error. See <i>Reviewing General Payment Information</i> and <i>Correcting Gross-To-Net Errors</i> .
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, there were insufficient gross wages to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, there were insufficient gross wages to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program might have aborted during processing. To process the interim payment, resubmit the interim payment for processing. See <i>Processing Interim Payments</i> .
Job Does Not Qualify	This error occurs when one of the following conditions is met: • The pay start date entered for the employee is after the pay period ending date for the payroll cycle. • A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.
Terminated Employee Has Been Paid	One of the employees who is included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

► To review payroll messages

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

On Work with Payroll Cycle Workbench

1. From the Form menu, choose EE Work Center.

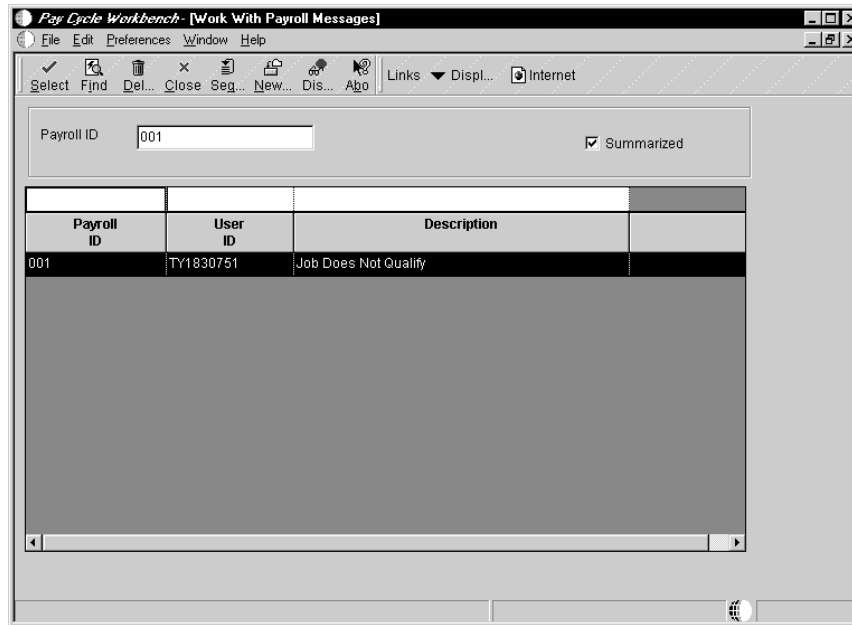


2. On Work Center, complete the steps for reviewing messages.

See *Viewing Messages* in the *OneWorld Foundation Guide*.

3. To review detailed information about employee-related messages, click the Payroll Message Center button.

The system displays the Work with Payroll Messages form.



4. On Work with Payroll Messages, complete the following field and click Find:
 - Payroll ID
5. Choose a record in the detail area, and then click Select.
6. On Review Payroll Messages, review the information in the detail area.

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll information online and in reports, you might discover errors that prevent the payroll information from processing correctly. For example, you might have inadvertently omitted an employee's record from the data selection for the pre-payroll version. You must correct these errors and rerun pre-payroll for the affected employees before you print payments. To reduce computer processing time, you often can process pre-payroll for only those employee records that you corrected. This type of pre-payroll processing is called a changes-only pre-payroll.

Correcting errors in pre-payroll processing consists of the following tasks:

- ☐ Correcting employee records omitted from pre-payroll
- ☐ Correcting DBA calculations
- ☐ Correcting gross-to-net errors
- ☐ Processing changes-only pre-payroll

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. The following are some reasons why an employee might be omitted from pre-payroll processing:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.
- The user who submitted pre-payroll does not have security to access the employee's record

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the error. To ensure

that the employee receives a payment for this payroll cycle, complete one of the following procedures:

- Reset the payroll ID and then process pre-payroll again.
- Issue an interim check for the employee. If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

To correct your records so that the omitted records are included in the payroll cycle, complete one or more of the following procedures:

- ☐ Correct selection criteria
- ☐ Correct employee information
- ☐ Correct missing timecard information

Before You Begin

- ☐ Review the employee's record on the Work with Employee Information form. If the employee's record appears in bright pink, then the record is locked in pre-payroll. In this case, you need to correct missing timecard information.

See Also

- *Resetting the Payroll ID*
- *Working with Interim Payments*
- *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* for more help in setting up DBAs

Correcting Selection Criteria

When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll cycle, verify that the data selection is correct and revise it, if necessary.

To correct selection criteria

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

On Work With Pay Cycle Workbench

1. Complete the following field and click Find:

- Payroll ID
2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Revise Pre-Payroll.

Pay Cycle Workbench - [Pre-Payroll Processing]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Master... Internet

Pay Cycle Information

Payroll ID: 001 ☒ Submit Pre-Payroll

Pay Cycle Code: SEMI Semi-Monthly

Country Code: US United States

Pay Period End Date: 4/30/05

Version: DEMO Century/Year: 2005

☐ Interim Only ☐ Merge Interims ☒ AutoPay ☐ Changes Only

Date/Detail Info Additional Parameters

Dates

From: 4/16/05 Thru: 4/30/05

Check Date: 4/30/05 Auto Deposit Date: 4/30/05

Detail Information

Period No: W ☐ B ☐ S 2 M ☐ O ☐

Std. Hours: W ☐ B ☐ S 88.00 M ☐ O ☐

3. On Pre-Payroll Processing, review the following field:
 - Version
4. Click the visual assist to access the versions list.
5. On the versions list, choose Add from the Form menu to access Work with Batch Versions.
6. On Work with Batch Versions, choose the version that appeared on Pre-Payroll Processing, and then choose Data Selection from the Row menu.

7. On Data Selection, revise the data selection to include the employee number for the omitted employee record.

Correcting Employee Information

When an employee record is omitted from a payroll cycle, review the data selection for the pre-payroll version and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle.

When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

- Pay start and stop dates
- Tax area codes
- Pay status

Correcting Missing Timecard Information

When an employee record is omitted from a payroll cycle, verify that the employee has an accurate time entry record for this pay period. If the employee is paid hourly, verify that you did one of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee. Entering standard hours causes the system to automatically generate timecards for the employee.

You can revise the employee's timecard information or enter a new timecard, if necessary.

Alternatively, you can enter standard hours for the employee.



To correct missing timecard information

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

On Work With Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID

2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. From Work with Employee Payment Review, choose a record in the detail area, and then choose Timecard Detail from the Row menu.

Employee Master Filter - [Time Entry Revisions]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links Union... Previo... Next OLE... Internet

Employee 2111 Ingram, Paul

Date / Batch LS Amount / Hours 250.00 184.00

Defaults

Category Codes Organization Subledger

Cat 001	Cat 002	Cat 003	Cat 004

Pay	Pay Type Description	Hours	Account Number	Ovr/Rt	T
1	Regular	88.00	9.8115	Secured	8M
1	Regular	80.00	9.8115	Secured	8M
801	Vacation	8.00	9.8192	Secured	8M
500	Bonus		9.8118	Secured	8M
1	Regular	8.00	9.8115	Secured	8M

Work With Time Entry by Employee Master Time Entry Revisions

4. On Time Entry Revisions, review the information and revise it, if necessary.

See Also

- *Entering Timecards for Employees*
- *Adding Employee Records One at a Time* in the *HR and Payroll Foundation Guide* for information about entering standard hours for the employee

Correcting DBA Calculations

In some cases, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This scenario might happen even if the system properly calculated the DBA during the previous payroll cycle. This condition might affect payments for the following employees:

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register report, which you can print at any time during the payroll cycle, to determine the number of employees for whom the system did not calculate DBAs.

To correct DBA calculations, complete one or more of the following tasks:

- ☐ Correct information when DBAs were not calculated for any employee
- ☐ Correct DBA setup for group plans
- ☐ Correct information when DBAs were not calculated for one employee

When the system does not calculate a DBA for one or more employees, you should review the setup information for the DBA and make any necessary corrections. For example, if the system did not calculate the DBA for any of the employee records, you might need to correct the effective dates for the DBA. If the system calculated a DBA, such as a 401(k) deduction, for all but one of the employees, determine whether the employee has reached the limit for the DBA.

When the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, you might need to correct the effective dates or withholding period that you set up for the group plan.

If you are not using group DBA plans, or if the employees for whom the system did not calculate the DBA are in different group plans, verify that the employees earned enough to cover their deductions and that the employees' DBA instructions are accurate.

In some cases, there is a valid reason why the system did not calculate a DBA for an employee. For example, you might have entered a one-time override for the DBA when you entered the employee's timecard.

Correcting Information When DBAs Were Not Calculated for Any Employee

When the system does not calculate a DBA for any of the employees, first review the setup of the DBA and make any necessary corrections. Review the basis of calculation for the DBA and verify the following information:

- The based-on PDBAs were calculated
- The based-on PDBAs are not zero
- The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA)

After you have determined that the setup for the DBA is correct, you might need to correct the processing parameters that you entered during pre-payroll. For example, you might need to change the period number of the payroll cycle.

To correct information when DBAs were not calculated for any employee, complete either or both of the following tasks:

- Correct DBA setup
- Correct pre-payroll processing parameters

► To correct DBA setup

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

On Work with PDBAs

1. To locate the DBA that the system did not calculate, complete the following field and click Find:
 - PDBA Code
2. Choose the PDBA and click Select.

The screenshot shows the 'PDBA Setup - [Basic DBA Information]' window. The window has a menu bar with 'File', 'Edit', 'Preferences', 'Form', 'Window', and 'Help'. Below the menu bar is a toolbar with buttons for 'OK', 'Cancel', 'Dis...', 'Ago', 'Links', 'GA/Arr...', 'Previo...', 'Next', and 'Internet'. The main area contains several sections:

- DBA Code**: 1000
- DBA Type**: D
- Deduction**: (empty)
- Paystub Information**:
 - Paystub Text**: Health Ins
 - Print Method**: (empty)
 - Print individual tra**: (empty)
 - French CDN. Paystub Text**: (empty)
 - Print Method Category**: (empty)
 - Default**: (empty)
- Calculation Rules_Limits**:
 - Source of Calculation**: G
 - Current Per**: (empty)
 - Method of Calculation**: \$
 - Flat Amount**: (empty)
 - Table Code**: (empty)
 - Calculate During Pre-Payroll**: ☒
 - Calculate Even If No Gross**: ☐
 - Effect on Gross/Net Pay**: (empty)
 - Effect on Disposable Wage**: 1
 - Amount Rate 1**: 25.0000
 - Annual Limit 1**: (empty)
 - Amount Rate 2**: (empty)
 - Annual Limit 2**: (empty)
- Scheduling the Calculation**:
 - Pay Period of the Month**: (1) Y (2) Y (3) Y (4) Y (5) Y
 - Calculate Only During 1st Period Worked of Month**: ☐
 - Beginning Effective Date**: (empty)
 - Calculate Only Once Per Pay Period**: ☐
 - Ending Effective Date**: (empty)

 The bottom of the window has two tabs: 'Work With PDBAs' and 'Basic DBA Information'.

3. On Basic DBA Information, verify the information in the following fields and make any necessary corrections:
 - Pay Period of the Month:
 - Beginning Effective Date
 - Ending Effective Date

4. Choose Basis of Calc. (Basis of Calculations) from the Form menu.

PDBA Setup - [Basis of Calculation]

File Edit Preferences Window Help

OK Find Del... Can... New... Dis... Abo Links ▼ Displ... Internet

PDBA Code Health Ins.

PDBA Type Deduction

	From PDBA	From Description	Thru PDBA	Thru Description
	1	Regular	999	Net Pay Adj.

5. On Basis of Calculations, review the following fields and make any necessary corrections.
 - From PDBA
 - Thru PDBA
6. Click OK to return to Basic DBA Information.
7. If the DBA should have been calculated for all employees, choose Advanced DBA Info (Advanced DBA Information) from the Form menu.
8. On Advanced DBA Information, verify that the following option is turned on:
 - Calculate for all Emp
9. Click OK twice to save your changes.

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.
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 correct pre-payroll processing parameters

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

On Work With Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record and click Select.
3. On Pre-Payroll Processing, choose Master Pay Cycles from the Form menu.

Pay Cycle Workbench - [Pay Period Constants Revisions]

File Edit Preferences Row Window Help

OK Find Del... Can... New... Dis... Ab... Links Ovrd ... Internet

Pay Cycle Code: SEMI Semi-Monthly

Year: 06

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O
001	01	January	1/15/05	1/15/05			1			
002	01	January	1/31/05	1/31/05			2			
003	02	February	2/15/05	2/15/05			1			
004	02	February	2/28/05	2/28/05			2			
005	03	March	3/15/05	3/15/05			1			
006	03	March	3/31/05	3/31/05			2			
007	04	April	4/15/05	4/15/05			1			
008	04	April	4/30/05	4/30/05			2			
009	05	May	5/15/05	5/15/05			1			
010	05	May	5/31/05	5/31/05			2			
011	06	June	6/15/05	6/15/05			1			
012	06	June	6/30/05	6/30/05			2			
013	07	July	7/15/05	7/15/05			1			

4. On Pay Period Constants Revisions, review the information in the following fields and then click Cancel:
 - Year
 - Pay W
 - Pay B
 - Pay S
 - Pay M
5. On Pre-Payroll Processing, review the information in the following fields:
 - Century/Year
 - W
 - B

- S
- M

The information in these fields must match the corresponding information on the Pay Period Constants Revisions form.

Correcting DBA Setup for Group Plans

You need to verify the group plan setup only if you have assigned employees to group plans. If you are using the Human Resources system to enroll employees in benefit plans, you probably are not using group plans. In that case, verify that the employees are enrolled in the proper benefit plans.

When the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, do one of the following to correct the plan setup:

- If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the appropriate plans.
- If you are using the Payroll system to assign DBAs to employees, review the setup for the group plan and make any necessary corrections. For example, you might need to correct the effective dates or withholding period that you set up for the group plan.

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

To correct DBA setup for group plans

On Work with Group Plan DBA Setup

1. To locate the group plan in which the employees are included, complete any of the following fields and click Find:
 - Union Code
 - Business Unit
 - Job Typ
 - Job Step
 - Beginning Effective Date
 - Ending Effective Date
 - PDBA Code
 - DBA Type

2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
3. On Revise Single Group Plan DBA Setup, verify that the DBA is attached to the group plan, and then make any necessary corrections in the following fields:
 - Beginning Effective Date
 - Ending Effective Date

See Also

- *Enrolling Employees* in the *Human Resources – Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans

Correcting Information When DBAs Were Not Calculated for One Employee

When the system does not calculate a DBA for one employee only, verify that the employee earned enough to cover all deductions. If the employee earned enough to cover all deductions, and the employee belongs to a group DBA plan, review the employee's DBA instructions to ensure that you did not inadvertently omit the employee from the group plan. Then verify that the effective dates for the employee's DBA instructions are within the date parameter of the payroll cycle.

In some cases, the DBA might be assigned to an employee who has not reached the minimum requirements to participate in the DBA. For example, a vacation accrual might be set up so that vacation time does not start accruing until an employee has worked for your organization for three months. To verify the requirements for a DBA, review the calculation tables associated with the DBA.

In some cases, there might be a valid reason why the system did not calculate the DBA. For example, you might have entered a one-time override of a DBA when you entered the employee's timecards. A one-time override prevents the DBA from being calculating during pre-payroll. You should also verify whether the employee received an interim payment. If the DBA is set up to be calculated once per pay period and the system calculated the DBA during interim payment processing, it does not calculate the DBA during regular payroll cycle processing.

To correct information when the system does not calculate a DBA for only one employee, complete one or more of following procedures:

- Correct DBA instructions
- Correct calculation tables
- Review one-time overrides
- Verify interim payments

You also perform these procedures when a DBA is not calculated for more than one employee and those employees are in different group plans. You must perform these procedures for each employee for whom the system does not calculate a DBA.

Before You Begin

- ☐ Verify that the basis of calculation for the DBA is set up correctly. See *Correcting Information When DBAs Did Not Calculate for Any Employee*.

▶ To correct DBA instructions

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

On Work With Employee DBA Instructions

Employee No.	Employee Tax ID	Alternate Employee No.	Alpha Name	P/R
7500	261554789		McDougle, Cathy	

1. Complete the following field and click Find:
 - Address Number
2. Choose the employee record and click Select.
3. On Employee DBA Instructions, locate the DBA that the system did not calculate.
4. Verify the information in the following fields and make any necessary corrections:
 - Pay Start Date
 - Pay Stop Date

- Union Code
 - Group Code
 - Ded Per 5
 - Nbr Per
 - Override Flag
5. To determine whether the employee has reached the limit for the DBA that the system did not calculate, review the information in the following fields and compare them with the limits that you set up for the DBA:
- Limit \$ A/L1
 - Limit \$ Monthly
 - Limit \$ Pay Period
 - Limit % Period
 - Limit \$ Quarterly
 - Limit \$ A/L2

See *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* to review the limits that are set up for the DBA.



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	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.

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). <i>Form-specific information</i> 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. <i>Form-specific information</i> 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
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).
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.
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 \$ 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 \$ 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.
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.
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.

Field	Explanation
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.
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.

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).
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 \$ 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.

Field	Explanation
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.
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.

See Also

- *Setting Up a Tax-Deferred Compensation Deduction* for information about the limits that are set up for the DBA

► To correct calculation tables

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

On Work With Calculation Tables

The screenshot shows a software window titled "Calculation Tables - [Calculation Table]". It has a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar with icons for OK, Find, Del..., Can..., New..., Dis..., and Abo. Below the toolbar, there are input fields for "Table Code" (03000), "Table Method" (AS), "Table Type" (0), and "Multiplier/Basis=Salary(Trunc)". The main area contains a table with the following columns: Lower Limit, Upper Limit, Amt./Rate, Excess Rate, S M, Sec Table, Description, and Limit Amt. The table has 10 rows of data, with the first row having a Lower Limit of 29.99 and an Amt./Rate of .0900. The last row has a Lower Limit of 65.00 and an Amt./Rate of 1.5000.

Lower Limit	Upper Limit	Amt./Rate	Excess Rate	S M	Sec Table	Description	Limit Amt.
29.99	34.99	.0900					
30.00	34.99	.1000					
35.00	39.99	.1300					
40.00	44.99	.1700					
45.00	49.99	.2700					
50.00	54.99	.4400					
55.00	59.99	.7000					
60.00	64.99	1.0000					
65.00	69.99	1.5000					

1. Complete the following field and click Find:
 - Table Code
2. Choose a record in the detail area and click Select.
3. On Calculation Tables, review the information in the following fields and make any necessary corrections:

- Table Method
- Lower Limit
- Upper Limit

After you review this information, compare it to the employee's information to make sure that the employee is within the limits for the calculation table.

► To review one-time overrides

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

On Work With Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work with Employee Payment Review, choose record in the detail area, and then choose DBA Detail from the Row menu.

DBA	Description	Amount	Basis	Union	Job Typ	Job Step	Business Unit
1010	Dental EE	45.00	1.00				
1030	Dental EE+Fm	78.00	1.00				
3002	Life Ins.	34.68	1.00				
4004	Med-EE+Fam	150.00	1.00				
		0.00					

4. On One Time Overrides, review the value in the following field to determine whether a one-time override exists for the DBA:
 - Basis

A value of 1 indicates a one-time override.

Field	Explanation
Basis	The number of hours associated with each transaction.

To verify interim payments

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

On Work With Pay Cycle Workbench

1. Click the following option, and then click Find:
 - Interim Versions
2. In the detail area, review the following fields to determine whether an interim payment was issued for the employee for this pay period.
 - Int Payments Flag
 - Payment Date

If the DBA is set up to calculate once per pay period, and it is included on an interim payment, the system does not calculate it during pre-payroll. See *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* to determine whether the DBA is set up to calculate only once per pay period.

Correcting Gross-to-Net Errors

A gross-to-net error has occurred when the gross wages, minus the taxes and deductions, that print on an employee's payment do not equal the net wages on the payroll register. The Payroll Register report displays *GTN* or *ERR* next to each employee who has a gross-to-net error. You typically print the Payroll Register report during the pre-payroll processing step of the payroll cycle.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which your company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

To correct a gross-to-net error, you typically need to set up an additional tax area. For example, your organization might have recently started doing business in another state, but you did not enter a tax area for that state into your Payroll system.

► To correct gross-to-net errors

1. Set up a tax area for the new state or locality.

See *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*.

2. Reset the payroll ID.

See *Resetting the Payroll ID*.

3. Rerun a full pre-payroll.

See *Choosing an Existing Payroll ID*.

See Also

- *Setting Up Company Options* for information about setting this error as a hard or soft error

Processing Changes-Only Pre-Payroll

After you complete the pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of the following types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment, based on the date of the interim payment

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of the following information since you processed pre-payroll:

- The selection criteria for the pre-payroll program version
- The setup of a PDDBA that affects one or more employees in the payroll cycle
- The labor, autodeposit, or DBA instructions for an employee

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must do the following:

1. Reset the payment workfile.
2. Process the pre-payroll for the changes.
3. Print the payments again.
4. Rerun the payroll-cycle reports.
5. Process the pro forma journal entries

To process changes-only pre-payroll

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

On Work With Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area and click Select.
3. On Pre-Payroll Processing, review the following option to verify that it is turned on:
 - Changes Only
4. Make any other necessary revisions.
5. Click the following option and then click OK.
 - Submit Pre-Payroll

Field	Explanation				
Changes Only	For World: A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include: <table><tr><td>Blank</td><td>Not necessary to rerun pre-payroll</td></tr><tr><td>1</td><td>Must rerun pre-payroll for changes only</td></tr></table> This code indicates whether the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle. For OneWorld: A flag that indicates whether you are processing a changes-only pre-payroll. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed.	Blank	Not necessary to rerun pre-payroll	1	Must rerun pre-payroll for changes only
Blank	Not necessary to rerun pre-payroll				
1	Must rerun pre-payroll for changes only				

See Also

- *Resetting the Payroll ID*

Understanding Recalculation of Employee Taxes

In a pay period, some employees might not earn enough to pay for all of their deductions. When you set up a deduction, you can specify that it be either reduced or placed in arrears when an employee does not have enough wages to pay for the deduction. Reducing or placing pretax (tax-deferred or tax-exempt) deductions in arrears changes the employee's taxable gross wages. When this condition occurs during regular pre-payroll processing, the system automatically reduces the pretax deduction to zero and recalculates the employee's taxes using the new taxable gross wages. Automatic recalculation does not function for interim payment processing.

Pre-Payroll Calculations

During pre-payroll processing, the system performs the following steps to recalculate the employee's taxes:

1. Places a pretax deduction entirely in arrears or fully reduces it (depending on the arrearage rule) if it cannot be fully deducted. The system does not partially place in arrears or reduce a pretax deduction to avoid negative pay. Two examples are:
 - A pretax deduction has an arrearage rule Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting). If the system cannot take the full amount of the pretax deduction, it uses rule G instead, placing the entire amount in arrears.
 - A pretax deduction has an arrearage rule P (partially or fully reduce the deduction as needed, but do not collect the amount in the future). If the system cannot take the full amount of the pretax deduction, it uses rule F instead, taking none of the deduction. In this case, the system does not place the amount in arrears, nor does it hold the amount over to be collected in the future.
2. Marks the deduction as a one-time override with a zero amount. This prevents the deduction from being calculated for this pay period only.
3. Updates the Pre-payroll Error table (F07355). This table lists each employee whose taxes were recalculated and shows which deductions were placed in arrears and which deductions were reduced or omitted.

Reductions to Mandatory Deductions

When the system automatically recalculates an employee's taxes, the recalculation typically results in higher taxes. To avoid a negative payment, the system might have to place one or more mandatory deductions in arrears, according to the normal processing

priorities that you have set up for DBAs. When a tax-exempt deduction is adjusted or placed in arrears, every deduction with a lower priority has already been adjusted or placed in arrears.

Example 1: Wages Lower than Total Pretax Deductions

An employee has standard pretax deductions of 100.00 and 50.00, but earnings for this pay period are only 95.00. When the system initially calculates the employee's pay, it takes the 50.00 pretax deduction but omits the 100.00 pretax deduction because wages do not cover the second deduction in its entirety. Because of the arrearage rule for the 100.00 deduction, the system does not place the amount in arrears. That is, the system will not try to deduct this amount in future pay periods.

When the system subtracted pretax deductions from the gross wages, no taxable gross remained and no taxes were calculated. However, the 100.00 deduction was not taken. Therefore, taxes must be recalculated on 45.00 (gross wages minus only the pretax deduction that is being taken).

On the Payroll Register, the record for the employee is as follows:

Gross Wages	95.00
Federal FICA	2.79
Federal Medicare	0.65
State Income Tax	0.95
Tips	50.00
Total Deductions	54.39
Net Pay	40.61

Example 2: Wages Plus Tips

An employee earns 88.92 in hourly wages and 500.00 in tips. This employee also has a pretax deduction of 143.00. The system initially calculates taxes based on a taxable wage of 445.92 (earnings of 588.92 minus a total pretax deduction of 143.00).

The first time that the system calculates the employee's net pay, the earnings and taxes are:

Gross Wages	588.92
Federal Income Tax	33.80
Federal FICA	27.65
Federal Medicare	6.47
State Income Tax	21.00
Tips	500.00
Total Deductions	588.92
Net Pay	0.00

The system could not deduct the employee's entire pretax deduction of 143.00 because the net pay was zero after the taxes and tips were deducted from the gross wages. The system placed the deduction in arrears (because of its arrearage rule). The system will take the deduction in the next pay period if the employee has enough net pay to pay for it.

The system based the federal and state taxes on 445.92, the gross wages minus pretax deduction. Because the system could not take the pretax deduction, it must recalculate taxes based on the full gross wages.

The following table shows how the system calculated the employee's net pay:

Gross Wages	588.92
Federal Income Tax	15.72
Federal FICA	36.51
Federal Medicare	8.54
State Income Tax	28.15

Payroll

Tips	500.00

Total Deductions	588.92

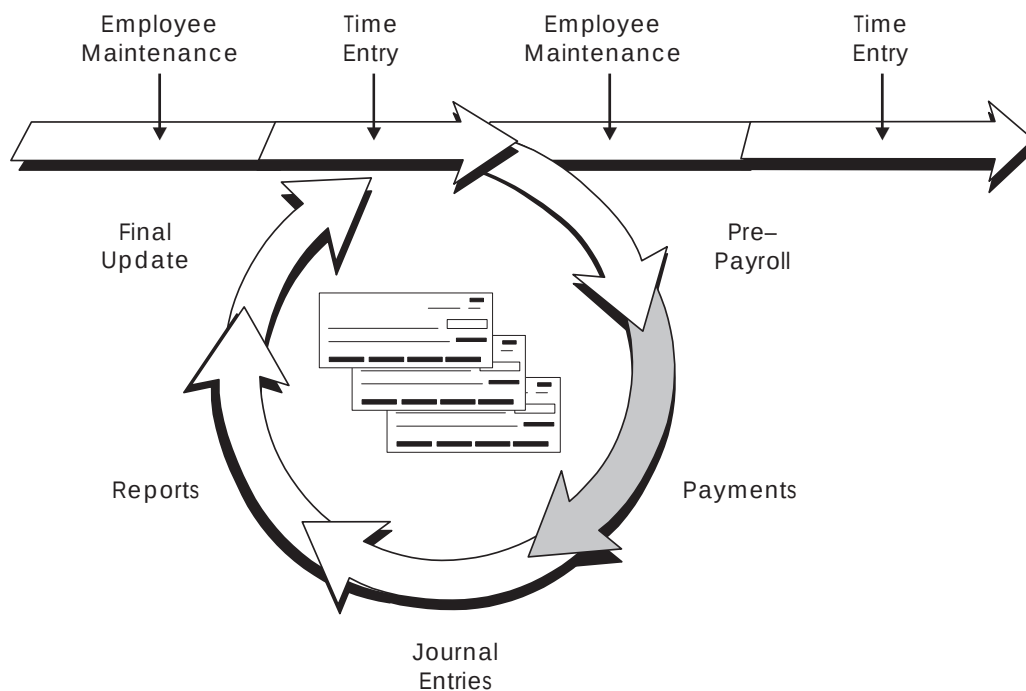
Net Pay	0.00

The system recalculated the taxes based on 588.92, the total gross without the pretax deduction. The taxes are therefore higher. However, the system places the remainder of the federal income-tax deduction in arrears because insufficient pay remains to pay the entire tax.

Processing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. Payments are the forms that employees receive when they get paid, such as checks and automatic deposit advice slips.

The following graphic illustrates the location of the payments step in the payroll cycle:



You can set up employees to receive any of the following types of payments:

Checks

A written order to a bank to pay the employee a sum from the company's account.

Automatic deposit advice slips

A non-negotiable form that shows an employee's earnings, deductions, and net pay. The system prints this form for employees who are set up for automatic deposit.

Processing payments includes the following tasks:

- ☐ Printing payments
- ☐ Reprinting payments

Before You Begin

- ☐ Verify that your system timeout value is set high enough to allow enough time for all payments to print before the workstation times out.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who are set up to receive checks, automatic deposit advice slips, or both.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by automatic deposit. When you process payments for a payroll ID that includes some employees who are paid by check and some who are paid by automatic deposit, you can do either of the following:

- Run the Print Payments program once and print both checks and automatic deposit advice forms.
- Run the Print Payments program twice, once to print checks and another time to print automatic deposit advice forms.

Individual employees can choose to receive part of their payment in the form of a check and another part in the form of an automatic deposit. For example, an employee whose net pay is 1000.00 per pay period might choose to receive a check for 200.00 and an automatic deposit of 800.00.

When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the automatic deposit bank file when you print payments, or you can generate the file separately, after you print the payments.

► To print payments

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

On Work with Payroll Cycle Workbench

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

The screenshot shows the 'Pay Cycle Workbench - [Print Payments]' window. The 'Payroll ID' field is populated with '001'. Under the 'Checks' section, the 'Checks' checkbox is checked, and the 'Next Check Number' is '3566'. The 'Check Message' field is empty. Under the 'Auto Deposit Advice' section, the 'Auto Deposit Advice' checkbox is checked, and the 'Next Advice Number' is '4000'. The 'Auto Deposit Advice Message' field is empty. The 'Auto Deposit Bank File' checkbox is also checked.

3. On the Print Payments form, choose one or more of the following options:
 - Checks
 - Auto Deposit Advice
 - Autodeposit Bank File

You can choose to process checks, automatic deposit advice slips, and the automatic deposit bank file at the same time, or you can process these items separately. To process them separately, run this program multiple times.

4. If you are printing checks, complete the following fields:
 - Next Check Number
 - Check Message
5. If you are printing automatic deposit advice forms, complete the following fields.

- Next Advice Number
 - Auto Deposit Advice Message
6. Click OK.
 7. Review the payments to verify that they printed correctly.

If an incident such as a paper jam prevented the payments from printing, complete the steps for reprinting payments. See *Reprinting Payments*.

8. If you did not choose all options in step 3, complete steps 1 through 7 as many times as necessary to print all types of payments and the automatic deposit bank file.

The system can print a maximum of 14 lines on a paystub. When you set up payment information, you can specify the number of lines (14 or less) that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

Field	Explanation
Next Check Number	The beginning or next available number of the forms on which employees' checks are printed. The system does not notify you of duplicate check numbers because you might be using multiple bank accounts. You must track check numbers manually.
Next Advice Number	The beginning or next available number of the forms on which employees' autodeposit-advice are printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.

Reprinting Payments

After you print payments, and before you continue to the next type of payroll cycle processing, you should inspect the payments to verify that they printed correctly. If a printer problem, such as a paper jam, prevented one or more payments from printing correctly, you can reprint those payments.

In some cases, you might need to reset the payments before you reprint them. For example, when the payments display an incorrect date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

The system does not verify payment numbers to ensure that there are no duplicates because you might be using multiple bank accounts to pay the payments. You must verify payment numbers manually.

► To reprint payments

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area and then choose Payment Review from the Row menu.
3. On Work with Employee Payment Review, choose Restart Print from the Form menu.

4. On Reprint Payments, complete the following fields to reprint one or more checks:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number
5. Complete the following optional field:
 - Check Message

6. To reprint one or more automatic deposit advice slips, complete the following fields:
 - Auto Deposit From
 - Auto Deposit Thru
 - Beginning Advice Number
7. Complete the following optional field:
 - Auto Deposit Advice Message
8. Click OK.

See Also

- *Resetting Payroll Cycle Steps*

Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that make it necessary to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to the way it was before you ran the step.

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. When you set up your system, the person at your organization who is in charge of system security can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

Resetting payroll-cycle steps includes the following:

- ☐ Resetting individual employee records
- ☐ Resetting the payroll ID
- ☐ Resetting the payment workfile
- ☐ Resetting status codes

If you inadvertently include in a payroll cycle an employee who should not get paid in that payroll cycle, you must reset the record for the individual employee.

You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset. You can also manually reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

You do not need to perform a reset before rerunning the following steps in the payroll cycle:

- Payroll journal entries
- Payroll-cycle reports

Resetting Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in that payroll cycle. For example, you might use an incorrect selection criterion for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee except for those you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.



To reset individual employee records

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

On Work with Payroll Cycle Workbench

1. Complete the steps for reviewing general payment information.

See Reviewing General Payment Information.

2. On Work with Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.
3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.

See Printing Payroll Cycle Reports.

Resetting the Payroll ID

Resetting the payroll ID returns your data to the way it was before you began payroll-cycle processing. You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. The ID Reset program is based on the lockout table for pre-payroll processing. Do not change the pre-payroll data selection until after you run this reset.

You might need to change the DBA setup for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

If the payments are lost or damaged after you print them, you can reprint payments without resetting the payroll ID.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you do any of the following:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment

If you make any of the revisions listed above, you must run a changes-only pre-payroll.

Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID and then use the Delete option on the Pay Cycle Workbench to delete the payroll ID and all of its associated information. You need to delete the payroll ID parameters only if you are not planning to use that payroll ID again.

 To reset the payroll ID

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

On Work with Payroll Cycle Workbench

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

The system prompts you to confirm that you want to reset the entire payroll.

3. Click OK.

See Also

- *Resetting the Payment Workfile* for information about reprinting payments without rerunning pre-payroll
- *Processing Changes-Only Pre-Payroll* for information about rerunning pre-payroll when you have changed employee personal and salary information

Resetting the Payment Workfile

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when any of the following occurs:

- A machine or power failure causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.
- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, automatic-deposit advice slips only, or both types of payments. When you reset the payment workfile, the system does not create accounting offsets. You cannot reset the payment workfile if you have processed the final update for a payroll cycle.



To reset the payment workfile

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Payments from the Row menu, and then choose Reset Checks, Reset Autodeposits, or Reset All from the Payments menu.

The system prompts you to confirm that you want to perform the reset.

3. Click OK.

Resetting Status Codes

When a step in the payroll cycle is locked or has ended abnormally, you must change the status of the payroll cycle. A step might end abnormally when a machine or power failure occurs, thus causing the status code to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use Pay Cycle Review/Reset to change an Active status code to a blank so that you can rerun the abnormally terminated or locked step.

When you reset status codes, keep the following in mind:

- You cannot change the status code to Complete for pre-payroll processing, print checks, or final update. You can change the status code to Complete for reports only and journal entries.
- When pre-payroll processing ends abnormally, you must change its status code to Complete (1), reset the payroll ID, and then rerun the pre-payroll processing.
- You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete *and* you have not printed payments.

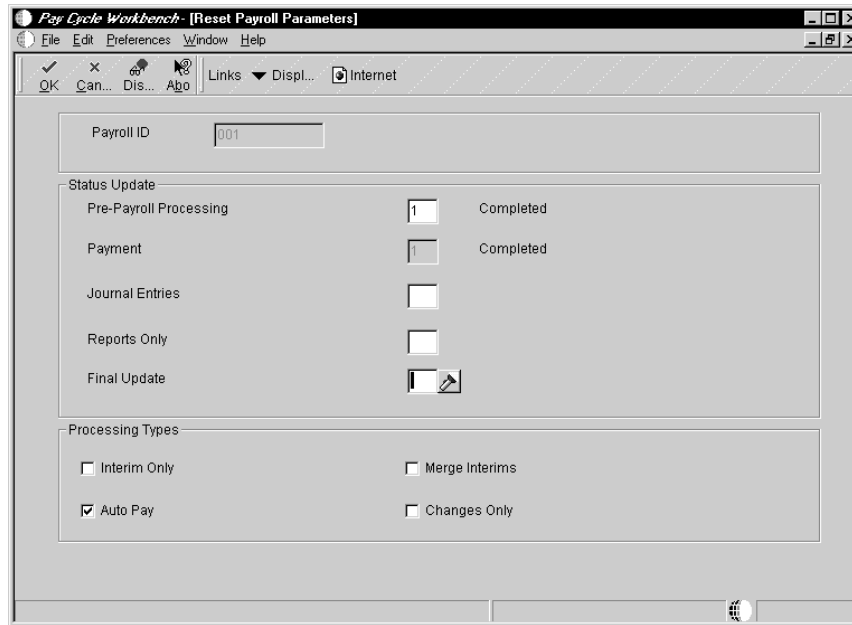
If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history did not update, consult OneWorld Customer Support for assistance.

To reset status codes

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

On Work with Payroll Cycle Workbench

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



3. On Reset Payroll Parameters, to reset pre-payroll processing, change the value in the following field to 1:
 - Pre-Payroll Processing

You must reset the payroll ID before you rerun pre-payroll. See *Resetting the Payroll ID*.

4. To reset journal entries, reports only or final update, remove the value in the following field that corresponds to the step that ended abnormally:
 - Journal Entries
 - Reports Only
 - Final Update

You cannot change the status code for payments. Instead, you must reset the payment workfile. See *Resetting the Payment Workfile*.

5. Click OK.

After you reset status codes, resubmit the process for the step that you reset, and then complete the remaining steps in the payroll cycle.

Field	Explanation
Pre-Payroll Processing	A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - E Canadian Corporate Tax ID not set up - S Schedule lock You cannot change the pre-payroll processing status to complete.
Journal Entries	A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - S Schedule lock
Reports Only	A code that indicates the status of the Payroll Reports Only for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue 1 Completed - S Schedule lock
Final Update	A code that indicates the status of Payroll Final Update for this version. Valid codes are: - Blank Not executed for payroll ID - A Active or on job queue When the final update is complete, the system clears all status codes. You cannot change the final update status to complete.

Processing Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in the Compressed Payroll Journal Workfile (F063951) until you run the final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll-cycle information before the system posts the information to the general ledger.

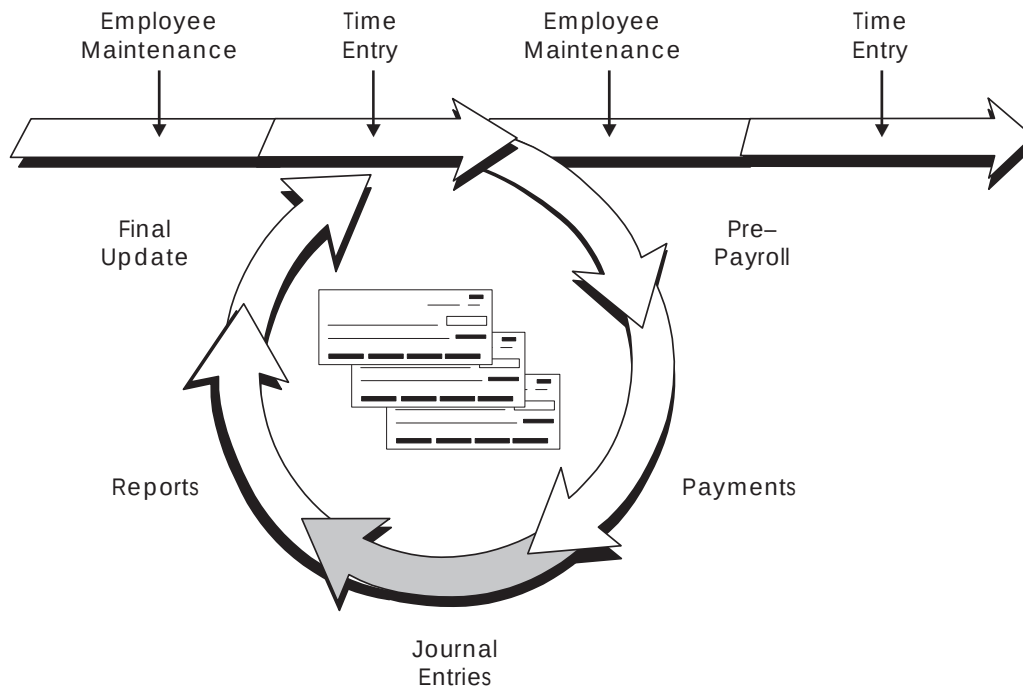
To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your Payroll system is integrated with the J.D. Edwards General Accounting system.

When you set up your system, you can set a company option that causes the system to post journal entries automatically to the general ledger. If your Payroll system is not integrated with the J.D. Edwards General Accounting system, you must use another method to enter the information that is on the Pay Period Journal Batch Proof report into your general ledger system.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing but before the final update. J.D. Edwards recommends the following sequence:

- Process pre-payroll
- Create payments
- Process journal entries
- Print reports
- Run the final update

The following graphic illustrates the location of the journal entries step in the payroll cycle.



When you process pro forma journal entries in the recommended sequence, your reports contain all possible transactions calculated in the payroll cycle. For example, when you print reports after the journal entries step, you see all DBAs on your payroll-cycle reports. If you print reports before you process pro forma journal entries, the reports might not contain benefits and accruals that do not affect gross or net pay, such as company-paid and nontaxable benefits. This occurs because the system processes any benefits and accruals that do not affect the gross-to-net calculations in the journal entries step of the payroll cycle.

When you process pro forma journal entries, the system creates a workfile where the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also does the following:

- Creates pro forma journal entries in full detail and then summarizes them, depending on your automatic accounting instructions (AAIs)
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the following:
 - Intercompany settlements
 - Workers compensation

- Creates pro forma vouchers for DBA and tax transactions (if you are integrating Payroll with Accounts Payable)

If you need to rerun the journal entries step, you do not need to perform a reset. Instead, the Journal Entries program provides an option to delete previous journal entries without regeneration. When you choose this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to “blank” in the Payroll Parameters program, and does not print a report.

► To process pro forma journal entries

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

On Work with Payroll Cycle Workbench

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

3. On Payroll Journal Entries, complete the following fields and click OK:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. If you are processing journal entries for the first time this payroll cycle, click the following option:

- Create All Journal Entries in Full Detail
5. If you are rerunning the journal entries step for this payroll cycle, click the following option:
 - Delete Previous Journal Without Regeneration
 6. If you are integrating Payroll with Accounts Payable, complete any of the following fields:
 - A/P Integration
 - Wage Attachment Invoice Date
 - Run Accounts Payable Integration Only
 - Separate Batch for DBAs and Taxes

See *Setting Up Accounts Payable Integration* for more information.

7. To process the journal entries using the information that you entered, click the following option:
 - Submit Journals

If you click OK without clicking the Submit Journals option, the information you entered will not be saved.

8. Click OK.
9. Review your messages in the Employee Workcenter to determine whether any errors occurred when you processed the journal entries.

See *Viewing Messages* in the OneWorld Foundation Guide for information about reviewing messages in the Employee Workcenter.

Field	Explanation
Pay Period Ending Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Field	Explanation
Expense Distribution Code	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are: 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Accrual Factor	The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.
Override Accounting Date	The date on which the payroll-accounting journal entries are created. This date is the payment date unless you override it. <i>Form-specific information</i> In Payroll Journal Entries, the absolute override date is used as the general ledger date for all journal entries generated for this payroll cycle (labor, burden, and payment disbursement).
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

Field	Explanation
Wage Attachment Invoice Date	A code that specifies whether the invoice date on the voucher is the payroll check date or the pay period end date. When the Accounts Payable system prints the payment for the payee, the system can print the invoice date on the check stub. The system fills the invoice date only for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments. Valid values are: - blank Create the voucher with check date in the invoice date field. The invoice number will be blank. - C Create the voucher with check date in the invoice date field. The invoice number will be the check date followed by the employee's case number. - P Create the voucher with pay-period end date in the invoice date field. The invoice number will be the pay-period end date followed by the employee's case number.
Run Accounts Payable Integration Only	A code that allows you to rerun A/P integration without rerunning pay period journals. This code is typically associated with a checkbox. Valid values are: 0 (Unchecked) – Run pay period journals and accounts payable integration. 1 (Checked) – Run accounts payable integration only.
Seperate Batch for DBAs and Taxes	A code that specifies whether to separate DBA vouchers and tax vouchers into two batches. This code is useful when your payment schedule for taxes requires you to approve and post the batch to accounts payable at a much earlier date than DBAs (or vice versa). This code is typically associated with a checkbox. Valid values are: 0 (Unchecked) – Create one batch for both DBA vouchers and tax vouchers. 1 (Checked) – Create two batches, one for DBA vouchers and one for tax vouchers.

See Also

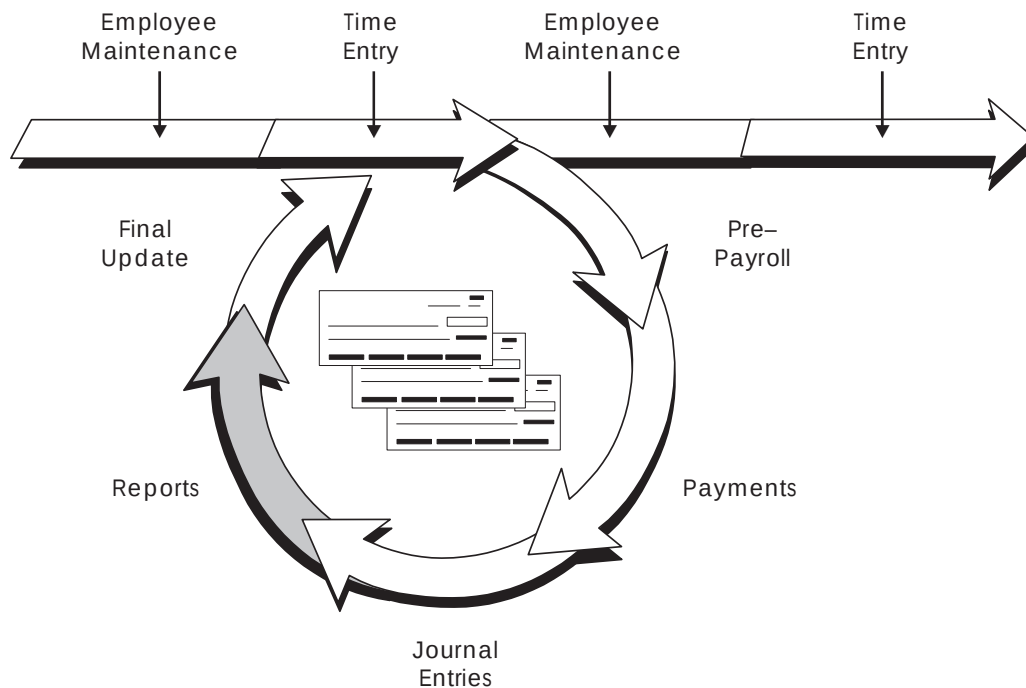
- *Setting Up Company Options* in the *HR and Payroll Foundation Guide* for information about integrating Payroll with General Accounting
- *Processing Pro Forma Journal Entries for Timecards* in the *HR and Payroll Foundation Guide*
- *Reviewing the Journal Batch Proof Report* in the *HR and Payroll Foundation Guide* for more information about that report

Reviewing Payroll Cycle Reports

During the payroll cycle, you can print reports that help you verify tax, earnings, and timecard information for employees. When you set up reports, you can indicate the step in the payroll cycle during which you want the system to print each report. For example, you might choose to print the Federal Tax Distribution Summary report during pre-payroll processing. You can also create custom reports and set them up to print during the steps of a payroll cycle.

After you set up reports, they automatically print during the step of the payroll cycle that you indicated. After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step. Many reports are most valuable after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reports step, during which you can print any of the payroll cycle reports that are not set up to print during another step of the cycle.

The following graphic illustrates the location of the reports step in the payroll cycle.



To review payroll-cycle reports, complete the following tasks:

- ☐ Print payroll-cycle reports
- ☐ Review the Payroll Register report
- ☐ Review the Summary Payroll Register report
- ☐ Review the Payroll Exception report
- ☐ Review the Time and Pay Entry Journal report
- ☐ Review the DBA Register report
- ☐ Review the DBA Transaction Audit report
- ☐ Review the Federal Tax Distribution Summary report
- ☐ Review the State Tax Distribution Summary report
- ☐ Reviewing Social Security and Medicare Register reports
- ☐ Review the Payroll Payment Register report
- ☐ Review the Automatic Deposits Bank Register report
- ☐ Review the Workers Compensation Register report
- ☐ Review the General Liability Insurance Register report

Before You Begin

- ☐ Set up the payroll cycle reports that you want to print. See *Setting Up Payroll-Cycle Reports*.

Printing Payroll Cycle Reports

After you process pro forma journal entries, you can print any additional payroll-cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll you can also reprint reports to verify the corrections.

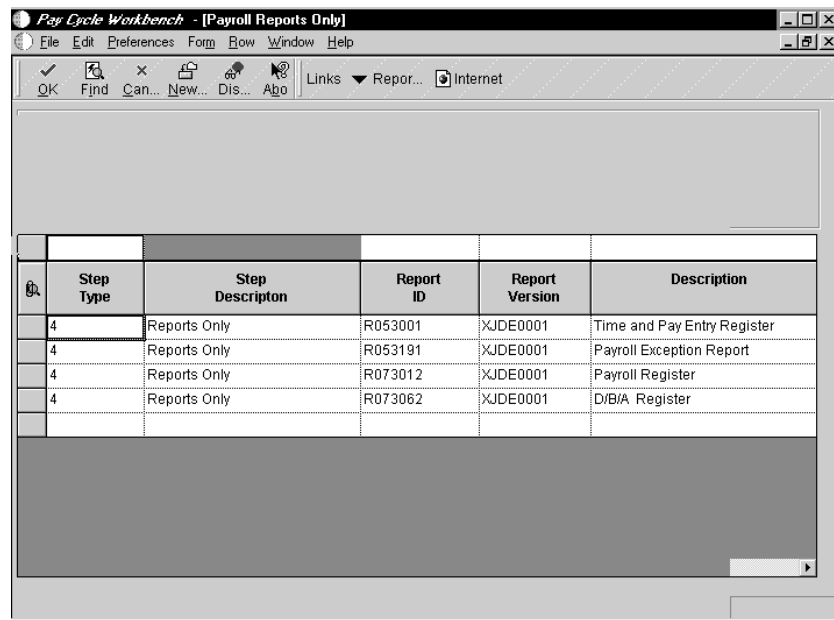
Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments, the report includes payment numbers.

► To print payroll cycle reports

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

On Work with Payroll Cycle Workbench

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



Step Type	Step Description	Report ID	Report Version	Description
4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register
4	Reports Only	R053191	XJDE0001	Payroll Exception Report
4	Reports Only	R073012	XJDE0001	Payroll Register
4	Reports Only	R073062	XJDE0001	D/B/A Register

3. On Payroll Reports Only, click either of the following options, and then click Find:
 - Report Only
 - All Reports

Clicking All Reports allows you to print any report for which a valid version exists, even if that report is not set up to print during the reports step of the payroll cycle.

4. To print one report only, choose the report that you want to print, and then choose Submit Report from the Row menu.
5. To print all of the reports that are set up to print during the reports step of the payroll cycle, choose Reports Only from the Form menu.
6. Click OK.

Reviewing the Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net-pay limit that you set. During Payroll system setup, you can decide whether to make gross-to-net errors soft (this allows you to continue with processing) or hard (this means that you must correct the errors before continuing). When you set up company options, you can indicate whether gross-to-net errors should be soft (you can continue with processing) or hard (you must correct the errors before you can continue).

Check-control numbers are system-assigned numbers that you can use to help track your actual payment numbers. The system also uses a check-control number to complete all of the necessary account reversals when you void a payment and to track journal entries. The check-control number is particularly important because the system cannot track your actual payment numbers.

A warning prints on the report when the total gross amount minus the deductions does not equal the total net amount.

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073012, Payroll Register* in the *Reports Guide* for a report sample

Processing Options for Payroll Register

Print Options

1) Enter a '1' to print the Employee's address. Default of blank will not print the address.
 2) Enter Employee Identification Option: Blank = Address Book and Social Security Number;
 '2' = Social Security Number only;
 '3' = Additional Employee Number and Social Security Number

Reviewing the Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report to review employees' gross-to-net earnings. This report shows only one line per payment.

The Summary Payroll Register report shows which employees' gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct the errors before continuing).

The following list describes some of the columns that print on the Summary Payroll Register report:

Wages

This column represents the total of all pay types and earnings entered on the employees' timecards.

Benefits

This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report after you have processed pro forma journal entries, the report includes all benefits.

Gross Pay

This column represents earnings plus the benefits that the system added to net pay.

The error messages that print on the Summary Payroll Register report include the following:

MAX

Net pay exceeds the maximum pay specified in the processing options.

GTN	Gross-to-net error.
ERR	Both MAX and GTN errors exist.

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073013, Summary Payroll Register* in the *Reports Guide* for a report sample

Processing Options for Summary Payroll Register

Report Options

1. Enter the Employee Number you wish to print on the report: 'A' - Address Book Number; 'S' - Social Security Number; 'O' - Third Employee Number.
2. Enter the Maximum Net Pay. Default is \$10,000.

Reviewing the Payroll Exception Report

The Payroll Exception report lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also prints warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions exists. Use this report to determine whether you need to correct any time entry records.

Processing Options for Payroll Exception Report

Weekly

1. For Weekly employees, enter Minimum hours.

Minimum hours

2. For Weekly employees, enter Maximum hours.

Maximum hours	_____
Bi-Weekly	
3. For Bi-Weekly employees, enter Minimum hours.	
Minimum hours	_____
4. For Bi-Weekly employees, enter Maximum hours.	
Maximum hours	_____
Semi-Monthly	
5. For Semi-Monthly employees, enter Minimum hours.	
Minimum hours	_____
6. For Semi-Monthly employees, enter Maximum hours.	
Maximum hours	_____
Monthly	
7. For Monthly employees, enter Minimum hours.	
Minimum hours	_____
8. For Monthly employees, enter Maximum hours.	
Maximum hours	_____
Pay Rates	
9. Enter the Minimum allowable pay rate.	
Minimum pay rate	_____
10. Enter the Maximum allowable pay rate.	
Maximum pay rate	_____
From/To Date	
11. Specify the From Date, if being run standalone ONLY.	
From Date	_____
12. Specify the To Date, if being run standalone ONLY.	
To Date	_____
EE Number	
13. Enter the type of Employee	

Number to print. ('A' equals
Address Book Number (default); 'S'
equals Social Security Number; 'O'
equals Additional Employee Number)

Employee Number Type _____

Vacation/Sick

Processing Option for Pre-Payroll
Exception Report ONLY.

1. Enter the minimum allowable
Sick hours available. _____
2. Enter the minimum allowable
Vacation hours available. _____

Reviewing the Time and Pay Entry Journal Report

If the program version that you used to process pre-payroll contains employees who are set up for autopay (employees whose timecards are automatically generated by the system), you can print the Time and Pay Entry Journal report (also called the Time and Pay Register report) to verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report during pre-payroll processing, the report includes timecard information for autopay employees.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073051, Time and Pay Entry Journal* in the *Reports Guide* for a report sample

Processing Options for Time and Pay Entry Journal

Print

```

1. Enter '1' to print
additional Time Card Data.
Default value is blank.
Blank = Do NOT print
additonal Time
Card Data.          1      = Print
additional          Time
Card Data.          Card Data.

1      = Print additional
Time Card Data.
  
```

Reviewing the DBA Register Report

The DBA Register report lists all of the deductions, benefits and accruals for the employees included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073062, DBA Register* in the *Reports Guide* for a report sample

Processing Options for DBA Register Report

D/B/A

```

1. Select the Employee Number to
Print.

1 - Address Book Number
2 - Social Security Number
3 - Third Employee Number

2. Print the payee's address
(Y/N)
  
```

Reviewing the DBA Transaction Audit Report

Use the DBA Transaction Audit report to review detailed information about the DBAs that are assigned to individual employees. You can review by pay period all DBA transactions for each employee. The report prints arrearage amounts as well as totals for each employee and DBA.

To verify your transaction history, you can print this report at any time and balance it to the DBA reports that print during pre-payroll processing.

To compile the report, the system retrieves information from the Deduction, Benefits, and Accrual History table (F0619).

Reviewing the Federal Tax Distribution Summary Report

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

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073170, Federal Tax Distribution Summary* in the *Reports Guide* for a report sample

Reviewing the State Tax Distribution Summary Report

You use the information on the State Tax Distribution Summary report to determine the state tax burden for this payroll cycle. The State Tax Distribution Summary report lists totals of taxable wages and state tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073162, State Tax Distribution Summary* in the *Reports Guide* for a report sample

Reviewing Social Security and Medicare Register Reports

The Social Security (FICA) and Medicare register reports list the employee and employer portions of taxes withheld for Social Security tax and Medicare. The following table describes each report:

Employee Social Security Register

This report lists the employee-paid portion of Social Security taxes. It includes the following information:

- Social Security Number
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- FICA rates
- Current tax amounts for the employee portion of Social Security taxes

Employer Social Security Register

This report lists the employer-paid portion of Social Security taxes. It includes the following information:

- Social Security Number
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- FICA rates
- Current tax amounts for the employer portion of Social Security taxes

Employee Medicare Register

This report lists the employee-paid portion of Medicare taxes. It includes the following information:

- Current and taxable wages
- Medicare rates
- Current tax amounts for the employee portion of Medicare taxes

Employer Medicare Register

This report lists the employer-paid portion of Medicare taxes. It includes the following information:

- Current and taxable wages
- Medicare rates
- Current tax amounts for the employer portion of Medicare taxes

You can print these reports during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073665, Employee FICA Register* in the *Reports Guide* for a report sample

Reviewing the Payroll Payment Register Report

You can print the Payroll Payment Register report to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R07238, Payroll Payment Register* in the *Reports Guide* for a report sample

Reviewing the Automatic Deposits Bank Register Report

When you generate an automatic-deposit workfile, the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied to magnetic media for direct deposit. No setup is required for this report.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Reviewing the Workers Compensation Register Report

You can print the Workers Compensation Register report to review the rates paid by the company per employee for workers compensation insurance. The rates an employer pays for workers compensation insurance vary by job type. In some situations, employees, rather than employers, might be required to pay Workers Compensation premiums. In such situations, the reports contain the employee-paid amounts.

The report lists the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and job step
- Excludable and overtime wages
- Premium amounts for each employee
- Totals for each work state and company

- Grand totals for the report

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

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

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

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073601, Workers Compensation Register* in the *Reports Guide* for a report sample

Reviewing the General Liability Insurance Register Report

You can print the General Liability Insurance Register report to review the rates paid by the company per employee for general liability insurance. The employer pays one standard rate for general liability insurance for each employee. The General Liability Insurance Register report is identical to the Workers Compensation Register report, except for the actual amounts printed in the Workers Compensation Amount field. The system bases the totals on the general liability rate.

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

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073651, General Liability Insurance Register* in the *Reports Guide* for a report sample

Processing Options for Processing Options for General Liability Insurance

General

The Following Processing Option Were
Selected

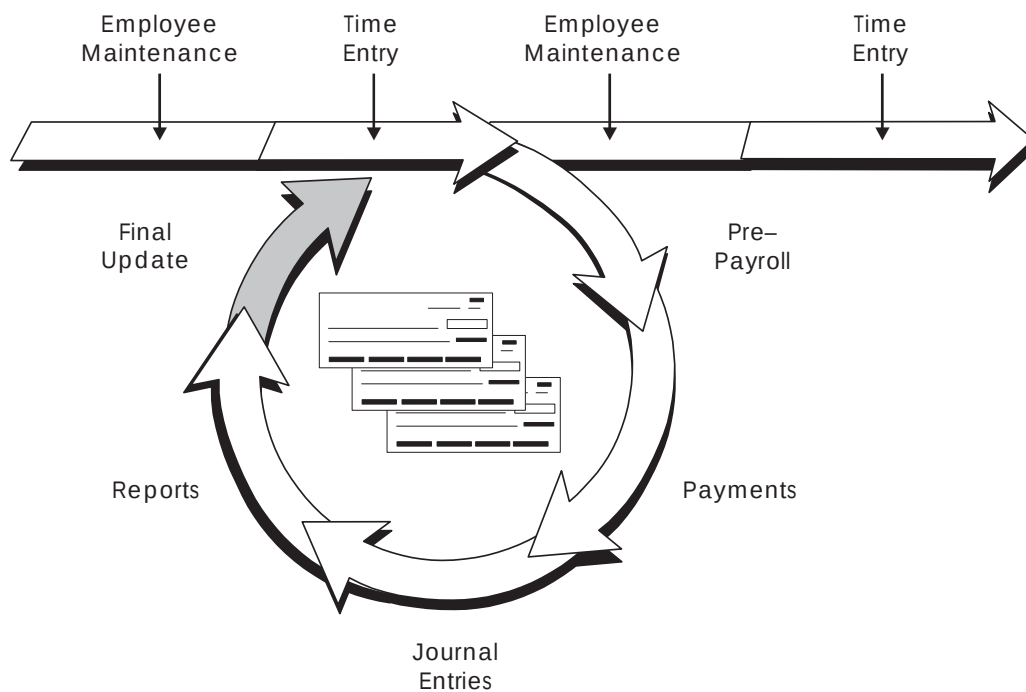
Select the Employee number to
Print.

- 1- Address Book Number
- 2- Social Security Number
- 3- Third employee Number

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. After you run the final update, you cannot change anything related to that payroll ID.

The following graphic illustrates the steps in the payroll cycle:



You use the final update to do the following:

- Update employees' transaction, tax, and check history.
- Create actual journal entries.
- Post actual journal entries to the general ledger (optional).
- Update the Employee Master table (F060116).
- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.

- Process any future data changes that become effective during the dates of the payroll cycle.

During the final update, you might choose to print integrity reports that reveal discrepancies among the various history tables that the system updates. Although you should rarely encounter errors during final update, J.D. Edwards recommends that you print and review the integrity reports.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun this step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult J.D. Edwards Customer Support for assistance.

To process the final update

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

On Work with Payroll Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area, and then choose Final Update from the Row menu.
3. On Final Update Confirmation, click OK to process the Final Update.

You might have set up one or more reports to print during final update. Review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll-Cycle Reports*.

Setup Considerations

Integrating Payroll with General Accounting

During system implementation, you define a company option that indicates whether Payroll integrates with the J.D. Edwards General Accounting system. You use this company option to indicate whether you post payroll journal-entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of the following options:

- During the final update step of the payroll cycle, the system automatically posts payroll journal-entries to General Accounting.
- After you process the final update for a payroll cycle, you, or someone in your accounting department, manually posts payroll journal-entries to General Accounting. If your system is set up for this option, you can use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post program.

See *Setting Up Company Options* in the *HR and Payroll Foundation Guide* and *Posting Journal Entries* in the *General Accounting Guide*.

See Also

- *Resetting Status Codes*
- *Reviewing Batches of Journal Entries* in the *HR and Payroll Foundation Guide*



Payroll History

Each time you process a payroll cycle, the system creates historical records of employees’ earnings, deductions, and taxes. You can review this history to verify that it is correct and revise it, if necessary. Working with payroll history includes the following tasks:

- ☐ Reviewing payroll history information online
- ☐ Voiding payments
- ☐ Reviewing payroll history reports

Payroll history includes detail and summary information for the following:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs)
- Workers compensation and general liability
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information

You use historical information to answer employees’ questions, to print historical and government reports, and to process year-end forms for employees.

When you work with payroll history, you use online review forms and printed reports. You can also perform functions, such as voiding a payment, when you review individual payment information.

You can review payroll history at both summary and detail levels. The following table shows the summary tables on the left and their corresponding detail tables on the right:

Taxation Summary History (F06136)	Tax Ledger (F06166)
Payroll Month PDBA Summary History (F06146)	Payroll Transaction History (F0618) DBA Detail History (F0719)



Calendar Month DBA Summary History (F06145)	DBA Detail History (F0719)
Paycheck Summary History (F06156)	Tax Ledger (F06166)
	Payroll Transaction History (F0618)
	DBA Detail History (F0719)

Calendar-Month and Payroll-Month History

The system maintains transaction (PDBA) history by payroll month, which is based on check dates. Balances for the payroll month are stored for pay types and DBAs. These balances update the Payroll Month PDBA Summary History table (F06146).

You can also choose to maintain history by calendar month, which is based on work dates. Balances for the calendar month are stored for DBAs only and not for pay types. These balances update the Calendar Month DBA Summary History table (F06145).

The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle crosses months (for example, a biweekly payroll cycle that begins in January and ends in February).

See Also

- *Setting Up Deductions, Benefits, and Accruals* in the *HR and Payroll Foundation Guide* for information about how the system maintains calendar-month balances
- *Working with PDBA History Integrity* for information about verifying payroll history for your employees

Reviewing Payroll History Information Online

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

Reviewing payroll history information includes the following tasks:

- ☐ Reviewing PDBA history
- ☐ Reviewing tax history
- ☐ Reviewing earnings history

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



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

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

See Also

- *Voiding Payments* for information about reviewing payment history online
- *Payroll History Integrity* for information about verifying and correcting payroll history

Reviewing PDBA History

To answer questions about an employee's earnings and deductions, you can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on check dates) or by calendar month (based on work dates). You can review pay types

by payroll month history only. You also can review detail history for a particular pay type or DBA.

Reviewing PDBA history includes the following procedures:

- Reviewing PDBA history by payroll month
- Reviewing DBA history by calendar month
- Reviewing detail history for pay types
- Reviewing detail history for DBAs

► To review PDBA history by payroll month

From the History Inquiries menu (G07BUSP14), choose PDBA History.

On Work With DBAs History

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type
2006	Walters, Annette	523785321		300	P
7500	McDougle, Cathy	261554789		9000	D

1. Complete the following field and click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields and click Find:
 - PDBA Code
 - Company
 - Year

- Choose a record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,168.92	136.00	
May			
June			
July			
August			
September			
October			
November			

- On PDBAs by Payroll Month, review the information in the following columns:

- Gross Pay
- Hours
- Pieces

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

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.
Company	The company number in which the employee generally resides.

Field	Explanation
Gross Pay	The gross amount of the transaction. Depending on the type of transaction, the specific meaning will be as follows: - A Pay Types – The total amount of earnings related to the type of pay. - B DBA Types – The total amount of the deduction, benefit, or accrual. - C Payroll Taxes – The total amount of gross wages, before exclusions or paid-in-excess. This amount represents the 1st month of the payroll year (F06146) or calendar year (F06145), depending on the review form that you are using.
Hours	The total number of hours worked (for pay types) or the basis (for DBAs) listed by month of history displayed.
Pieces	The total number of pieces produced during the 1st month of your calendar year.

 To review DBA history by calendar month

From the History Inquiries menu (G07BUSP14), choose PDBA History.

On Work With DBAs History

1. Complete the following field and click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields and click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a DBA record in the detail area, and then choose DBAs by Cal. Month (DBAs by Calendar Month) from the Row menu.

PDBA History - DBAs By Calendar Month

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Corp... Internet

Employee No. 2006 Walters, Annette Year 5
 DBA Code 1005 Health/Co Tax ID 840782700
 Company 00001 Financial/Distribution Company

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April	90.00		
May	90.00		
June	90.00		
July			
August			
September			
October			
November			
December			

VTD Total 270.00

4. On DBAs by Calendar Month, review the information in the following columns:

- Amount
- Pay Basis
- Pieces

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

Field	Explanation
Amount	The gross amount of the transaction. Depending on the type of transaction, the specific meaning will be as follows: - A Pay Types – The total amount of earnings related to the type of pay. - B DBA Types – The total amount of the deduction, benefit, or accrual. - C Payroll Taxes – The total amount of gross wages, before exclusions or paid-in-excess. This amount represents the 1st month of the payroll year (F06146) or calendar year (F06145), depending on the review form that you are using.
Pay Basis	The total number of hours worked (pay types), or the basis (deductions, benefits, and accruals) for the 1st month of your calendar year.
Pieces	The total number of pieces produced during the 1st month of your calendar year.

► **To review detail history for pay types**

From the History Inquiries menu (G07BUSP14), choose PDBA History.

On Work With DBAs History

1. Complete the following field and click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields and click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a pay type record in the detail area, and then choose Pay Detail from the Row menu.

The screenshot shows the 'PDBA History - [Pay Detail]' window. The search criteria are as follows:

Employee No.	2006	Walters, Annette
Business Unit	*	
Pay Type	300	Sick Pay
Work Dates - From	1/1/05	Thru 12/31/05

Below the search criteria is a table with the following columns: Work Date, Pay Type, Hours Worked, Rate, Recharge Amount, Recharge Bus. Unit, Job Type, Job Step, Sub-ledger, Sub Type, and Check Control.

Work Date	Pay Type	Hours Worked	Rate	Recharge Amount	Recharge Bus. Unit	Job Type	Job Step	Sub-ledger	Sub Type	Check Control
7/15/05	300	8.00				2H-2				
		8.00								

The status bar at the bottom indicates 'Row:2'.

4. On Pay Detail, review the information in the following fields:
 - Work Date
 - Pay Type
 - Hours Worked
 - Rate
 - Recharge Amount
 - Job Type

- Job Step
- Sub- ledger
- Sub Type
- Check Control
- Account Number
- Tax Area
- Item No.
- Shift
- Union Code
- Units
- Pieces

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

To review detail history for DBAs

From the History Inquiries menu (G07BUSP14), choose PDBA History.

On Work With DBAs History

1. Complete the following field and click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields and click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a DBA record in the detail area, and then choose DBA Detail from the Row menu.

PDBA History - [DBA Detail]

File Edit Preferences Window Help

OK Find Can... New... Dis... Ago Links ▼ Displ... Internet

Employee No. 2006 Walters, Annette
 DBA Code 1005 Health/Co
 Pay Period Dates - From 1/1/05 Thru 12/31/05

Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay	Business Unit
2006	3578	4/15/05	1005	B	4/15/05		45.0000	45.00	
2006	3738	4/30/05	1005	B	4/30/05		45.0000	45.00	
2006	3869	5/15/05	1005	B	5/15/05		45.0000	45.00	
2006	4159	5/31/05	1005	B	5/31/05		45.0000	45.00	
2006	4343	6/15/05	1005	B	6/15/05		45.0000	45.00	
2006	4491	6/30/05	1005	B	6/30/05		45.0000	45.00	
Σ								270.00	

Row:7

4. On DBA Detail, review the information in the following fields:

- Address Number
- Check Control
- Pay Period End Date
- DBA Code
- DBA Type
- Work Date
- Hours Worked
- Rate
- Business Unit
- Union Code
- Job Type
- Job Step
- Payee
- Gen Vch

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

Field	Explanation
Check Control	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions. The check control number is not the actual check number.
Pay Period End Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
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.
Work Date	The date used as the actual work date or pay-period ending date.
Hours Worked	The number of hours associated with each transaction.
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.

Field	Explanation				
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.				
Gen Vch	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: <table><tr><td>N</td><td>No, do not generate a voucher</td></tr><tr><td>Y</td><td>Yes, generate a voucher</td></tr></table>	N	No, do not generate a voucher	Y	Yes, generate a voucher
N	No, do not generate a voucher				
Y	Yes, generate a voucher				

Reviewing Tax History

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

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

When you review tax history, you can choose to review detail history or summary history. Review summary history when you need to review monthly balances and year-to-date amounts. Review detail history when you need to review this information by payment.

The system retrieves information from the Tax History table (F06136).

Reviewing tax history includes the following procedures:

- Reviewing summary tax history
- Reviewing detail tax history

► To review summary tax history

From the History Inquiries menu (G07BUSP14), choose Tax History.

On Work With Tax History

Employee No	Alpha Name	Employee Tax ID	Alternate Number	Tax Area	Tax Type	
2006	Walters, Annette	523785321		FEDERAL	A	Federal
2006	Walters, Annette	523785321		FEDERAL	C	Federal
2006	Walters, Annette	523785321		06	C	FUTA
2006	Walters, Annette	523785321		FEDERAL	D	Federal
2006	Walters, Annette	523785321		FEDERAL	E	Federal
2006	Walters, Annette	523785321		06	F	CO Dep
2006	Walters, Annette	523785321		06	H	CO Une
2006	Walters, Annette	523785321		FEDERAL	P	Federal
2006	Walters, Annette	523785321		FEDERAL	Q	Federal

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

Month	Gross Pay	Excludable	In Excess	Tax Amount
January				
February				
March				
April	1,395.83	45.50		162.24
May				
June				
July				
August				
September				
October				
November				

4. On Tax Summary, review the information in the following fields:

- Gross Pay
- Excludable
- In Excess
- Tax Amount

If your user account has the necessary security, you can correct any of the tax summary 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	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 preset by J.D. Edwards. You should not alter the values or their meanings.
Excludable	For months 01 – 12, the amount of gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and so on.
In Excess	The amount of wages earned, but in excess of the annual limit, for tax calculation.
Tax Amount	For months 01 – 12, the amount of tax calculated.
Tax History Type	A user defined code (07/TH) that specifies the type of information being tracked for the employee in the Taxation Summary History table (F06136). The value in this field determines what type of year-end form the system generates.
Tax ID	A number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on. This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana, which use more than 9 positions. Do not enter hyphens (dashes), slashes, spaces, or other punctuation in the tax identification number.

► To review detail tax history

From the History Inquiries menu (G07BUSP14), choose Tax History.

On Work With Tax History

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

The screenshot shows a software window titled "Tax History - [Tax Detail]". It has a menu bar (File, Edit, Preferences, Window, Help) and a toolbar with icons for OK, Find, Del..., Can..., New..., Dis..., and Abo. Below the toolbar, there are input fields for search criteria: Employee No. (2006), Tax Area (FEDERAL), Tax Type (A), and Pay Period Date - From (4/1/05) Thru (4/30/05). The name "Walters, Annette" and "Federal Income Tax" are also displayed. Below these fields is a table with the following data:

Pay Period End Date	Check Date	Check Control Number	Tax Area	Tax Type	Tax Type Description
4/30/05	4/30/05	721	FEDERAL	A	Federal Income Tax
					Total

At the bottom of the window, there is a status bar with "Find Records" and "Row:2".

4. On Tax Detail, review the information in the following fields:
 - Date – Pay Check
 - Check Number
 - Tax Area
 - Tax Type
 - Gross Pay
 - Excludable

- In Excess
- Tax Amount
- Tax History Type
- Check Control Number

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



Some of the definitions in the following field table refer to user defined 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
Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
Check Control Number	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions. The check control number is not the actual check number.

Reviewing Earnings History

To answer questions about an employee's payments and deductions in previous pay periods, you can review the earnings history for the employee. You can review information for a past pay period, as well as year-to-date amounts.

The system retrieves information from the Stub Information History table (F07186).

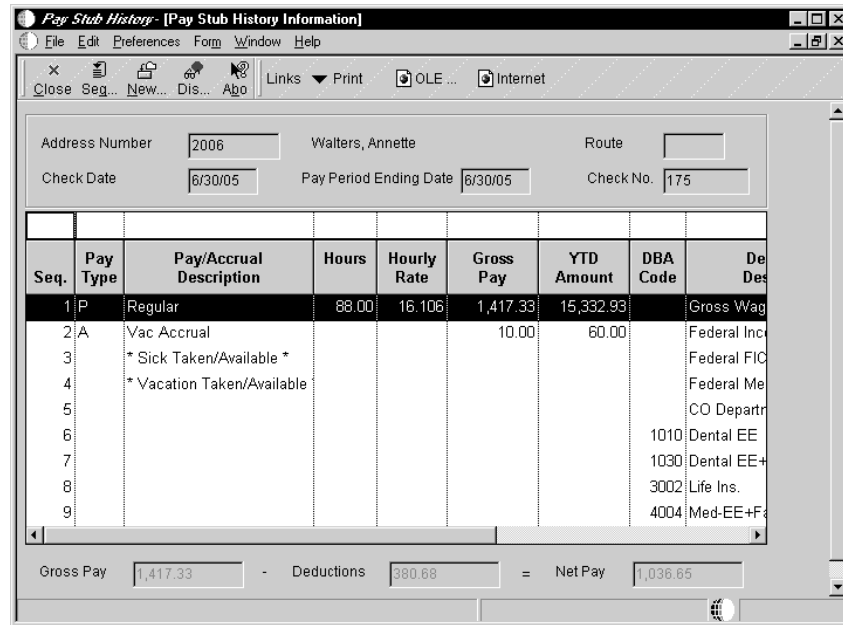
► To review earnings history

From the History Inquiries menu (G07BUSP14), choose Pay Stub History.

On Work With Pay Stub History

Address Number	Check Date	Pay Period End Date	Check Control
2006	6/30/05	6/30/05	4491
2006	6/15/05	6/15/05	4343
2006	5/31/05	5/31/05	4159
2006	5/15/05	5/15/05	3869
2006	4/30/05	4/30/05	3738
2006	4/15/05	4/15/05	3578

1. Complete the following field and click Find:
 - Address Number
2. To limit the information that appears in the detail area, complete the following field and click Find:
 - Check Date
3. Choose a record in the detail area, and then click Select.



Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	De
1	P	Regular	88.00	16.106	1,417.33	15,332.93		Gross Wag
2	A	Vac Accrual			10.00	60.00		Federal Inc
3		* Sick Taken/Available *						Federal FIC
4		* Vacation Taken/Available						Federal Me
5								CO Depart
6							1010	Dental EE
7							1030	Dental EE+
8							3002	Life Ins.
9							4004	Med-EE+F

Gross Pay 1,417.33 - Deductions 380.68 = Net Pay 1,036.65

4. On Pay Stub History Information, review the information in the following fields:

- Seq.
- Pay Type
- Hours
- Hourly Rate
- Gross Pay
- YTD Amount
- DBA Code
- Current Amount
- Stub Accrual Type
- Stub Overflow

Field	Explanation
Seq.	The stub line number of each record in the stub detail. It is used to determine the print order.
Hours	The number of hours associated with each transaction.
Hourly Rate	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.

Field	Explanation
Gross Pay	The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labor distribution. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus.
YTD Amount	The sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA 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.
Current Amount	The current amount of the gross, tax, or deduction on the right side of the stub.
Stub Accrual Type	An option that indicates whether the accrual is for sick time, vacation time, or neither.
Stub Overflow	An option that indicates which lines will print on an attachment.

Voiding Payments

When you need to issue a replacement check that contains different information from the original payment, you can void the original payment. For example, you might be processing the reports for a payroll cycle when you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To update the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

Before you void a payment, you can review detailed payment history, including tax and DBA information, for the employee.

When you void a payment, the system reverses all associated transactions in the payroll history, including employee- and employer-associated transactions. The check date is the general ledger date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities. The time entry date is the general ledger date for reversing entries associated with timecards, such as labor distribution. The time entry date is also the work date on the reversing timecard.

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period. When you void an automatic deposit, the system does not do the following:

- Update the automatic deposit tape
- Create an accounts receivable entry for the employee

The system stores the void as an interim payment. When you process the voided payment in a payroll cycle, the system updates the reversing entries.

The system retrieves the information from the Paycheck Summary table (F06156) when you void a payment.

▶ To void payments

From the History Inquiries menu (G07BUSP14) or Canadian History Inquiries menu (G77BUSP14), choose Payment History.

On Work With Payment History

Employee Number	Alpha Name	Employee Tax ID	Alternate Number	Pay Prd Date	Check Date	Check Number
2006	Walters, Annette	523785321		4/15/05	4/15/05	
2006	Walters, Annette	523785321		4/30/05	4/30/05	
2006	Walters, Annette	523785321		5/15/05	5/15/05	
2006	Walters, Annette	523785321		5/31/05	5/31/05	
2006	Walters, Annette	523785321		6/15/05	6/15/05	
2006	Walters, Annette	523785321		6/30/05	6/30/05	
2049	McLind, Rod	204920492		4/30/05	4/30/05	
2049	McLind, Rod	204920492		5/15/05	5/15/05	
2049	McLind, Rod	204920492		5/31/05	5/31/05	

1. To locate the payment that you need to void, complete the following field:
 - Employee Number
2. To limit the information that appears in the detail area, complete any of the following fields:
 - Original Check No
 - G/L Bank Account
 - Terminated
 - Thru
3. Choose the payment that you need to void and click Select.

Payment History - [Payment Review and Void]

File Edit Preferences Form Window Help

OK Find Can... New... Dis... Abo Links Window Previo... Next OLE ... Internet

Employee No. 2006 Walters, Annette Check Control No. 3578
 Check Date 4/15/05 Check Number 109

.....Check Summary.....

Gross Pay	1,417.33	Hours	88.00
Total Deductions	51.28	Benefits	65.03
Taxes Withheld	329.40	Taxes Paid	126.88
Net Pay	1,036.65		

Earning Detail DBA Detail Tax Detail

Type	Hrs/Pcs	Rate	Gross Amt	Tax Area	Account Number
1	88.00	16.106	1,417.33	06	9.8115
Σ	88.00		1,417.33		

Row:2

Work with Payment History Payment Review and Void

4. On Payment Review and Void, click the Tax Details button to review detailed information about the taxes associated with the payment.
5. Choose one of the following options:
 - All Taxes
 - Employee Paid only
 - Company Paid only
6. Review the information in the detail area.
7. To review detailed information about the DBAs associated with the payment, click the DBA Detail button.
8. Review the information in the detail area.
9. To review detailed information about the pay types associated with the payment, click the Earnings Detail button.
10. Review the information in the detail area.
11. When you have finished reviewing information, choose Void Payment from the Form menu.

Payment History - [Void Check window]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Display OLE Internet

.....Void Check Information.....

Interim Payroll ID: 004

Check Date: 4/21/05

T/E Date: 04/15/05

If the payment you are voiding is an automatic deposit, the system displays a warning message.

12. Review the message and click OK.
13. On Void Check window, complete the following fields and click OK:
 - Payroll ID
 - Check Date
 - T/E Date
14. After you void the payment, the system updates the following fields on the Work With Payment History form:
 - I C
 - Void CKCN
 - Void/Reissue Date

Field	Explanation
Original Check No	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

Field	Explanation
G/L Bank Account	The bank account number (General Ledger Account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if left blank, the system retrieves a default bank account table from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Terminated	The date that the employee was terminated, if applicable.
I C	An internal code to indicate any one of the following conditions: 1. The time and pay record was created by the interim check process. 2. The record in the check table was created by the interim check process. 3. An Employee has a record in the check file for the current period which was created by the interim check process. (Indicated by ICC in the employee's master file record). Valid codes are: - X The check has been voided. - V The record is voiding a previously entered check. - I The check was processed through interim checks - blank The check was processed through the regular pay cycle.
Void CKCN	This is the number of the check that was voided and reissued as the current check. It was replaced by this check.
Void/Reissue Date	The date this check was voided and/or reissued.

Related Task

Unvoiding a payment

If you inadvertently void a payment that should not be voided, you can choose Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information entered in the following fields on the Work with Payment History form:

- IC
- Void CKCN
- Void/ReissueDate

Reviewing Payroll History Reports

To answer questions about the earnings and tax information for a group of employees, you can review payroll history reports. You can print reports that include the following types of information:

- Earnings and tax information history
- Transaction history
- Payment history
- Benefits and accrual history

To review payroll history reports, complete the following tasks:

- ☐ Review the Tax History by Company report
- ☐ Review the Federal Tax History report
- ☐ Review the State and Local Tax History report

Reviewing the Tax History by Company Report

From the U.S. Payroll History Reports menu (G07BUSP15), choose Tax History by Company.

Use the Tax History by Company report to review monthly tax history for an entire year for each company in your organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also includes totals of these amounts for all tax types.

The information on this report is stored in the Taxation Summary History table (F06136).

See Also

- *R07416, Tax History by Company* in the *Reports Guide* for a report sample

Processing Options for Tax History by Company Report

Company

Enter the company number. Blank defaults to all companies.

Year

Enter the fiscal year from which data will be reported.

Month

Enter the through period number for which data will be reported through.

Format

Enter '1' to change report format to print amounts greater than \$100 million. '0' is the default and will print format for amounts less than \$100 million.

Reviewing the Federal Tax History Report

From the U.S. Payroll History Reports menu (G07BUSP15), choose Federal Tax History Report.

Use the Federal Tax History report to review federal tax and wage amounts for individual employees. You can review total earned income credits, as well as the federal income, FICA, and Medicare wages and taxes for each employee.

At year end, you can use the Federal Tax History report to verify the information that you print on employees' year-end forms.

The information on this report is stored in the Taxation Summary History table (F06136).

See Also

- *R07347, Federal Tax History* in the *Reports Guide* for a report sample

Processing Options for Federal Taxation History Report

Report

The Following Processing Option Were
Selected:

1. Enter the type of employee number to
print

A = Address Book Number
(Default)

S = Social Security Number
o = Third Employee Number

Reviewing the State and Local Tax History Report

From the U.S. Payroll History Reports menu (G07BUSP15), choose State/Local Taxation Report.

Use the State and Local Taxation History report to review totals of state and local taxes that employees paid. You can review the total state and local taxes that each employee paid and the total wages on which the taxes were based.

At year end, you can use the State and Local Taxation History report to verify the information that you print on employees' year-end forms.

The U.S. Payroll system retrieves information from the Taxation Summary History table (F06136) for the earnings and tax history reports.

Data Sequence for State and Local Taxation History Report

Do not change the data sequence for the report.

See Also

- *R07348, State and Local Tax History* in the *Reports Guide* for a report sample

Processing Options for State/Local Taxation History

Defaults

1. Enter the type of employee number to print:

A = Address Book Number
(Default)
S = Social Security Number
O = Third Employee Number

2. If only one company is going to be used for this report, enter the company number. The default is blank and all companies will be used.

3. Enter up to 5 tax types to report on. If 'F' tax type is selected, then all state and local taxes will be reported. If all five tax types are left blank (Default), then all state and local taxes will be reported.

-1-

-2-

-3-

-4-

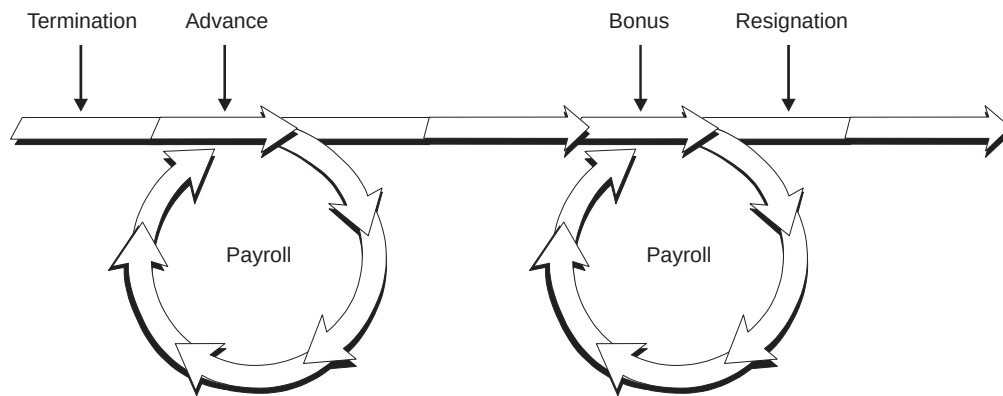
-5-

Periodic

Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, termination payment, or pay for vacation time.

The following graphic illustrates where typical interim payments might occur in relationship to your payroll cycles.



When you enter an interim payment, you can use existing timecard records or enter new timecard information specifically relating to the current interim payment. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment.

When you enter interim payments, you enter the following information:

- Payment parameters
- Time entry records

The system calculates all payment details, including earnings, taxes, DBAs, and net pay.

The system creates workfiles that store all tax and DBA calculations for interim payments. The system processes the information in the workfiles during a payroll cycle. Processing interim payments in a payroll cycle creates journal entries and updates the employee's payroll history.



Timing of Update Interim Payments

You can process interim payments in a regular payroll cycle or separately. When you print interim payments separately, you shorten processing time for payments that must meet deadlines, such as travel advances or termination payments.

When you update interim payments, the system:

- Creates journal entries
- Prints payroll-cycle reports
- Updates history

The Payroll system provides the following alternatives for printing and updating interim payments:

Running a regular payroll cycle that includes interim payments	When you run a regular payroll cycle that includes interim payments, the system prints the interim payments along with the payroll payments. The system also prints the payroll-cycle reports that include interim-payment information.
Running a payroll cycle for interim payments only	When you run a payroll cycle for interim payments only, the cycle includes printing of interim payments. You can print payroll-cycle reports for the interim-payment information. If your organization processes a high volume of interim payments, this alternative might save you time and be more efficient.

Purposes of Interim Payments

The following table lists some typical purposes of interim payments:

Enter information from manual payments (typed or handwritten)	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when you complete the next payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim payment process provides an audit trail for future reference.
Enter a flat dollar advance on pay	You can account for an advance as a flat-amount deduction to be subtracted from gross pay during normal payroll-cycle processing.

Convert payroll history

You can use interim payments to load historical data for conversion purposes and provide an audit trail for future reference.

Working with Interim Payments

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

You can enter all types of interim payments and prepare them either on the computer or manually. Interim payments can include the following types:

- Computer. The system calculates and prints the payment on the computer printer.
- Hand manual. You manually calculate the information and write or type the payment. Later, you enter the payment into the system as an interim payment.
- Auto manual. The system calculates the information, and you write or type the payment.

You can choose whether the system calculates DBAs during interim payment processing.

After you enter interim payments for a payroll ID, you must process those interim payments in a regular payroll cycle. You can process interim payments at the same time that you process regular payments, or you can process interims separately. If you need to delete an interim payment, you must delete it before you process the payroll cycle that includes that interim payment.

Occasionally, an employee might need an interim payment before you are ready to process the payroll cycle that includes interims. In this case, you can print an interim check (not an automatic deposit) and then process the check through a payroll cycle at a later date.

Working with interim payments includes the following tasks:

- ☐ Creating an interim payroll ID
- ☐ Entering interim payments
- ☐ Processing interim payments
- ☐ Printing interim checks

- ☐ Deleting interim payments

Creating an Interim Payroll ID

Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information identifies the payroll ID as an interim ID. Examples of header information include the associated payroll ID and the number of the bank account from which the interim payments will be paid. The system uses this information when you process a payroll cycle that includes interim payments.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process it through a payroll cycle as you do a regular payroll ID.

To create an interim payroll ID

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

On Work with Pay Cycle Workbench

1. Complete the following field and click Add:
 - Payroll ID
2. On the Add Pre-Payroll or Interim Versions form, click the following option and then click OK:
 - Add Interim Version

3. On Interim Header Entry, complete the following fields:

- Payroll ID
 - Bank Account Number
 - DBA Bypass Flag
 - From
 - Thru
4. Complete one of the following fields, depending on the pay frequency associated with the payroll ID that you entered:
- W
 - B
 - S
 - M
 - O
5. Click OK.

After you complete this task, complete the task *Entering Interim Payments*.

Field	Explanation
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.

Field	Explanation
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
DBA Bypass Flag	A code that specifies whether the DBA should be processed during the interim payroll cycle. This code can be set up in the DBA itself to indicate whether it should be processed with interim payments. This code can also be set during Pre-Payroll processing to indicate whether the DBAs should be processed in this payroll cycle.
From	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Thru	The last date in a range of dates.
W	The number of the pay period within the month for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
B	The number of the pay period within the month for employees who are paid biweekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
M	The number of the pay period within the month for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
O	The number of the pay period within the month that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.

Entering Interim Payments

You enter interim payments when you need to create payments that are outside of the normal payroll cycle. You can use interim payments for a variety of purposes. The following procedures represent some of the purposes for interim payments:

- Entering a standard interim payment
- Entering an interim payment to record manual calculations
- Entering an interim payment for vacation pay in advance
- Entering an interim payment for a flat-amount advance

You enter a standard interim payment for payments such as bonuses that occur outside of the normal payroll cycle.

When an employee is terminated between payroll cycles, you might need to pay the employee's last payment immediately. If you are using Enterprise Workflow Management to automate the termination process, the termination workflow creates an interim payment for the terminated employee. If you are not using the termination workflow, you can enter a standard interim payment for the employee.

If you have manually typed or handwritten a payment, you can use the interim payment feature to enter the manual calculations into the system. Entering manual calculations ensures that the employee's year-end form will contain accurate information. When you enter manual calculations into the system, you can save tax calculations that you previously calculated. You can either enter the tax calculations that you calculated manually and prevent the system from recalculating the taxes, or omit the tax information and let the system use the tax withholding information from the Employee Master table to calculate the taxes automatically. You can enter a maximum of eight tax overrides.

Some companies provide employees with vacation payments before employees take a vacation leave. You can enter an interim payment to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans one or more pay periods, you must enter a vacation or taxation factor to calculate the taxes for each of the advance pay periods.

You enter a flat amount interim payment to pay an advance on an employee's wages. The system assigns the deduction to the employee's DBA instructions and deducts the amount from the employee's next payment. The system does not calculate or deduct any taxes. With the default process, the system deducts the entire advance in one lump sum from the employee's next payment. You can use the DBA instructions to change the amount that the system deducts per pay period.

You can use the Work with Employee Payment Review form to review interim payments before you process them in a payroll cycle. If you find an error in an interim payment before you have processed the payment in a payroll cycle, you can correct the information. After you correct the information, the system recalculates the gross

amount, taxes, and DBAs. Until you process the interim payment in a payroll cycle, you can change any information that you originally entered on any of the forms.

Before You Begin

- ☐ Create an interim payroll ID. See *Creating an Interim Payroll ID*.

► To enter a standard interim payment

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add.

The screenshot shows the 'Pay Cycle Workbench - [Interim Entry]' window. It has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu bar is a toolbar with icons for OK, Cancel, Dismiss, and Abort, along with buttons for Links, Window, and Internet. The main area contains several input fields:

- Payroll ID: 008
- Computer or Manual (C/M): C
- Net Pay Inst.: 0
- Check Control Number: 852
- Address Number: 7500
- McDougle, Cathy
- Payment Number: (empty)
- Payment Date: 4/30/05
- Advance Amount or Rate: 1,000.0000
- Enter Company if different from Home Company: (empty)

Below these fields are three tabs: 'Override Time' (selected), 'Override Payment', and 'Employee Information'. The 'Override Time' tab contains the following fields:

- ☐ Include time already entered?
- From Date: (empty)
- Thru Date: (empty)
- Pay Cycle Group Code: (empty)
- Company - Home: 00001
- Home Business Unit: (empty)

3. On Interim Entry, complete the following fields:
 - Computer or Manual (C/M)
 - Address Number
4. If you are entering a manual payment, complete the following fields:
 - Payment Number
 - Payment Date

5. If you have already entered timecard information for the employee, click the Override Time tab and complete the following fields:

- Include time already entered?
- From Date
- Thru Date
- Pay Cycle Group Code
- Home Company
- Home Business Unit

6. Click OK.

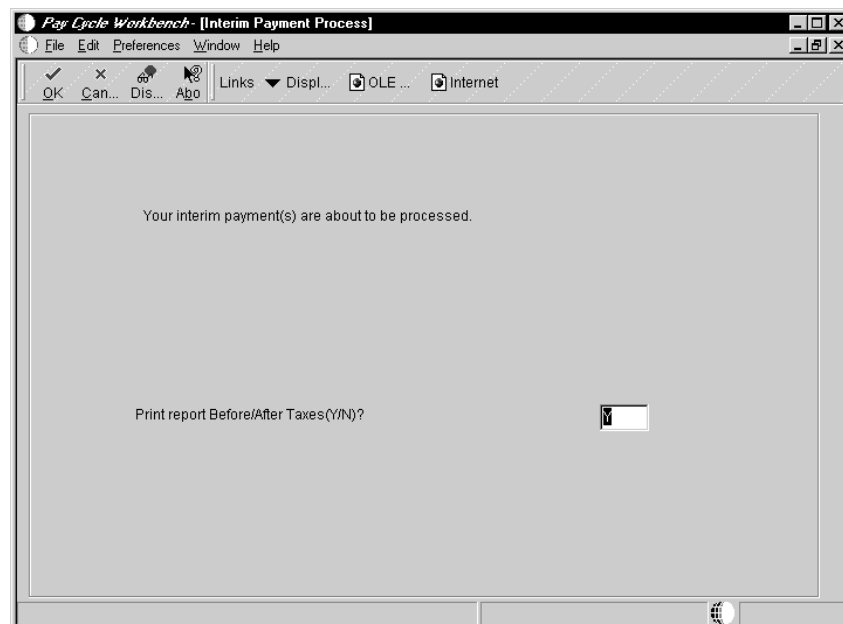
The system displays the Time Entry by Individual form, where you can enter timecard information for the employee.

7. Enter timecard information for the employee, click OK, and then click Cancel to return to Interim Entry.

See *Entering Timecards by Employee* in the *HR and Payroll Foundation Guide*.

8. If you need to enter another interim payment, repeat steps 4 through 7.
9. When you have finished entering interim payments, click Cancel.

The system displays Interim Payment Process, where you can process the interim payments that you entered.



10. On Interim Payment Process, click the following option to print a verification report.
 - Print report Before/After Taxes(Y/N)?
11. Click OK.

When you click OK, the system displays the Report Output Destination form.

If you click Cancel instead of OK, the system does not delete the interim payments. See *Deleting Interim Payments* for information about deleting.

12. On Report Output Destination, click the following option to turn it on:
 - To Printer

The system displays the Work with Employee Payment Review form, where you can review the interim payments.

13. On the Work with Employee Payment Review form, review the information and revise it, if necessary.

After you complete the steps to enter interim payments, you must process those interim payments in a payroll cycle. See *Processing Interim Payments*. If you need to print an interim check before you process it in a payroll cycle, see *Printing Interim Checks*. You cannot print an interim automatic deposit.

To enter an interim payment to record manual calculations

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then click Add.
3. On Interim Entry, complete the following fields:
 - Computer or Manual (C/M)
 - Address Number
 - Payment Number
 - Payment Date
4. Click the Override Payment tab, and then complete the following fields:
 - Payment Overrides?
 - Tax Factor

- DBA's Factor
 - Number of Payments to Replace
 - Number of DBA's Cycle to Replace
5. Click OK.
 6. Complete the remaining steps for entering a standard interim payment.



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 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.
DBA's Factor	The number of periods that the check represents, and, therefore, the number of periods that the system applies the flat dollar deductions. The system multiplies this number by the standard deduction to calculate the amount to subtract from the employee's check.
Number of Payments to Replace	The number of regular payroll checks this interim check replaces. A value in this field updates the Employee Master file. When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust this value. You must use the Change action on Additional Parameters to change the value in the Employee Master table.

Field	Explanation
Number of DBA's Cycle to Replace	The number of pay cycles (paychecks) that you want the system to bypass the benefit calculations. Typically, you specify this information during the interim check process. If you leave this value blank when you enter an interim check, the system bypasses the same number of cycles that you enter in the Replace Next N Checks field. This number must be equal to or greater than the number of pay bypasses. If you specify less than this number, the system bypasses the same number of pay cycles that you entered in the Replace Next N Checks field. When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust the bypass count. You must use the Change action on Additional Parameters to change the value in the Employee Master table. However, if you delete the interim check the system also deletes the value from the Employee Master table.

 To enter an interim payment for vacation pay in advance

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add.
3. On Interim Entry, click the Payment Overrides tab.
4. Click the following option to turn it on:
 - OneWorld Event Point 01
5. Complete the following fields:
 - Tax Factor
 - DBA's Factor
 - Number of Payments to Replace
 - Number of DBA's Cycle to Replace

6. Complete the steps for entering a standard interim payment.

► **To enter an interim payment for a flat-amount advance**

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work With Employee Payment Review, choose Add Interims from the Form menu.
4. On Interim Entry, enter the monetary amount of the advance in the following field:
 - Advance Amount or Rate
5. Complete the steps for entering a standard interim payment.

See Also

- *Setting Up an Advance Deduction* in the *HR and Payroll Foundation Guide*.

Processing Interim Payments

You process interim payments so that you can print the payments and update the employees' payroll history information. To process interim payments, you process a regular payroll cycle and indicate that you want to do one of the following:

Merge interim payments	Process a regular payroll cycle that includes interim payments. The system prints the computer interim payments along with the payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that is the same or earlier than the payment date for the payroll cycle.
Process interim payments only	The system prints computer interim payments only. You must use a regular payroll ID, not an interim payroll ID, to process the payments.

You use options on the Pre-Payroll Processing form to specify whether you want to merge interim payments or process them separately.

When you enter an interim automatic deposit, the Print Payments step of the payroll cycle creates the autodeposit workfile that the system uses to create the autodeposit bank tape.

The system locks an employee's interim payment for any of the following reasons:

- You have voided the interim payment.
- The payment is set up as a manual interim payment.

Before You Begin

- ☐ Create the regular payroll ID that you will use to process the interim payments. See *Creating a New Payroll ID*.

To process interim payments

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

On Work with Pay Cycle Workbench

1. Enter a regular payroll ID in the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area, and then click Select.
3. On Pre-Payroll Processing, click one of the following options to turn it on:
 - Merge Interims
 - Interim Only
4. Click the following option and then click OK.
 - Submit Pre-Payroll
5. Complete the remaining steps for a payroll cycle.

You probably have set up one or more reports to print during each step of the payroll cycle. The system includes the interim payments on these reports. Review the reports to verify the accuracy of the payroll information.

Field	Explanation
Merge Interims	An option that specifies whether interim payments will be processed in this payroll cycle.

Field	Explanation
Interim Only	An option that specifies whether the payroll cycle includes interim payments only.

Related Tasks

Printing Interim Checks

In some cases, you might need to give an employee an interim check before you are ready to process that interim check in a payroll cycle. In this case, you can print the check and then process the payroll cycle at a later date.

See Printing Interim Checks.

When you process the payroll cycle that includes this interim check, the system does not print the check again. This printing feature is available for checks only. You cannot print automatic deposits before you process them in a payroll cycle.

See Also

- *Processing Pre-Payroll*
- *Reviewing Payroll-Cycle Information Online*
- *Processing Payments*
- *Processing Pro Forma Journal Entries*
- *Reviewing Payroll-Cycle Reports*
- *Processing the Final Update*

Printing Interim Checks

In most cases, you print interim payments when you process those payments in a payroll cycle. However, in some cases you might need to give one or more employees an interim check before you are ready to process the interim checks in a payroll cycle. In this case, you can print the checks and then process the payroll cycle at a later date. You can print all of the interim checks associated with an interim payroll ID, or you can print selected interim checks only.

For example, if an employee's regular payment is incorrect, you can void the payment and create an interim payment for the employee. To reduce the inconvenience to the employee, you might choose to print an interim check right away, instead of waiting until you are ready to process the payroll cycle that includes interim payments.

When you process the payroll cycle that includes these interim checks, the system does not print the checks again. This printing feature is available for checks only. You cannot print automatic deposit advice slips before you process them in a payroll cycle.

If an incident such as a printer jam prevents one or more interim checks from printing, you can reprint specific checks.

Printing interim checks includes one or more of the following procedures:

- Printing all interim checks
- Printing specific interim checks only
- Reprinting specific interim checks

Before You Begin

- ☐ Enter the interim checks. See *Entering Interim Payments*

To print all interim checks

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, choose Prints, and then choose All.
3. On Print Payments, complete either of the following optional fields:
 - Next Check Number
 - Check Message
4. Click OK.
5. Review the checks to verify that they printed correctly.

If an incident such as a paper jam prevented the checks from printing, complete the steps for reprinting interim checks.

► **To print specific interim checks only**

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, choose Prints, and then choose Selected.
3. On Work with Employee Payment Review, choose one or more records in the detail area. Then choose Interims and then Print from the Row menu.
4. On the Print Interims message box, click OK.
5. On Print Payments, complete either of the following optional fields:
 - Next Check Number
 - Check Message
6. Click OK.
7. Review the checks to verify that they printed correctly.

If an incident such as a paper jam prevented the checks from printing, complete the steps for reprinting interim checks.

► **To reprint specific interim checks**

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, choose Prints, and then choose Selected.
3. On Work with Employee Payment Review, choose one or more records in the detail area. Then choose Restart Print from the Form menu.
4. On Reprint Payments, complete the following fields:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number
5. Complete the following optional field:

- Check Message

Deleting Interim Payments

If the system has not yet merged an interim payment into a payroll cycle, you can delete the interim payment. However, you cannot delete an interim payment if the system is currently in the process of printing the payment or if you have already printed the payment. Deleting an interim payment is not the same as voiding a historical payment. You cannot change or delete voided payments.

When you delete an interim payment, consider the following consequences:

- If you delete the timecards associated with the deleted interim payment, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.
- If you do not delete the timecards associated with the deleted interim payment, the system can include the timecards in future payroll cycles.
- If you do not delete the DBA transactions associated with the deleted interim payment, the system can include the transactions in future payroll cycles.

You cannot delete an interim payment by clicking the Cancel button on the Interim Entry or Interim Payment Process forms. To maintain the integrity of your payroll history, you must follow the steps in this task to delete an interim payment.



To delete an interim payment

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

On Work with Pay Cycle Workbench

1. Enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Revise.
3. On Work with Employee Payment Review, choose the record in the detail area that you need to delete, and click the Delete button.



Periodic Reports

Periodic reports are reports that you run on a regular basis, typically to supply to a government agency or an organization such as a union. You normally run periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements. If necessary, you can run and review these reports more often.

Working with periodic reports includes the following tasks:

- ☐ Working with governmental reports
- ☐ Reviewing union reports



Working with Governmental Reports

You run governmental reports to satisfy state, local, and federal government requirements for reporting wage and tax information.

Working with governmental reports includes the following tasks:

- ☐ Reviewing the 941 Detail Wage List report
- ☐ Reviewing the 940 Quarterly Worksheet report
- ☐ Reviewing the State Income Tax report
- ☐ Reviewing the Local Income Tax report
- ☐ Working with SUI reports
- ☐ Working with New Hire reports

Reviewing the 941 Detail Wage List Report

From the Government Reporting menu (G05BG), choose 941 Wage Detail List 1.

The 941 Detail Wage List report contains the information for the employer's federal tax return. The report provides the following information, which is required by the federal government:

- Total wages
- Federal income tax
- Social Security and Medicare taxes

You can print a detailed wage list or a summary of the records in the Tax Reporting History table (F068500). The information provided in the federal tax return reports is based on the Taxation Summary History table (F06136).

See Also

- *R078500, 941 Detail Wage List* in the *Reports Guide* for a report sample

Processing Options for 941 Detail Wage List

Process

1. Enter the quarter number being processed. 1st quarter = 1 2nd quarter = 2 3rd quarter = 3 4th quarter = 4
3rd quarter = 3
4th quarter = 4
2. Enter the FICA Rate as a decimal fraction.
3. Enter the Medicare Rate as a decimal fraction.
4. Enter 'Y' to print employee detail wage list.

Reviewing the 940 Quarterly Worksheet Report

From the Government Reporting menu (G05BG), choose 940 Quarterly Worksheet.

The 940 Quarterly Worksheet report contains the quarterly unemployment tax information for the selected company. This report is not required for government reporting. You can use this report to assist in the preparation of the federal 940 Annual Worksheet report. You can use the totals from each quarterly report to verify the quarterly totals generated by the annual report.

The 940 Quarterly Worksheet report lists the following information:

- Names of employees
- Tax identification numbers of employees
- Gross pay, excludable pay, excess pay, taxable wages, and taxes paid for each employee
- Totals for each company
- Grand totals for the tax identification number of the company

The information provided in the federal tax return reports is based on the Taxation Summary History table (F06136).

Processing Options for 940 Quarterly Worksheet

Process

1. Enter the quarter number being processed: 1st quarter = 1 2nd quarter = 2 3rd quarter = 3 4th quarter = 4
3rd quarter = 3
4th quarter = 4

2. Enter the value for report inclusions/exclusions: '1' for pension employees '2' for contract employees '3' to include all employees Default is <blank> to exclude pension and contract employees.

Reviewing the State Income Tax Report

From the Government Reporting menu (G05BG) menu, choose State Income Tax.

The State Income Tax report provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of your state. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- Listings for all states
- Gross and taxable wage information for each employee
- Employee listing by company
- Excludable wage amounts
- Tax amounts for each employee
- Totals for each state tax type

See Also

- *R07400, State Income Tax* in the *Reports Guide* for a report sample

Reviewing the Local Income Tax Report

From the Government Reporting menu (G05BG) menu, choose Local Income Tax.

The Local Income Tax report provides a generic sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of

your locality. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- Listings for all local tax types
- Gross and taxable wage information for each employee
- Employee listing by company
- Excludable wage amounts
- Tax amounts for each employee
- Totals for each local tax type

Working with SUI Reports

State Unemployment Insurance (SUI) is a type of insurance, funded by payroll taxes, that employees might collect when they lose their jobs for certain reasons. Each state requires employers to provide SUI reports that include information about gross and taxable wages. The information that employers are required to provide varies by state.

In most cases, states require that you provide SUI reports in magnetic media format. You typically generate SUI reports quarterly, but you can generate them as often as is required by your state.

Working with SUI reports includes the following tasks:

- ☐ Generating the workfile for SUI magnetic media
- ☐ Processing SUI information for specific states

Generating the Workfile for SUI Magnetic Media

From the State Unemployment Reporting menu (G07BG2), choose State Unemployment Reporting.

Before you can generate SUI reports on magnetic media, you must generate the magnetic media workfile. When you generate the workfile, the system uses the information in the Taxation Summary History table (F06136) to compile the most current SUI information for all states. You use a processing option to specify the calendar quarter for which you are generating the workfile.

Processing Options for Prepare Data for SUI Reporting

Process

1. Enter the applicable year. _____
2. Specify the calendar quarter
to be included in this
report: _____
 - 1st quarter = 1
 - 2nd quarter = 2
 - 3rd quarter = 3
 - 4th quarter = 4
3. Enter the Address Book Number
of the transmitter company. _____
4. Enter the Address Book Number
of the Contact Person. _____

Processing SUI Information for Specific States

From the State Unemployment Reporting menu (G05BG2), choose State Unemployment Report Setup.

Although SUI reporting requirements vary among states, the workfile for SUI magnetic media includes information for all states. After you generate this workfile, you must run a conversion program that filters the workfile through state-specific templates and creates a file for each state. You can create a file for every state, or you can choose specific states only. After you create the state-specific files, ask someone in your information technology department to copy the files to magnetic tape.

The conversion program also generates an audit report. Before the SUI files are copied to tape, review this report to verify that the information is correct.

When a state changes its reporting requirements, you can use the Table Conversion program to modify the template for that state.

See Also

- The *OneWorld Tools Guide* for information about the Table Conversion program

Working with New Hire Reports

To comply with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all employers must report certain information about newly hired employees to designated state agencies. State agencies can use this information to:

- Locate non-custodial parents who are delinquent in their child-support payments
- Establish child-support orders

- Enforce existing child-support orders
- Verify the legitimacy of employees' unemployment benefits or workers' compensation payments

Because reporting requirements vary from state to state, you must print a separate report for each state. If your organization has employees in more than one state, you can fulfill your new hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to the state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work tax area code for each state whose employees you want to include on the report.

Working with new hire reports includes the following tasks:

- ☐ Entering insurance information for new hire reports (if necessary)
- ☐ Generating the workfile for new hire reports
- ☐ Printing new hire reports

When you need to create new hire reports for a state that requires information about whether employees and their dependents are eligible for medical insurance, you must set up one or more user defined date fields to track this information. You set up user defined date fields because the Payroll system contains no predefined fields for tracking medical eligibility.

Entering Insurance Information for New Hire Reports

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

Some states require that new hire reports include information about whether employees and dependents are eligible for health insurance. If you plan to print new hire reports for any state that requires information about health insurance, you first must enter health insurance information for all of the employees who will be included on those reports.

Although the Payroll system contains no predefined fields for tracking health insurance eligibility for employees and their dependents, you can configure user defined date fields to track this information.

Before You Begin

- ☐ Choose a user defined date field (for example, User Defined Date 01) for entering the date on which an employee is eligible for health insurance. To clarify data entry, you might want to ask your system administrator to change the data dictionary override for the field to a more meaningful name, such as Health Insurance Eligibility Date.
- ☐ For each newly hired employee, complete the steps for entering a new employee record. See *Adding Employee Records One at a Time*.

See Also

- *Entering User Defined Information for Employees* in the *HR and Payroll Foundation Guide* for information about entering information in user defined dates

Generating the Workfile for New Hire Reports

From the New Hire Reporting menu (G05BG1), choose Create New Hire Workfile.

Before you print new hire reports, you must build a workfile that includes all of the employee records that you need to include on the reports. You can use a processing option to specify whether you want to print the reports when you build the workfile. If you do not print the reports when you generate the workfile, you use a separate program to print the reports.

Processing Options for New Hire Reporting – Create Workfile

Defaults

1. Enter value to specify first day services are performed for wages. ' ' = Date Started (DST), '1' = Original Hire date (DSI). Default value is ' ' (DST)

Date

- 2.. Enter from and through dates to select newly hired employees.

From Date:

Through Date:

3. Enter a '1' to report on the parent company. ' ' is the default and the employee's home company will be used.

Reporting Company Flag

4. Enter address book number of the payroll contact person.

Address Number of Contact Person

5. Enter address book number of transmitter.

Address Number of Transmitter

Eligibility

6. Enter the period number where the medical eligibility date for the employee is stored. (valid values 01 - 10)

Period Number for Employee Medical Eligibility

7. Enter the period number where the medical eligibility date for the employee's dependents is stored. (valid values 01 - 10)

Period Number for Employee's Dependents Medical Eligibility

Run Reports

8. Enter a '1' to run the New Hire reports set up in the New Hire Report Setup Table (F074001R). ' ' is the default and the reports will not be run.

Run Reports

Printing New Hire Reports

You can set up versions of the new hire reports for the states in which you do business. Typically, you print the reports when you generate the workfile for new hire reports. If you chose not to print reports when you generated the workfile for new hire reporting, you can print new hire reports separately.

When you need to print extra copies of a report for which you have already generated the workfile, you can print the report without regenerating the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then regenerate the workfile. If you print a report without regenerating the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- ☐ Generate the new hire workfile. See *Generating the Workfile for New Hire Reports*.



To print new hire reports

From the New Hire Reporting menu (G05BG1), choose New Hire Report Setup.

On Report Setup

In the detail area, choose the reports that you want to print, and then choose Submit Report from the Row menu.

	State Code	Report UBE	Report Version	State Report Description	Report ID New Hire Detail File	Version New Hire Detail File
☒	AZ	R07403	XJDE0001		R8907403	XJDE0001
☒	CO	R07406	XJDE0001		R8907406	XJDE0001
☒	FL	R07410	XJDE0001		R8907410	XJDE0001
☒	UT	R07445	XJDE0001		R8907445	XJDE0001

See Also

- *R07406, New Hire Reporting* in the *Reports Guide* for a report sample

Reviewing Union Reports

If your organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

Reviewing union reports includes the following tasks:

- ☐ Reviewing the Union Distribution report
- ☐ Reviewing the Union Liability report
- ☐ Reviewing the Certified Payroll Register report
- ☐ Reviewing the Health and Welfare by Employee report
- ☐ Reviewing the Health and Welfare by Payee and Employee report
- ☐ Reviewing the Health and Welfare by Payee and Union report

Reviewing the Union Distribution Report

From the Periodic Processing menu (G07UN2), choose Union Distribution Report.

You print the Union Distribution report to review detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

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

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability report to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that appear on the report. The report shows both actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each type of hours that appear on the report.

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

Before You Begin

- ☐ Set up Union Liability Basis Tables in user defined code list 06/IP.

Reviewing the Certified Payroll Register Report

From the Periodic Processing menu (G07UN2), choose Certified Payroll Register.

The Certified Payroll Register report lists detailed information regarding certified jobs (typically government contracts). This report is essential for meeting government reporting requirements for union employees. The report lists detailed information by employee for the following:

- Total hours worked (regular, overtime, and other)
- Equal employment opportunity data
- Employee payment information
- Fringe benefits detail, if requested
- Totals for each certified job

The information provided in this report is based on the following tables:

- Business Unit Master (F0006)
- Employee Tax Exemptions/Overrides (F06017)
- Paycheck Summary (F06156)
- Tax Ledger (F06166)
- DBA Detail History (F0619)

- Payroll Transaction History (F0618)
- Burden Distribution (F0624)

You can identify combinations of job types and job steps that you want to print on the report.

Before You Begin

- ☐ Set up the job types and job steps that you need to print for reporting purposes. See *Defining Jobs* in the *HR and Payroll Foundation Guide*.
- ☐ Set the Certified Payroll Register field to Y (Yes) for the business unit constants. See *Setting Up Business Unit Constants* in the *HR and Payroll Foundation Guide*.
- ☐ Activate the Certified Flag field in the job classifications constants. See *Setting Up Job Classification Constants* in the *HR and Payroll Foundation Guide*.

Reviewing the Health and Welfare by Employee Report

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Employee.

The Health and Welfare by Employee report provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The report lists the following items:

- Gross pay earned
- Related deductions, benefits, and accruals
- Basis for the deductions and benefits
- Employee totals
- Totals for payee/union

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

Processing Options for Health and Welfare by Employee

Dates

1. Date Range

From Date (Required) _____

Thru Date(Required) _____

2. Date Range Type Blank = _____
Check dates (default) 1 = _____
Work dates
1 = Work dates

Job Category

1. Apprenticeship Job Category Codes

Job Type (Craft) Code 1 _____
Job Type (Craft) Code 2 _____
Job Type (Craft) Code 3 _____
Job Type (Craft) Code 4 _____
Job Type (Craft) Code 5 _____

D/B/A Codes

1. D/B/A Codes

DBA Code 1 _____
DBA Code 2 _____
DBA Code 3 _____
DBA Code 4 _____
DBA Code 5 _____

Employee Mode

1. Employee Number Mode 1 = _____
Address book number 2 = _____
Social security number (Default)
3 = Third employee number
(Default)
3 = Third employee number

Reviewing the Health and Welfare by Payee and Employee Report

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Provider and EE.

The Health and Welfare by Provider and Employee report, also called the Union Trust report, provides a detailed breakdown of the deductions and benefits from employee payments for all payees and providers. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.

This report is organized by provider (payee). It lists amounts by employee within a union (or group plan), with a group total page, and prints an accumulated listing within the payee across all unions (or group plans). The report lists the following items:

- Hours and gross pay basis for the deductions listed
- All deductions assigned to the payee for each employee
- Employee totals
- Report divided by payee/provider
- Totals for each payee

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

Processing Options for Health and Welfare Report by Payee and Employee

Display

1. Report Period Begin Date _____
2. Report Period End Date _____
3. Date Range Type 1 = Work
Dates blank = Check Dates
blank = Check Dates _____
4. Employee Identification Number _____
1 = Address Book Number 2 =
Social Security Number 3 =
Additional Employee Number
blank = default to Company
Constants

Reviewing the Health and Welfare by Payee and Union Report

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Payee and Union.

The Health and Welfare by Payee and Union report lists the deductions and benefits that are assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following items:

- Hours and gross-pay basis by pay period for the deductions listed
- Figures by union for the payee/provider in each pay period
- Totals for each payee/provider

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

Processing Options for Health and Welfare by Payee and Union

Dates

1. Date Range

From Date (Required)

Thru Date (Required)

2. Date Range Type

= Check dates (default)

Work dates

1 = Work dates

Blank

1 =



Payment Reconciliation

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

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

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

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



Reconciling Payments

You reconcile payments to make your payment information consistent with your bank records. You can reconcile your payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether your payroll history corresponds to the bank's records.

Reconciling payments consists of the following tasks:

- ☐ Reconciling payments manually
- ☐ Copying bank information to the Payroll system
- ☐ Reconciling payment history automatically
- ☐ Reviewing Payment Reconciliation reports

Reconciling Payments Manually

When you reconcile payments manually, you can review the reconciliation status of the payments and change that status, if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

► To reconcile payments manually

From the Periodic Operations menu (G07PC12), choose Check Reconciliation.

On Check Reconciliation

The screenshot shows the 'Check Reconciliation' window with the following fields and options:

- G/L Bank Account:** [Empty field]
- Check Dates - From:** [Empty field] **Thru:** [Empty field]
- Check Number:** [Empty field] **Clearing Date:** 3/9/99
- Options:**
 - ☒ Auto Deposits
 - ☒ Voids
 - ☐ Select All
- Reconciliation Status:**
 - ☒ All Checks
 - ☐ Reconciled Checks
 - ☐ Unclaimed Checks
 - ☐ Unreconciled Checks

Recon Clearing	Check Number	Check Date	Net Pay	Employee Number	Employee Name
	100	4/15/05	1,212.84	6002	Abbott, Dominique
	101	4/15/05	1,643.64	6001	Allen, Ray
	102	4/15/05	989.99	7564	Chamberlain, Carol M.
	103	4/15/05	1,535.37	9200	Dobson, Jane
	104	4/15/05	836.19	5127	Ebby, Chester
	105	4/15/05	894.69	2479	Ellis, Jody A.
	106	4/15/05	718.39	2111	Ingram, Paul
	107	4/15/05	1,039.11	7504	Meade, Jane
	108	4/15/05	719.81	7510	Morales, Jesus
	109	4/15/05	1,036.65	2006	Walters, Annette

Find Records

- Complete the following field and then click Find:
 - G/L Bank Account
- Choose one of the following options:
 - All Checks
 - Reconciled Checks
 - Unclaimed Checks
 - Unreconciled Checks
- To limit your search, complete the following optional fields and then click Find:
 - Check Dates – From
 - Thru
 - Check Number
- Review the information in the detail area.
- To change the reconciliation status of a payment, choose a record in the detail area and choose one of the following options from the Row menu:
 - Reconcile
 - Reopen

- Unclaimed Funds
6. If a payment requires a reconciliation date other than the date it cleared, complete the following field:
 - Recon Clearing
 7. Click OK.

Field	Explanation
G/L Bank Account	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Check Dates – From	This is the check or item date.
Thru	This is the check or item date.
Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
All Checks	A value that specifies which records to view. Valid values are: Blank All Checks R Reconciled checks only C Unclaimed checks only U Unreconciled checks only
R C	A code that indicates whether a transaction in the Account Ledger table (F0911) is reconciled. The codes are defined in User Defined Code table under system 09 and code “RC”. A blank character is defined to be the unreconciled character. To set up a valid reconciled code make sure the following is done in the User Defined Code table: 1. The special handling code in fold area of the UDC screen must contain a “01”. 2. The reconciled code must be only one character long and can be a numeric or alpha character.

Copying Bank Information to the Payroll System

From the Periodic Operations menu (G07PC12), choose Custom Reformat.

Typically, your bank sends you a tape that includes information about reconciled payments. Before you can reconcile payments automatically, you must copy the bank information to the Payroll system.

You use the Custom Reformat UBE (R8907561) to perform the copy process. The copy process creates the Bank Reconciliation – Paid table (F06561). This UBE is designed to be used with fixed-width, space-delimited information. If the information from your bank is in a different format, you can customize the UBE to meet your specific needs.

Before You Begin

- ☐ Ask someone in your information technology department to load the bank tape to the Bank File of Cleared Checks (F075611). The F075611 file is a fixed-width, space-delimited file that follows the format of the Bank Reconciliation – Paid table (F06561) with regard to length and starting positions. The F075611 is left justified with trailing blanks.

See Also

- *Creating (Adding) a Batch Version* in the *OneWorld Foundation Guide* for information about creating and modifying a UBE

Reconciling Payment History Automatically

From the Periodic Operations menu (G07PC12), choose Reconcile Check History.

To streamline the process of reconciling payments, you can run a program that reconciles the outstanding payments automatically. When you reconcile payments automatically, the system copies the information in the Bank Reconciliation – Paid table (F06561) and compares that information with the payment history in the Paycheck History Summary table (F06156). The system then reconciles matching entries and generates reports that you can use to verify that the information is correct.

When you reconcile payment history automatically, the system prints the Check Reconciliation – Update History report. Review this report to verify that the information is correct. In some cases, the system also prints the Amounts not Equal and the Issued but not Cleared reports. You review these reports to determine whether errors have prevented any payments from being reconciled.

Before You Begin

- ☐ Copy the reconciliation information from your bank to the Bank Reconciliation – Paid table (F06561). See *Copying Bank Information to the Payroll System*.

- ☐ Set up the G/L Bank Account Number to G/L Account Number UDC table (07/BK) with the short account ID in the Code field and the bank account number in the Description field.

See Also

- *Reviewing Payment Reconciliation Reports*

Processing Options for Processing Options for Paycheck Reconcil

Defaults

1. Enter a '1' to reconcile auto deposits. Default value is ' '.

Auto Deposits _____

2. Enter a '1' to reconcile voids. Default value is ' '.

Voids _____

3. Enter a '1' to reconcile amounts not equal. If the F06561 (bank data) amount is not equal to the F06156 (paycheck) amount, reconcile these records. Default value is ' ' meaning records with different amounts will not be reconciled.

Reconcile Amounts Not Equal _____

4. Print employee name and number on report. '1' will print, ' ' will not print.

Print Name and Number _____

Reviewing Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly. Reviewing payment reconciliation reports includes the following tasks:

- ☐ Reviewing the Check Reconciliation – Update History report
- ☐ Reviewing the Amounts not Equal report
- ☐ Reviewing the Issued but not Cleared report
- ☐ Reviewing the Reconciliation Register report

The Check Reconciliation – Update History report prints automatically each time that you reconcile payments automatically. The Amounts not Equal report prints only when

the payment records from the bank do not match the records in your payroll history. The Issued but not Cleared report prints only when outstanding payments exist. The system does not automatically print the Reconciliation Register. You can print it when you need to review detailed information about outstanding payments.

See Also

- *Appendix A: Report Examples* for examples of these reports

Reviewing the Check Reconciliation – Update History Report

When you run the program to reconcile payment history automatically, the system prints the Check Reconciliation – Update History report.

This report is based on the information in the Bank Reconciliation – Paid table (F06561). Review the following information to verify that it is correct:

- Employee names and numbers
- Check numbers and dates
- Net pay amounts per check
- Reconciliation indicator

On the report, the T (Reconciled) field contains an R if the payment has been reconciled or * if the system finds no record of the payment. The Status field specifies one of the following payment types, if applicable:

- C (computer-generated interim payment)
- M (manually produced interim payment)
- A (automatic bank deposit)

Reviewing the Amounts not Equal Report

When you run the program to reconcile payment history automatically, some payment amounts in your payroll history might vary from the corresponding amounts in the bank's records. In this case, the system prints the Amounts not Equal report. This report lists those payments for which a discrepancy exists.

Reviewing the Issued but not Cleared Report

When you run the program to reconcile payment history automatically, your payroll history might include some outstanding payments that are not included in the bank records. In this case, the system prints the Issued but not Cleared report. This report lists those payments that have been issued but have not yet been paid by the bank.

See Also

- *R075613B, Issued but not Cleared* in the *Reports Guide* for a report sample

Reviewing the Reconciliation Register Report

From the Periodic Operations menu (G07PC12), choose Reconciliation Register.

After you reconcile payments, you can review the Payroll Bank Reconciliation Register report to identify any outstanding payments. You can run this report at any time. It includes the following information:

- Payment numbers and dates
- Net pay amounts per payment
- Totals by payment date
- Employee names and numbers

The information in this report is based on the Paycheck Summary table (F06156).

See Also

- *R073241, Reconciliation Register* in the *Reports Guide* for a report sample

Data Selection for Bank Reconciliation Register Report

You can use the data selection to limit the reporting period and reduce the length of the report.

Processing Options for Processing Options For Reconcilement Reg**Defaults**

1. Print employee name and number on the report. '1' will print, ' ' will not print.

Print Name and Number

Advanced & Technical



Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types in information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll-history integrity reports during the final update step of each payroll cycle. You should also run them on a monthly and quarterly basis, and before you begin year-end processing.

You should review each error that prints on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must either revise the appropriate payroll information or make changes to the payroll history tables to correct payroll history. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Working with the payroll history integrity includes the following tasks:

- ☐ Working with tax history integrity
- ☐ Working with PDDB history integrity

Types of Payroll History

The two basic types of payroll history are the following:

- Detail history
- Summary history



Each time you run the final update for a payroll cycle, the system creates payroll history records and stores them in the history tables.

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following table lists detail history tables on the left and their corresponding summary tables on the right:

Tax Ledger (F06166)	• Taxation Summary History (F06136)
DBA Detail History (F0719)	• Calendar Month DBA Summary History (F06145) • Payroll Month PDBA Summary History (F06146) • Tax Area Transaction Summary History (F06148)
Payroll Transaction History (F0618)	• Employee Transaction History Summary (F06146) • Workers Compensation Summary History (F0627)

Working with Tax History Integrity

To ensure that the correct information prints on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your taxation history. To verify tax history integrity, run the Tax History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Tax History table (F06136).

To identify taxation integrity errors, you first run the Tax History Integrity report in proof mode so that you can research errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode also automatically corrects some errors.

To help determine the action you must take to correct integrity errors, review an explanation of the error code from the error code list that the Payroll system provides.

To correct taxation integrity errors, use history revision forms to enter manual corrections, and then run the Tax History Integrity report in update mode. When you run an integrity report in update mode, the system corrects information in the Tax History table and prints a report listing the errors that it could not correct. Investigate all errors, correct them as instructed, and rerun the integrity report until all actual errors are corrected. (Some entries on the report might reflect valid conditions for your data.)

To simplify the process of regularly verifying your payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

Working with tax history integrity includes the following tasks:

- ☐ Identifying tax history integrity errors
- ☐ Reviewing error codes for the Tax History Integrity report
- ☐ Correcting tax history integrity errors

To complete these tasks, you must run the integrity report at least twice, once to identify the errors and a second time to correct the errors.

The Tax History table contains the wage and tax history. The information is referenced by Tax Area, Tax Type, Company, Tax ID, Year, and History Type. You can access this information from an online review form.

The Tax History table also shows any arrearages for tax types that are set up to arrear. Arrearage Tax Types D and P print on the year-end forms as uncollected FICA and Medicare taxes.

Identifying Tax History Integrity Errors

From the Advanced and Technical Operations menu (G07BUSP3), choose Tax History Integrity Report.

You use the Tax History Integrity report to identify errors in your Tax History table. The system uses the information in this table to produce government year-end forms for employees. Keeping this table error-free simplifies your year-end processing tasks.

You run integrity reports in proof mode to identify possible errors without changing any information in your history tables. Run integrity reports in proof mode so that you can research errors first before correcting and updating the appropriate tables.

The Tax History Integrity report identifies three types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Situations that are not really errors. For example, zero federal tax withheld might be a valid condition for a low-wage earner.

To run the Tax History Integrity report in proof mode, set the processing options to print the report without updating the table.

The system also creates a backup table of the summary history table when you delete records, such as invalid records containing negative amounts. The number of this backup table is F077011. J.D. Edwards recommends that you call customer support for help in restoring the backup.

Before You Begin

- ☐ Back up the WF – Tax Integrity table (F077011). The system does not create a backup of this table when you run the integrity report.
- ☐ Set the processing options for the Tax History Integrity report to print the report without updating the table.
- ☐ Enter the appropriate tax earnings limitations and rates in the processing options. Without these figures, the system cannot identify certain types of errors.
- ☐ On the Corporate Tax IDs form, remove dashes or spaces from the tax ID for the Federal A tax area. See *Setting Up Corporate Tax IDs* in the *HR and Payroll Foundation Guide*.

See Also

- *R077011, Taxation History Integrity* in the *Reports Guide* for a report sample

Processing Options for Taxation History Integrity Report

Taxation

This job has various options described below. Enter the desired values and press OK to continue.

1. Select report processing mode	_____
N = Print error on report only.	
Y = Print errors on report and correct by	
UPDATING the Tax History File.	
2. If you wish to DELETE Tax History	_____
records whose "Company" , "Tax Area" and "Tax Type" have no	
corresponding entry in the Corporate Tax ID	
File. (Read documentation carefully.)	
N= DO NOT DELETE	
Y= DELETE	
3. Social Security annual wage limit:	_____
Tax rate for Social Security:	_____
4. Enter Tax rate for Medicare:	_____
5. Enter Error Codes you DO NOT wish to print or leave these fields blank to print All errors. Error codes must be entered as 0101, 0102. 0103 , etc	
DO NOT print the following errors:	_____
"	_____
"	_____
"	_____
"	_____

What You Should Know About Processing Options

Deleting tax history records (2)

J.D. Edwards recommends that you leave the processing option for deleting tax history records set to N (No). If you need to delete these records, contact J.D. Edwards for technical support.

Defining information (3–6)

Use these processing options to define the tax rates and maximum earnings for FICA and Medicare taxes. The integrity programs use these amounts to check for over- and under-withholding of these taxes.

Data Selection for the Tax History Integrity Report

Enter the last two digits of the current year in the data selection.

If all companies within your organization have the same paymaster, do not include the home company in your selection criteria.

Data Sequence for the Tax History Integrity Report

Do not change the data sequence of the report.

Reviewing Error Codes for the Tax History Integrity Report

After you run the Tax History Integrity report in proof mode, you must research each error that prints on the report. The Payroll system provides an error code list that describes each type of payroll-tax history integrity error. Use this error code list to determine the action, if any, that you must perform to correct each error. You must correct these errors so that your quarterly reports and year-end forms will be accurate.

Any of the following error codes might appear on the report. These codes are defined in user defined code list 07/IX. For software releases prior to A8.1 or B8.1, the user defined code list is 06/IT.

0101 – Taxable wage less than tax

The amount of taxable wage [Gross minus (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings.

Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided check from a prior year.

If an error occurs, you can leave it alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0102 – Sign mismatch on gross/tax

A mismatch exists between the taxable wages and tax. Either the taxable is positive and the tax negative, or taxable is negative and the tax positive.

Determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have entered the tax as a negative number.

You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0103 – Sign mismatch on earnings

A mismatch exists between the various wage fields in the Tax History table. One or more of the wage fields is positive and the other negative.

Determine why there is a sign mismatch between the earnings fields and decide which is correct. For example, someone might have keyed the wage as a negative number.

You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0104 – Mismatch on Social Security (OASDI) amount

A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount. That is, the employee portion differs from the employer portion.

Determine why there is a mismatch between the Federal/D record and the Federal/E record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other.

You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0105 – Mismatch on Medicare

A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. That is, the employee portion differs from the employer portion.

Determine why there is a mismatch between the Federal/P record and the Federal/Q record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other.

You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0106 – Mismatch on Tier I

A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. That is, the employee portion differs from the employer portion.

Determine why there is a mismatch between the Federal/R record and the Federal/S record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other.

You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Tax History table using the Tax Summary form.

0107 – Tax area not on record

No tax area exists on the Tax History record.

Delete this erroneous transaction from the Tax History table. If you include this record when you build the workfile for the year-end form, the program ends abnormally with an array index error.

0108 – State wages greater than federal

The total of the wages for State/C Federal Unemployment Insurance (FUI) records is greater than the Federal/C wages.

Review the transactions and each State/C record to determine whether these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, the system updates both records with total gross wages. You must manually adjust the discrepancy, using the Tax Summary form.

0109 – Invalid tax ID number The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length.

Verify that the corporate tax ID is set up on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then rerun the Tax History Integrity report in update mode.

0110 – Employee number is invalid The employee number does not exist or has been deleted from the Employee Master table (F060116).

Add the employee number back into the master table. Then run the Tax History Integrity report in update mode.

0111 – Tax area doesn't exist The tax area code on the record does not exist in the Tax Area Constant table (F069016).

Add the tax area to the Tax Area Information form. Then run the Tax History Integrity report in update mode.

0112 – Tax ID doesn't exist The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).

Add the corporate tax ID on the Corporate Tax IDs form. Then run the Tax History Integrity report in update mode.

0113 – Tax ID doesn't match The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).

Verify that the tax ID on the Corporate Tax IDs form is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Tax History Integrity report in update mode.

Note: Year-end forms do not print correctly when the Federal A Corporate Tax ID in the Tax Summary field contains punctuation or spaces. The Federal A tax area is the tax area that J.D. Edwards has set up as the default federal tax area. If this tax area contains punctuation or spaces, you will not be able to print year-end forms for employees.

0114 – School district code missing A school district code is not present in the school district Tax history record.

At the current time, checking for this error is deactivated.

0115 – Uncollected taxes	Uncollected payroll taxes exist for the tax area and type. This condition, which is most common in an environment where employees earn tips, could occur if you have requested the system to arrear taxes and it adjusted the tax to have net pay equal to zero. Determine whether you should be arrear taxes. If so, this error lets you know that uncollected taxes exist and that these amounts will be printed on the year-end form if the tax types are FICA or Medicare (box 13).
0120 – Social Security Over/Under-withheld	The amount of Social Security was either over-withheld or under-withheld. To correct the over-withheld or under-withheld tax, enter an interim payment for the correct amount. The system changes the tax withheld to match the FICA taxable wage. Alternatively, you can report the amount on the employee's year-end form, and the employee will be responsible for recording an overpayment or underpayment on the tax return.
0121 – Medicare Over/Under-withheld	The amount of Medicare withheld exceeds the annual maximum defined by the Internal Revenue Service (IRS). To correct the over-withheld or under-withheld tax, enter an interim payment for the adjustment amount and the system will correct the tax. Alternatively, you can report the amount on the employee's year-end form so that the employee will be responsible for reporting an overpayment on the tax return.
0131 – Record contains no dollars (\$)	All of the amounts in the Tax History table are blank (zero dollars). Delete each of these records from the table using the Tax Summary form.
0140 – State taxable wage, no tax	Taxable wages exist for the employee but no tax was withheld. This might have occurred because of reciprocal agreements between states or because the employee has claimed enough exemptions to cause no tax to be calculated. The system cannot identify which states should or should not have tax amounts. You must determine which records are valid and which are not. If you decide that the transactions are invalid, you must manually delete the records using the Tax Summary form.

0141 – Tax in nontaxing state	The state listed is a non-taxing state, as defined by user defined code list 07/TA, but tax has been withheld due to an interim payment tax override. Remove the tax amount from the non-taxing state record or enter a tax refund through the interim payment facility. If you manually adjust the record, you should add the adjusted amount to another state that withholds state income tax.
0150 – Negative gross wage amount	The gross wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not, adjust the balance using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.
0152 – Negative excludable wage amount	The excludable wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If not, adjust the balance using the Tax Summary form. Run the Tax History Integrity report to verify that no other problems exist.
0154 – Negative paid-in-excess wage amount	The Paid-In-Excess Wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not, adjust the balance using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.
0156 – Negative tax paid amount	The tax withheld and paid amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not, adjust the balance using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.
0199 – History record deleted	The program deleted the tax history record from the table. Determine whether the record should have been deleted. If it should not have been deleted, restore your backup of the system.

0250 – No federal tax taken Federal taxable wages exist for the employee but no tax was withheld. This condition might have occurred because the employee has claimed enough exemptions to cause no tax to be calculated.

If you determine that the federal transactions are invalid, you must manually change the records using the Tax Summary form.

0251 – Work state, county, city mismatch tax area The tax area on the Tax Summary record does not match the work state, work county, or work city fields on the same record.

Determine that the tax area in the tax history record matches the Tax Area Constants table (F069016). If correct, run this report again in update mode to correct the WST, WCNT, and WCTY fields.

0252 – Invalid statutory code The statutory code on the Tax Summary record does not match the statutory code in the Tax Area Constants table (F069016).

Verify that the statutory code on the Tax Area Information form is correct. If not, correct it and then run the Tax History Integrity report in update mode.

0253 – Invalid century field The Century field in the Tax Summary record is blank.

Run the Tax History Integrity report in update mode to correct the Century field in the Tax Summary record.

999 – Invalid The error code is not set up in user defined code list 07/IX.

Correcting Tax History Integrity Errors

After you run the Tax History Integrity report in proof mode and review the errors, you must correct these errors so that your quarterly reports and year-end forms will be accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code. To correct other errors, such as an incorrect tax ID, you must manually revise your payroll data before you run the report in update mode. Some entries that print on the report might not be errors for your data. For example, taxation error 0250 – No Federal Tax Taken might print for an employee who is a low-wage earner and does not need to have any federal tax withheld.

After you run the Tax History Integrity report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it prints only the cover page.

Correcting tax history integrity errors includes the following tasks:

- ☐ Correcting tax history integrity errors manually
- ☐ Correcting tax history integrity errors automatically

Before You Begin

- ☐ Review the error codes that printed on the report. See *Reviewing Error Codes for the Tax History Integrity Report* for an explanation of these error codes.

Correcting Tax History Integrity Errors Manually

After you run the Tax History Integrity report, you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the Tax History Integrity report. You might need to manually revise history records, tax area information, or corporate tax IDs before running another integrity report in update mode. For example, you might need to make the following corrections:

- Delete a record that contains zero dollars
- Change a tax ID number

Correcting tax history will ensure that the correct totals print on your quarterly tax reports and year-end forms.



This program should have the highest possible level of system security because when you revise payroll history manually, the following events occur:

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

► To correct tax history integrity errors manually

From the Advanced and Technical Operations menu (G07BUSP3), choose Tax History Integrity Review.

On Work With Taxation History Review

Co	Error Code	Employee Number	Employee Name	Tax Area	T	Tax ID	Year
00001	0112	5127	Ebby, Chester	05	I		5
00001	0113	2006	Walters, Annette	06	C		5
00001	0113	2006	Walters, Annette	06	F		5
00001	0113	2006	Walters, Annette	06	H		5
00001	0113	2049	McLind, Rod	06	C		5
00001	0113	2049	McLind, Rod	06	F		5
00001	0113	2049	McLind, Rod	06	H		5
00001	0113	2111	Ingram, Paul	06	C		5
00001	0113	2111	Ingram, Paul	06	F		5

- Complete one or more of the following fields and click Find:
 - Company
 - Year
 - Error Code
 - History Type
 - Skip to Employee
- Review the errors that appear in the detail area and complete the following steps, as necessary.
- To enter or correct a corporate tax ID number, complete steps 4 and 5.
- On Work With Taxation History Review, choose a record in the detail area, and then choose Corp Tax ID (Corporate Tax IDs) from the Row menu.
- On Corporate Tax IDs, enter the necessary changes.

See *Setting Up Corporate Tax IDs* in the *HR and Payroll Foundation Guide*.

- To void a payment, complete steps 7 and 8.

7. On Work With Taxation History Review, choose a record in the detail area, and then choose Paycheck Review from the Form menu.
8. On Work with Payment History, complete the steps for voiding a payment.

See *Voiding Payments*.

9. To enter or correct a tax area, complete steps 10 and 11.
10. On Work With Taxation History Review, choose a record in the detail area, and then choose Tax Area Cnsts (Tax Area Constants) from the Form menu.
11. On Tax Area Revisions, enter the necessary changes.

See *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*.

12. To review or revise an employee's tax history, complete steps 13 and 14.
13. On Work With Taxation History Review, choose a record in the detail area and then choose Tax History from the Row menu.
14. On Work with Tax History, enter any necessary changes, and then click OK.

See *Reviewing Tax History*.

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.
Year	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.
Error Code	A 4-digit number assigned to all errors. When used in the error message facility (F7 from any video screen), you may enter a specific error message number and press F13 to automatically exit to the revisions program referenced within the text of the error message. This function applies only to error messages which refer to items such as User Defined Codes.
History Type	A user defined code (07/TH) that specifies the type of Taxation Summary History (F06136) being tracked for the employee. The value in this field determines what type of year-end form the system generates.

See Also

- *Entering Basic Journal Entries* in the *General Accounting Guide*
- *Reviewing Error Codes for the Tax History Integrity Report* for an explanation of the error codes that print on the integrity report

Correcting Tax History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUSP3), choose Tax History Integrity Report.

After reviewing the Tax History Integrity report and making any manual corrections, you run the report in update mode to update the Summary History table with the corrected information. Errors that are corrected automatically are corrected when you run an integrity report in update mode. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

Consult the payroll error code list for information that you might need to correct before running the integrity report in update mode.

You can correct the following errors by running the Tax History Integrity report in update mode after you have made any necessary corrections as instructed for each error on the error code list.

- 0109 – Invalid Tax ID number
- 0112 – Tax ID doesn't exist
- 0113 – Tax ID does not match
- 0251 – Work State, County, City mismatch tax area
- 0252 – Invalid Statutory Code
- 0253 – Invalid Century Field

Error codes 0251, 0252, and 0253 are for fields in the table only. They are not visible from any review forms.

Before You Begin

- ☐ Set the processing options to print the report and update the table.

Working with PDBA History Integrity

To ensure that the correct information prints on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Employee Transaction History Summary table (F06146).

To identify PDBA history integrity errors, you first run the PDBA History Integrity report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must perform to correct integrity errors, review an explanation of the error code from the error code list that the Payroll system provides.

To correct PDBA history integrity errors, run the PDBA History Integrity report in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the Employee Transaction History Summary table and prints a report listing the errors that it could not correct. Review all errors, correct them as instructed, and rerun the integrity report until all errors are corrected.

To simplify the process of regularly verifying your payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

Working with PDBA history integrity includes the following tasks:

- ☐ Identifying PDBA history integrity errors
- ☐ Reviewing error codes for the PDBA History Integrity report
- ☐ Correcting PDBA history integrity errors

To complete these tasks, you must run the integrity report at least twice, once to identify the errors and a second time to correct the errors.

Identifying PDBA History Integrity Errors

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

You use the PDBA History Integrity report to identify errors in the Employee Transaction History Summary table (F06146). This table contains the adjustment amounts that might need to be added to taxable wages or reported in other detail boxes on the year-end forms. These amounts might include 401(k) contributions, moving expenses, group term life insurance premiums, and so on. Keeping this table error-free simplifies your year-end processing tasks.

You run integrity reports in proof mode to identify possible errors without changing any information in your history tables. Run integrity reports in proof mode so that you can review errors first before correcting and updating the appropriate tables.

The PDBA History Integrity report identifies the following types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode. These errors usually apply to a number of records.

To run the PDBA History Integrity report in proof mode, set its processing options to print the report without updating the table.

Before You Begin

- ☐ Set the processing options for the PDBA History Integrity report to print the report without updating the table.
- ☐ Create a backup table of the Employee Transaction History Summary table (F06146). The PDBA History Integrity report does not automatically create a backup of the information when you run the report in update mode.

See Also

- *R077021, PDBA History Integrity* in the *Reports Guide* for a report sample

Data Selection for the PDBA History Integrity Report

Enter the last two digits of the current year in the data selection.

Data Sequence for the PDBA History Integrity Report

Do not change the data sequence of the report.

Processing Options for PDBA History Integrity Report

PDBA Integrity

1. Select report processing mode.

0 = Print errors on report only.

1 = Print errors on report and correct by Updating the file.
2. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Errors coded must be entered as 0101,0102,0103, etc.

DO NOT print the following errors.

- Reviewing Error Codes for the PDBA History Integrity Report
- After you run the PDBA History Integrity report in proof mode, you must review each error that prints on the report. The Payroll system provides an error code list that describes each type of PDBA history integrity error. Use this error code list to determine the action, if any, that you must perform to correct the error so that your quarterly reports and year-end forms will be accurate.
- Any of the following error codes might appear on the report. These codes are defined in user defined code list 07/IT. For software releases prior to A8.1 or B8.1, the user defined code list is 06/IT.
- | | |
|---|--|
| 0101 – Employee number is invalid | <div>The employee number does not exist in the Employee Master table (F060116).</div> <div>Add the employee record back into the master table, and then run the PBDA History Integrity report in update mode.</div> |
| 0102 – Pay, deduction, or benefit type doesn’t exist | <div>The Pay, Deduction, Benefit, or Accrual number does not exist in the Payroll Transaction Constants table (F069116).</div> <div>Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.</div> |
- B73.3.1 (6/99)
- 6–19

- 0103 – Tax ID doesn’t exist** The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).
- Add the corporate tax ID on the Corporate Tax IDs form. Then run the PDBA History Integrity report in update mode.
- This error will correct the tax ID for a number of forms automatically. This is one of the most common errors.
- 0104 – Tax ID doesn’t match** The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).
- Verify that the tax ID on the corporate tax IDs form is correct. If not, correct it and run the PDBA History Integrity report in update mode.
- Note: Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.
- This error will correct the tax ID for a number of forms automatically. This is one of the most common errors.
- 0105 – Amount due invalid** An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction.
- Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero using the Advanced DBA Information form.
- 0106 – Number Periods invalid** There is a value in the Number of Periods field on the DBA, but the record for the DBA states that using Number of Periods is not allowed.
- Either change the Number of Periods field to allow periods or manually adjust the periods to zero using the Advanced DBA Information form.

Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct these errors so that your quarterly reports and year-end forms will be accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

Correcting PDBA history integrity errors includes the following tasks:

- ☐ Correcting PDBA history integrity errors manually
- ☐ Correcting PDBA history integrity errors automatically

Before You Begin

- ☐ Review the error codes that printed on the report. See *Reviewing Error Codes for the PDBA History Integrity Report* for an explanation of these error codes.

Correcting PDBA History Integrity Errors Manually

After you run the PDBA History Integrity report, you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history will ensure that the correct calculated totals print on your quarterly tax reports and year-end forms. For example, you might need to delete a record that contains zero dollars.

You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the Payroll Month PDBAs Review program. This program updates the Payroll Month PDBA Summary History table.



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

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

▶ To correct PDBA history integrity errors manually

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Review.

On Work With PDBAs Review

Co	Error Code	Employee Number	Employee Name	Employee Tax ID	PDBA No	Tax ID
00200	0103	8443	Zolinski, Paul L.	986216542	1	
00200	0103	8443	Zolinski, Paul L.	986216542	100	
00200	0103	8443	Zolinski, Paul L.	986216542	1000	
00200	0103	8443	Zolinski, Paul L.	986216542	5000	
00200	0103	8443	Zolinski, Paul L.	986216542	8011	
00200	0103	8444	O'Malley, James	212685388	1	
00200	0103	8444	O'Malley, James	212685388	1000	
00200	0103	8444	O'Malley, James	212685388	5000	
00200	0103	8444	O'Malley, James	212685388	8011	

- Complete one or more of the following fields and click Find:
 - Company
 - Year
 - History Type
 - Skip to Employee
- Review the errors that appear in the detail area and complete the following steps, as necessary.
- To enter or correct a corporate tax ID number, complete steps 4 and 5.
- On Work With PDBAs Review, choose Corp Tax ID (Corporate Tax IDs) from the Form menu.
- On Corporate Tax IDs, enter the necessary changes.

See *Setting Up Corporate Tax IDs* in the *HR and Payroll Foundation Guide*.

- To void a payment, complete steps 7 and 8.
- On Work With PDBAs Review, choose a record in the detail area, and then choose Payment Review from the Form menu.

8. On Work with Payment History, complete the steps for voiding a payment.

See *Voiding Payments*.

9. To enter or correct PDBA history, complete steps 10 and 11.
10. On Work With PDBAs Review, choose a record in the detail area, and then choose History Rev (History Review) from the Row menu.
11. On PDBAs by Payroll Month, make any necessary corrections to any of the information in the following fields and then click OK:
 - Amount
 - Pay Basis
 - Pieces

Field	Explanation
Amount	This field represents the Gross Amount of the transaction. Dependent upon the type of transaction the specific meaning will be as follows; - A Pay Types – The total amount of earnings related to the type of pay. - B D/B/A Types – The total amount of the deduction, benefit or accrual. - C Payroll Taxes – The total amount of gross wages, before exclusions or paid-in-excess. The amount in this field represents the 1st month of the Payroll Year (F06146) or Calendar Year (F06145) dependent on the inquiry form being used.
Pay Basis	The total number of hours worked (for pay types) or the basis (for DBAs) listed by month of history displayed.
Pieces	The total number of pieces produced during the 1st month of your Payroll Year.

See Also

- *Entering Basic Journal Entries* in the *General Accounting Guide*
- *Reviewing Error Codes for the PDBA History Integrity Report* for an explanation of the error codes that print on the integrity report

Correcting PDBA History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

After reviewing the PDBA History Integrity report and making any manual corrections, you run the report in update mode to update the Summary History table with the

corrected information. Errors that are corrected automatically are corrected when you run an integrity report in update mode.

Consult the payroll error code list for information that you need to correct before you run the integrity report in update mode.

You can correct the following errors by running the PDBA History Integrity report in update mode after you have made the necessary corrections as instructed for each error on the error code list.

- 0103 – Tax ID does not exist
- 0104 – Tax ID does not match

Before You Begin

- ☐ Set the processing options to print the report and update the table.



Wage Attachments

The Family Support Act of 1988 places the responsibility for collecting and distributing child support and other wage attachments on employers. In the Payroll system, you set up wage attachments so that you can deduct court-ordered payments from an employee’s earnings.

Processing wage attachments includes the following tasks:

- ☐ Setting up tables for wage attachments
- ☐ Entering wage attachments for employees
- ☐ Reviewing wage attachment history

Wage attachments include:

Garnishments	Court-ordered payroll deductions imposed for nonpayment of a personal debt or child support. By nature, these debts are already in arrears.
Tax levies	Court-ordered payroll deductions imposed for nonpayment of taxes.
Wage assignments	Court orders that require the employer to deduct a certain amount from an employee’s wages for an ongoing debt, such as child support or maintenance. Child support deductions have precedence over most other deductions.

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage attachment processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

The Payroll system contains comprehensive features for administering wage attachments. You can use these features to perform the following functions:

- Track detailed wage attachment information, such as the case number for the wage attachment
- Define specific calculation rules
- Manage multiple wage attachments for an employee



- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions.

The following terms are pertinent to wage attachments:

Employee	The debtor or obligor
Obligee	The creditor, garnishor, person, or organization to whom the employee owes money
Company	Your company, the employer, and the garnishee
Payee	The person or organization that receives the payments and, in turn, pays the obligee

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

Setting up tables for wage attachments includes:

- ☐ Setting up garnishment tables
- ☐ Setting up exemption tables for tax levies

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. To help the courts determine reasonable methods for calculating garnishments, the federal government, as well as some states, issues guidelines for calculating garnishments. You can set up tables that define these guidelines.

For employees who owe levies, government agencies set standard annual exemption amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. Garnishments for different employees can use different calculation methods. Typical calculation methods include a monetary amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify:

- The range of wage amounts that are subject to garnishments
- The methods that the system uses to calculate the garnishment for each wage range

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities (tax areas) that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable garnishment table.



You cannot use the standard Calculation Tables program (P059021) to set up a garnishment table.

► To set up garnishment tables

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Choose Garnishment Tables from the Form menu.
2. On Work with Garnishment Tables, Click Add.

3. On Garnishment Table Revisions, complete the following fields:
 - Wage Attachment Table
 - Name – Alpha Explanation
 - Tax Area

4. To enter wage ranges, complete the following fields:
 - Start Effective Date
 - Ending Effective Date
 - Amount or Rate
 - Method
 - Pay Frequency
5. Click OK.

Field	Explanation
Wage Attachment Table	The number you assign to the garnishment calculation table. When you set up the corresponding wage attachment deduction, enter this number in the Table Code field for the deduction. If you need to set up multiple calculation tables for a wage attachment DBA, use the same attachment table number for each of these calculation tables.
Name – Alpha Explanation	A description, remark, explanation, name, or address.
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.
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 last date in a range of dates.

Field	Explanation
Amount or Rate	A value that 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 value depends on the method of calculation. The method determines whether 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 detail area, set up a flat dollar DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Method	A code that specifies the method to use to calculate a garnishment withholding amount for a disposable wage range. Valid values are: A Flat dollar amount. * Net calculation. If the disposable net wage is between the upper and lower range, the amount is the difference between the disposable net wage and the lower amount. % Percent.
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.

Setting Up Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Setting up exemption tables for tax levies includes:

- ☐ Setting up standard annual exemption amounts
- ☐ Setting up additional exemption amounts for disabilities

Example: Setting Up Exemption Levies

The following amounts are derived from the table for a single employee with one personal exemption:

2,500.00 single

2,300.00 one personal exemption

4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

Setting Up Standard Annual Exemption Amounts

You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for federal income tax exemptions.



To set up standard annual exemption amounts

From the Employee Management menu (G05BE1), choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Choose Addl Exemptions (Additional Exemptions) from the Form menu.
2. On Work with Wage Attachment Exemptions, click Add.

Wage Attachment Workbench - [Wage Attachment Exemption Revisions]

File Edit Preferences Window Help

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Tax Area (Work)

Date - Beginning Effective

Date - Ending Effective

Personal Exemption

Standard Exemptions

Single	4,300.00
Head of Household	6,350.00
Married/Joint	7,200.00
Married/Separate	3,600.00
Surviving Spouse	7,200.00

Work With Wage Attachment Exemptions Wage Attachment Exemption Revisions

3. On Wage Attachment Exemption Revisions, complete the following fields:
 - Tax Area (Work)
 - Start Effective Date
 - Ending Effective Date
 - Personal Exemption
4. Complete one of the following fields, as applicable:
 - Standard Ded. Single
 - Standard Ded. Head Household
 - Standard Ded. Married Separate
 - Standard Ded. Married Joint
 - Standard Ded. Survive Spouse
5. Click OK.

Field	Explanation
Personal Exemption	The Standard Personal Exemption Amount for the calculation of Tax Levy exempt dollars for an individual. Currently this exemption amount is the same as the exemption amount for the calculation of Federal Income Tax.
Standard Ded. Single	The standard annual wage amount exempt from levies, if the employee's filing status is Single.
Standard Ded. Head Household	The standard annual wage amount exempt from levies, if the employee's filing status is Head of Household.

Field	Explanation
Standard Ded. Married Separate	The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Separately.
Standard Ded. Married Joint	The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Jointly.
Standard Ded. Survive Spouse	The standard annual wage amount exempt from levies, if the employee's filing status is Surviving Spouse.

See Also

- *IRS Publication 1494* for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income. This publication is available from the Internal Revenue Service.

Setting Up Additional Exemption Amounts for Disabilities

When an employee or the employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information you need to complete these tables.

 To set up additional exemption amounts for disabilities

From the Employee Management menu (G05BE1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Choose Disability Exempts (Disability Exemptions) from the Form menu.
2. On Work with WA Disability Exemptions, click Add.

3. On Wage Attachment Disability Exemption Revisions, complete the following fields:
 - Marital Status
 - Disability Flag
 - Pay Frequency
 - Start Effective Date
 - Ending Effective Date
 - Personal Exemption Amount
4. Click OK.

Field	Explanation
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.
Disability Flag	A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy. Do not delete or change these codes.

Entering Wage Attachments for Employees

You can enter a wage attachment for an employee to deduct a court-ordered payment from the employee's earnings.

Entering wage attachments includes the following tasks:

- ☐ Entering a wage attachment for a garnishment
- ☐ Assigning fees to a wage attachment
- ☐ Entering a wage attachment for a tax levy
- ☐ Entering a wage attachment for a wage assignment
- ☐ Entering additional information for a wage attachment

When you enter a wage attachment for an employee, you define the specific rules for calculating that employee's wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for those wage attachments. You also can enter additional information for a wage attachment, such as its file number and effective dates.

You can enter a wage attachment for an employee in either of the following ways:

- Enter the deduction for the wage attachment in the employee's DBA instructions. The system displays the Wage Attachment Revisions form, where you can enter the unique information for the employee's wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.
- Enter the wage attachment information for an employee directly. The system adds the wage attachment DBA to the DBA instructions for the employee.

You can choose the way that works best for you. If you have many employees with wage attachments, entering the wage attachment information directly will probably be the most efficient entry method.

Before You Begin

- ☐ Set up a deduction for each type of wage attachment. See *Setting Up Deductions for Wage Attachments*.

- ☐ Enter obligees and payees into the Address Book system. See *Entering Basic Address Book Information* in the *Address Book Guide*.

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *HR and Payroll Foundation Guide* for information about entering the deduction for the wage attachment in the employee's DBA instructions.

Entering a Wage Attachment for a Garnishment

You must enter a garnishment wage attachment for an employee when a court orders your organization to withhold payments for overdue child support or personal debt from the employee's wages.

When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system should use to calculate the payment. The court determines this method. For garnishments, the court often directs you to use guidelines defined by the state or federal government. In this case, you can use the garnishment tables as the method of calculation.

Before You Begin

- ☐ Set up garnishment tables. See *Setting Up Garnishment Tables*.

► To enter a wage attachment for a garnishment

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Click Add.

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

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Employee No. 7504 Meade, Jane Wage Attach # 67
Deduction Number 1104 Garnishment

General Information

Case or Loan/Date 568944 6/12/05 Minimum Net Pay
Obligor Number Amount - Due 627.79
Payee Number 5557 Arapahoe County, Clerk of C Original Balance 1,133.59
No of Periods Amount/Method
A/P Voucher (Y,N) Y Source of Calculation 2

Fees

Company Fee Deduction No. Agency Fee Deduction No.
Limit on Pay Period Dollars Limit on Period Dollars
Limit on Monthly Dollars Limit on Monthly Dollars
Limit on Quarterly Dollars Limit on Qtrly Dollars
Limit on Annual Dollars Limit on Annual Dollars

2. On Wage Attachment Revisions, complete the following fields:
 - Address Number
 - Deduction Number
 - Amount Due
3. Complete the following optional fields:
 - Source of Calculation
 - Case Number
 - Date – Case Date
 - Obligor
 - Payee
 - No. Deduction Periods
 - Minimum Wage
 - A/P Voucher (Y,N)

- Original Balance
4. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following field:
 - Amount 1 – Wage Attachment
 - Wage Attachment Method
 5. To assign a priority to this wage attachment, click the Additional Information tab and complete the following field:
 - Wage Attachment Priority Number
 6. Click OK.
 7. If you need to associate fees with the wage attachment, complete the task *Assigning Fees to a Wage Attachment*.



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
Deduction Number	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 Due	The amount due is either: • The amount due for a declining balance (Declining Balance field = Y). • The amount due for a wage attachment deduction. This amount is required for all wage attachments except a child support deduction. The amount due for a declining balance must be specified at one of the following assignment levels: • DBA setup • Group assignment • Employee assignment For wage attachment setup, the system stores the amount due in a different table and does not display it in the DBA instructions for employees. You cannot specify the amount due during time entry. When the amount due equals zero, the DBA becomes inactive.

Field	Explanation												
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: <table> <tr> <td>1 – 7</td><td>Garnishment</td></tr> <tr> <td></td><td>Tax levy</td></tr> <tr> <td></td><td>Wage assignment (child support and maintenance)</td></tr> <tr> <td>R</td><td>Loan</td></tr> <tr> <td></td><td>Interest</td></tr> <tr> <td>0</td><td>Fees</td></tr> </table>	1 – 7	Garnishment		Tax levy		Wage assignment (child support and maintenance)	R	Loan		Interest	0	Fees
1 – 7	Garnishment												
	Tax levy												
	Wage assignment (child support and maintenance)												
R	Loan												
	Interest												
0	Fees												
Case Number	A number assigned to the wage attachment by the issuing agency. When you enter wage attachments, the system prevents you from entering duplicate case numbers.												
Date – Case Date	The date the agency issued the wage attachment.												
Obligee	The Address Book number of the person, company or individual who initiated the claim and is due the money.												
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.												
No. Deduction Periods	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).												
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: <table> <tr> <td>N</td><td>No, do not generate a voucher</td></tr> <tr> <td>Y</td><td>Yes, generate a voucher</td></tr> </table>	N	No, do not generate a voucher	Y	Yes, generate a voucher								
N	No, do not generate a voucher												
Y	Yes, generate a voucher												

Field	Explanation
Original Balance	The Original balance due on the Wage Attachment. The total amount which must be withheld from the employee's paychecks to meet the Court Order requirement. For example: If the employee was served a Court Order for an outstanding Garnishment, the total amount that was due would be displayed here. This IS NOT the current outstanding balance, which is carried in the Amount Due(AD) field. The Remaining Balance on the Detail Wage Attachment Ledger is reduced by the amount of the deduction each pay period it is deducted.
Amount 1 – Wage Attachment	The amount to be withheld from the employee's paycheck for a wage attachment. You can enter either a flat dollar or percentage amount based on one of the wage attachment methods. The system can use this amount as a comparison based on the method. The method determines whether the amount or the percent is deducted.
Wage Attachment Method	The method the system uses to calculate a wage attachment deduction. Valid values are: - blank For a garnishment, the system uses the Garnishment Calculation Tables to calculate the garnishment. For a levy, the system uses the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy. (Use for garnishment and levy). 1 Lesser of the flat amount or percent of disposable wage. (Use for child support). 2 Greater of the flat amount or percent of disposable wage. (Use for child support). 3 Greater of flat amount or percent. The difference becomes the arrearage deduction, if there is an arrearage amount. (Use for child support). 4 Flat dollar amount. The difference between the new disposable wage and the minimum net pay equals the arrearage amount. (Use for child support). 5 Flat dollar amount, unless the amount is greater than percent of wage, then use the secondary amount. (Use for child support). 6 Flat dollar amount, unless the new disposable wage is less than minimum net pay, then adjust amount until minimum net reached. (Use for garnishment and levy). 7 Percent of disposable wage adjusted to minimum net. (Use for garnishment and levy). 8 Lesser of % of gross or table amount. (Use for garnishment). - A Flat dollar amount. (Use for garnishment, levy and loans). % Percentage of disposable wages (Use for garnishment and levy).

Field	Explanation
Wage Attachment Priority Number	A number which represents the priority in which the Wage Attachment is to be withheld. This priority supercedes the Deduction Priority specified when setting up the Deduction.

Assigning Fees to a Wage Attachment

Some outside agencies charge fees for administering wage attachments. Your organization might also attach fees to any wage attachment. You can assign these fees when you enter the wage attachment. The system updates the employee's DBA instructions with the fee DBA code.

Before You Begin

- ☐ Enter the wage attachment. See *Entering a Wage Attachment for a Garnishment*, *Entering a Wage Attachment for a Tax Levy*, or *Entering a Wage Attachment for a Wage Assignment*.



To assign fees to a wage attachment

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. To locate the wage attachment for which you need to enter fees, complete the following field and click Find:
 - Employee Identification

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

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

Links EE D... OLE ... Internet

Employee No. 7500 McDougle, Cathy Wage Attach # 11

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date 6647811 6/17/05 Minimum Net Pay

Obligor Number Amount - Due

Payee Number 5557 Arapahoe County, Clerk of C Original Balance

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy **Fees** Additional Information

Company Fee 10.00 Deduction No. Agency Fee Deduction No.

Limit on Pay Period Dollars Limit on Period Dollars

Limit on Monthly Dollars Limit on Monthly Dollars

Limit on Quarterly Dollars Limit on Qtrly Dollars

Limit on Annual Dollars Limit on Annual Dollars

3. On Wage Attachment Revisions, click the Fees tab.
4. To enter a fee from your company, complete the following field:
 - Company Fee
5. Complete the following field called Deduction No. that corresponds to the company fee:
 - Deduction No
6. To enter a fee from an outside agency, complete the following field:
 - Agency Fee
7. Complete the following field that correspond to the agency fee:
 - Deduction No
8. Complete any of the following optional fields:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - Limit on Annual Dollars
9. Click OK.

Field	Explanation
Company Fee	The administrative fee amount to be withheld from the employee's paycheck. Each type of wage attachment must have its own DBA setup for fees.
Deduction No	The deduction number to be used for withholding the Administrative Fee from the employees paycheck.
Agency Fee	The agency fee amount to be withheld from the employee's paycheck. Each wage attachment must have a DBA of its own setup for fees.
Deduction No	The deduction number to be used for withholding the Agency Fee from the employees paycheck.
Limit on Monthly Dollars	The monthly limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Qtrly Dollars	The quarterly limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Period Dollars	The pay period limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Annual Dollars	The annual limit on dollars which can be withheld from the employees paycheck for Agency Fees.

Entering a Wage Attachment for a Tax Levy

You enter a tax levy wage attachment when a court orders your organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a tax levy wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system uses to calculate the payments. This method is determined by the court. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

Before You Begin

- ☐ Set up the tables for standard annual exemption amounts and additional exemption amounts. See *Setting Up Exemption Tables for Tax Levies*.

► To enter a wage attachment for a tax levy

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Click Add.

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

Links ▼ EE D... OLE ... Internet

Employee No. 7505 Mastro, Robert Wage Attach # 4

Deduction Number 1106 Levy

General Information

Case or Loan/Date 4639862 2/14/05 Minimum Net Pay

Obligor Number Amount - Due 9,995.99

Payee Number 5557 Arapahoe County, Clerk of C Original Balance 12,462.44

No of Periods Amount/Method

A/P Voucher (Y,N) Y Source of Calculation 2

Tax Levy

Marital Status S Tax Levy Exemptions 1

Disability Flag Employee Age 40

2. On Wage Attachment Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
 - Amount – Due
3. To use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables to calculate the levy, complete the following fields:
 - Amount 1 – Wage Attachment
 - Wage Attachment Method
4. To use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy, click the Tax Levy tab and complete the following fields:
 - Marital Status
 - Disability Flag
 - Tax Levy Exemptions

5. To assign a priority to this wage attachment, click the Additional Information tab and complete the following field:
 - Wage Attachment Priority Number
6. Click OK.



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
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.
Disability Flag	A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy. Do not delete or change these codes.
Tax Levy Exemptions	The number of exemptions claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.

Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings.

Entering a wage attachment for a wage assignment includes the following tasks:

- ☐ Entering an ongoing wage assignment
- ☐ Entering a wage assignment with a split deduction
- ☐ Entering a wage assignment with agency arrearage information

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In this case, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

Agency arrearage	An amount past due as stated by the court when it issued the wage assignment.
Deduction arrearage	The amount that the Payroll system could not deduct from the employee's wages because the employee did not earn enough to pay the wage assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts.

To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage assignment deduction.

Ongoing wage assignment payments always take precedence over arrearage payments.

See Also

- *Setting Up a Deduction DBA to Adjust Negative Pay* in the *HR and Payroll Foundation Guide* for information about working with deduction arrearage amounts

Entering an Ongoing Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings. When the employee has no agency arrearage, you enter ongoing wage assignment information only.

► To enter an ongoing wage assignment

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Click Add.

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

Links EE D... OLE ... Internet

Employee No. 7500 McDougale, Cathy Wage Attach # 11

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date 6647811 6/17/05 Minimum Net Pay

Obligor Number Amount - Due

Payee Number 5557 Arapahoe County, Clerk of C Original Balance

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due 250.00 2 Percent 1

Amount 2 Percent 2

Agency Arr. Bal. Ded. Arrearage

Agency Arr. Amt Group Limit Code

Family Code Split Deduction Flag N

2. Complete the following fields:
 - Employee Number
 - Deduction Number
3. Complete the following optional fields:
 - Case Number
 - Obligor
 - Payee
 - Date – Case Date
 - Minimum Wage

Enter a minimum wage amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.

4. Click the Child Support tab.
5. Complete the following fields:

- Wage Attachment Method
- Amount 1 – Wage Attachment
- Percent 1

To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Wage Attachment Method field, a monetary amount in the Amount 1 field, and 0 (zero) in the Percent 1 field.

To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Wage Attachment Method field, (0) zero in the Amount 1 field, and a percentage amount in the Percent 1 field.

6. Complete either of the following fields that apply to the wage attachment method that you are using:
 - Wage Attachment Amount 2
 - Split Deduction Flag
7. To assign a priority to this wage attachment, click the Additional Information tab and complete the following field:
 - Wage Attachment Priority Number
8. Click OK.



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
Percent 1	The percent of disposable wage that can used in the calculation of a wage assignment, as specified in the wage attachment setup.
Wage Attachment Amount 2	The amount to be withheld from the employees paycheck for a wage assignment deduction. In some states the calculation of wage assignment may be two tiered: • For Method 5 If Amount 1 is greater than Percent 1 use Amount 2. • For Methods 1, 2, 3, or 4, If the Secondary Deduction Flag equals 1 and the Number of Periods equals zero (0), use Amount 2 for the calculation. If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), it uses Percent 2 in connection with Amount 1 for the calculation.

Field	Explanation
Percent 2	The percent of disposable wage which may be used in the calculation for a wage assignment deduction. In certain states the calculation may be two tiered: If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), use Percent 2 field in conjunction with Amount 1 for the calculation of the deduction.

Entering a Wage Assignment with a Split Deduction

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately using the same deduction number and group limit code.

Example: Splitting a Wage Assignment Deduction between Families

George supports two families and has two wage assignments. The first wage assignment is 300.00 USD per pay period, and the second is 200.00 USD. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent, based on the minimum net pay that George is allowed. When George does not earn enough to pay both wage assignments, the amount available must be divided proportionately between the wage assignments.

This pay period, George has disposable wages of 500 USD. The system uses the following calculations to determine George's wage assignment deductions for this pay period.

Amount available	Disposable wage x percent = amount available for all wage assignments $500 \times .65 = 325$
First wage assignment %	First wage assignment / disposable wages = % of disposable wages for first wage assignment $300 / 500 = .60$
Second wage assignment %	Second wage assignment / disposable wages = % of disposable wages for second wage assignment $200 / 500 = .40$

First deduction	Percent of disposable wages for first wage assignment x amount due for first family = amount deducted for first wage assignment $.60 \times 325 = 195$
Second deduction	Percent of disposable wages for second wage assignment x amount due for second family = amount deducted for second wage assignment $.40 \times 325 = 130$

To enter a wage assignment with a split deduction

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Complete the steps for entering an ongoing wage assignment.

See *Entering an Ongoing Wage Assignment*.

2. On the Child Support tab, complete the following fields:

- Penalty
- Secondary Ded Flag
- Family Code

3. Enter W in the following field:

- Group Limit Code

4. Enter Y in the following field:

- Split Deduction Flag

The system displays the Employee Level Multiple Child Support Override form.

5. On Employee Level Multiple Child Support Override, complete the following fields:

- Amount or Rate
- Method of Calculation
- Source of Calculation

6. Click OK.



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						
Group Limit Code	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.						
Penalty	The amount of penalty included in the Wage Attachment.						
Secondary Ded Flag	A field that the system uses to calculate child support deductions. You use this field to indicate whether the system uses the values in the secondary Amount or Percent fields when the number of periods is zero (0). This field applies when you enter either 1, 2, 3, or 4 in the Method field. <table> <tr> <td>N</td><td>Do not use the Amount 2 or Percent 2 fields in the calculation of the child support deduction.</td></tr> <tr> <td>1</td><td>When number of periods is 0 (zero), use the Amount 2 field in conjunction with the Percent 1 field.</td></tr> <tr> <td>2</td><td>When number of periods is 0 (zero), use the Percent 2 field in conjunction with the Amount 1 field.</td></tr> </table> If you enter 2 in the Secondary Deduction Flag field and 1 or 2 in the Method field, the system uses the Percent 2 field and the Amount 1 field to calculate the deduction amount after the value in the Number of Periods field equals 0.	N	Do not use the Amount 2 or Percent 2 fields in the calculation of the child support deduction.	1	When number of periods is 0 (zero), use the Amount 2 field in conjunction with the Percent 1 field.	2	When number of periods is 0 (zero), use the Percent 2 field in conjunction with the Amount 1 field.
N	Do not use the Amount 2 or Percent 2 fields in the calculation of the child support deduction.						
1	When number of periods is 0 (zero), use the Amount 2 field in conjunction with the Percent 1 field.						
2	When number of periods is 0 (zero), use the Percent 2 field in conjunction with the Amount 1 field.						
Family Code	A code which specifies whether the employee (Obligor) is single or supports another family. Valid values are: <table> <tr> <td>S</td><td>Single, supporting oneself.</td></tr> <tr> <td>M</td><td>Married, supporting another family</td></tr> <tr> <td>H</td><td>Single, supporting another family.</td></tr> </table>	S	Single, supporting oneself.	M	Married, supporting another family	H	Single, supporting another family.
S	Single, supporting oneself.						
M	Married, supporting another family						
H	Single, supporting another family.						

Entering a Wage Assignment with Agency Arrearage Information

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or in arrears. In this case, the court might require that, in addition to the amount that you must withhold for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can do one of the following:

Enter two wage attachments

Enter the following wage attachments:

- A wage assignment that calculates and tracks the current wage assignment payments only
- A garnishment that tracks payments on the arrearage

Enter one wage attachment

Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on your organization's historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage attachment history for each. You can easily review how much the employee paid in arrearage payments and how much he paid in current wage assignment payments. When you enter a single wage attachment to track both current payments and arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.

Depending on the court requirements and the employee's situation, you can set up wage assignments in four ways:

Combined amounts

Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods.

The system includes the arrearage payments with the ongoing wage assignment payments until the arrearage is paid off. The ongoing wage assignment continues after the arrearage is paid off.

Separate amounts

Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid off.

You enter a separate arrearage amount that is paid off in the number of periods that you specify.

Variable wages

Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, these are either employees who earn a commission or employees who are paid an hourly rate and work a different number of hours each pay period.

The system compares a monetary amount to a percentage of the employee's disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.

Minimum wage

Use this setup when the court allows the employee to take home a minimum net pay amount.

You enter a minimum net pay amount for the employee. The difference between this amount and the employee's disposable wages is the agency arrearage payment.

To enter a wage assignment with arrearage information, complete one of the following tasks:

- Enter arrearage information for combined amounts
- Enter arrearage information for separate amounts
- Enter arrearage information for variable wages
- Enter arrearage information with minimum net pay

See Also

- *Entering a Wage Attachment for a Garnishment* for information about entering a garnishment for an arrearage amount



To enter arrearage information for combined amounts

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After that, the system collects just the child support payment (the number in the

Amount 2 field or the percentage of disposable wages, depending on the method and on whether the deduction is a primary or secondary deduction).

On Work with Wage Attachments Workbench

1. Complete the steps for entering an ongoing wage assignment.

See *Entering an Ongoing Wage Assignment*.

2. Enter the number of periods for which the arrearage amount must be deducted in the following field:
 - No. Deduction Periods
3. Click the Child Support tab.
4. Enter the total of the ongoing amount and the arrearage amount in the following field:
 - Amount 1 – Wage Attachment
5. Enter 1 or 2 in the the following field:
 - Wage Attachment Method
6. Enter the percentage of the employee's disposable wage that must go toward the total of the ongoing amount and the arrearage amount in the following field:
 - Percent 1
7. Enter the ongoing amount only in the following field:
 - Wage Attachment Amount 2
8. Complete the following field:
 - Secondary Ded Flag
9. Click OK.

To enter arrearage information for separate amounts

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the

Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

On Work with Wage Attachments Workbench

1. Complete the steps for entering an ongoing wage assignment.
See Entering an Ongoing Wage Assignment.
2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 – Wage Attachment
4. Enter 1 or 2 in the following field:
 - Wage Attachment Method
5. Enter the percentage of the employee’s disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Complete the following fields:
 - Wage Attach Min. Arrearage
 - Wage Attach Periods in Arrears
7. Click OK.

Field	Explanation
Wage Attach Min. Arrearage	The amount of a wage attachment arrearage to be withheld from the employee's paycheck. This amount is determined by the court. The system withholds this amount in addition to the regular child support amount. If you enter an amount in this field, you must also enter a value in the Periods in Arrears field (WAWA).
Wage Attach Periods in Arrears	The number of periods for which the amount entered in the Agency Arrearage Amount field will be withheld from the employee's pay. You must enter a value in this field if you entered an amount in the Agency Arrearage Amount field (WAMA).

► To enter arrearage information for variable wages

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

To calculate the arrearage information for variable wages, the system deducts whichever of the following is greater:

- The amount that you enter in the Amount 1 field
- The percentage of disposable wages that you enter in the Percent 1 field

The difference between these amounts is the agency arrearage deduction.

On Work with Wage Attachments Workbench

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

OK Can... Dis... Abo Links ▼ EE D... OLE ... Internet

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date 7575 7/21/05 Minimum Net Pay

Obligor Number Amount - Due

Payee Number 5557 Arapahoe County, Clerk of C Original Balance

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Amount 1/Method 500.00 3 Percent 1 50.00

Amount 2 Percent 2

Agency Arr. Bal. 100.00 Ded. Arrearage

Agency Arr. Amt Group Limit Code

Family Code S Split Deduction Flag N

Periods in Arrears Secondary Ded Flag N

1. Complete the steps for entering an ongoing wage assignment.

See *Entering an Ongoing Wage Assignment*.

2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 – Wage Attachment
4. Enter 3 in the following field:
 - Wage Attachment Method
5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Enter the total amount of the arrearage in the following field:
 - Agency Arr. Bal
7. Click OK.



To enter arrearage information with minimum net pay

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage assignment method, the system deducts the following:

- The ongoing payment
- The agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.

On Work with Wage Attachments Workbench

Wage Attachment Workbench - [Wage Attachment Revisions]

File Edit Preferences Form Window Help

Links ▼ EE D... OLE ... Internet

OK Can... Dis... Abo

Employee No. 8443 Zolinski, Paul L. Wage Attach # 265

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date CS55555 9/12/05 Minimum Net Pay 500.00

Obligor Number Amount - Due

Payee Number 5557 Arapahoe County, Clerk of C Original Balance

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Amount 1/Method 100.00 4 Percent 1

Amount 2 Percent 2

Agency Arr. Bal. 10,000.00 Ded. Arrearage

Agency Arr. Amt Group Limit Code

Family Code Split Deduction Flag N

1. Complete the steps for entering an ongoing wage assignment.

See *Entering an Ongoing Wage Assignment*.

2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 – Wage Attachment
4. Enter 4 in the following field:
 - Wage Attachment Method
5. Complete the following fields:
 - Minimum Wage
 - Agency Arr. Bal
6. Click OK.

Field	Explanation
Agency Arr. Bal	The amount of the Wage Attachment which is in arrears based upon the Court Order received. This is not the arrearage amount related to the deduction since the employee started being paid. For example: If an employee was behind in their Child Support payments when you received the Court Order, the arrearage amount would be identified on the order. This amount would be entered into this field.

Entering Additional Information for a Wage Attachment

In some cases, you might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the date on which the system should start deducting the garnishment payments and the date on which the garnishment deductions should stop.

The system does not prorate wage attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay period start date. The system deducts the wage attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage attachment stop date (ending effective date).

Before You Begin

- ☐ Enter the wage attachment for which you need to enter additional information. See *Entering a Wage Attachment for a Garnishment*, *Entering a Wage Attachment for a Tax Levy*, or *Entering a Wage Attachment for a Wage Assignment*.



To enter additional information for a wage attachment

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. To locate the wage attachment for which you need to enter additional information, complete the following field and click Find:
 - Employee Identification
2. Choose a record in the detail area and click Select.
3. On Wage Attachment Revisions, click the Additional Information tab.
4. Complete any of the following fields that apply:

- Date Wage Attachment Received
- Wage Attachment From Date
- Thru Date
- File Number
- Tax Area (Work)
- Pay Frequency

5. Click the Amount Due tab and complete any of the following fields that apply:

- Interest
- Lawyer Fee
- Service Fee
- Answer Fee
- Mailing Fee
- Other Costs
- Penalty
- Company Fine

6. Click OK.



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
Date Wage Attachment Received	The date on which the Wage Attachment was received from the court or administering agency.
Wage Attachment From Date	The beginning effective date of the wage attachment calculation.
Thru Date	The ending date of the wage attachment calculation.
File Number	A number assigned to the Wage Attachment by the issuing agency.

Field	Explanation												
Tax Area (Work)	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.												
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: <table> <tr><td>B</td><td>Biweekly</td></tr> <tr><td>W</td><td>Weekly</td></tr> <tr><td>S</td><td>Semimonthly</td></tr> <tr><td>M</td><td>Monthly</td></tr> <tr><td>A</td><td>Annually</td></tr> <tr><td>C</td><td>European Annualized</td></tr> </table> 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.	B	Biweekly	W	Weekly	S	Semimonthly	M	Monthly	A	Annually	C	European Annualized
B	Biweekly												
W	Weekly												
S	Semimonthly												
M	Monthly												
A	Annually												
C	European Annualized												
Interest	The amount of interest included in the Wage Attachment.												
Lawyer Fee	The amount of attorney fees included in the Wage Attachment.												
Tax Levy Exemptions	The number of exemptions claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.												
Answer Fee	The amount of answer fees included in the Wage Attachment.												
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.												
Other Costs	The amount of other costs included in the Wage Attachment.												
Penalty	The amount of penalty included in the Wage Attachment.												

Reviewing Wage Attachment History

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, you can print the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If necessary, you can make corrections to the wage attachment history.

You can review general and historical information for wage attachments by employee, payee, or obligee. You can also review detailed ledger records associated with wage attachments for a specific employee.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the validity of the history integrity.



To review wage attachment history

From the Employee Management (G05E1) menu, choose Wage Attachments Workbench.

On Work with Wage Attachments Workbench

1. Complete the following field and click Find:
 - Address Number
2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.
3. On Wage Attachment Ledger, review the information.

If the employee has more than one wage attachment, you can click the Previous or Next button to move between wage attachments.

Related Tasks

Deleting wage attachments You cannot delete a wage attachment that has historical records associated with it.



Accounts Payable Integration

To streamline your business processes, you can integrate the Payroll system with the J.D. Edwards Accounts Payable system. When you set up Accounts Payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

When you integrate the Payroll and Accounts Payable systems, you can do the following:

- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

Accounts payable integration includes the following tasks:

- ☐ Setting up accounts payable integration
- ☐ Working with vouchers

Process for Creating Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID



In some cases, you might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Setting up accounts payable integration includes the following tasks:

- ☐ Activating accounts payable integration in company options
- ☐ Setting up voucher information for tax transactions
- ☐ Setting up voucher information for DBAs
- ☐ Setting up payee voucher rules (optional)

Before You Begin

- ☐ In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers. Specify the payment terms that the system uses to calculate the due date for the vouchers. If your system security does not allow Payroll users to set up payees, ask someone in the accounts payable department to set them up. See *Entering Supplier Records* in the *Accounts Payable Guide*.
- ☐ For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See *About AAIs for A/P* in the *Accounts Payable Guide*.

Activating Accounts Payable Integration in Company Options

Before you can use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up your company options, but you did not activate accounts payable integration at that time, complete this task. If you have not yet set up your company options, complete the task for setting up company options.

To activate accounts payable integration in company options

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

On Work With Company Options

1. To locate Company 00000, complete the following field and click Find:
 - Company
2. Choose the record in the detail area and click Select.
3. On Company Options, choose Additional Options from the Form menu.
4. On Additional Company Options, complete the following field:
 - A/P Integration
5. Click OK.

Field	Explanation
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

- *Setting Up Company Options* in the *HR and Payroll Foundation Guide*

Setting Up Voucher Information for Tax Transactions

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax ID with the voucher. This ID prints on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. The following table describes the situations in which you would specify a payee at each level:

Tax type	When all or most of the companies in your organization remit payment for a tax to the same taxing authority, it is more efficient to enter the payee at the tax-type level.
Company	If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in your organization remit payment for a tax to different taxing authorities.

For example, you might set up payees at both the tax type and the company level when you have a multicompartment organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

If you do not specify a payee for either the tax type or the company, the Payroll Journal Proof/Edit for Vouchers report prints an error message.

Setting up voucher information for tax transactions includes the following tasks:

- ☐ Activating vouchering for tax types
- ☐ Entering tax payees by company (optional)

Activating Vouchering for Tax Types

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types for which you have activated vouchering. For federal A and all state and local taxes, you can specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

Typically, you enter a payee at the tax type level only when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary. If you enter all payees at the company level, you do not need to enter a payee at the tax type level.

If you have already set up tax areas, but you did not activate vouchering at that time, complete this task. If you have not yet set up tax areas, complete the task for setting up tax area information.

To activate vouchering for tax types

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

On Work With Tax Area Information

1. To locate the tax area for which you need to activate vouchering, complete the following field and click Find:
 - Tax Area
2. Choose a record in the detail area and click Select.
3. On Tax Area Revisions, complete the following field:
 - A/P Voucher (Y,N)
4. To specify a payee for the voucher, complete the following field:
 - Provider/Trustee
5. Click OK.

Field	Explanation
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.

See Also

- *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.



To enter tax payees by company

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Tax Area/Payee Cross-Reference.

On Tax Area/Payee Cross-Reference

1. Complete the following fields:
 - Work Tax Area
 - TT
 - Co
 - Provider/Trustee
2. Complete step 1 for as many companies as necessary. You can enter more than one company for each tax area.

Work Tax Area	Tax Type	Company	Company Description	Payee	Payee Des
FEDERAL	A	00001	Financial/Distribution Company	4060	Internal Revenue Serv

3. Click OK.

Setting Up Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers.

You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the payees for those plans vary. You can also choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

DBA

When all or most of the companies in your organization remit payment for a DBA to the same institution, it is more efficient to enter the payee at the DBA level.

Group plan

When your organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.

Employee

If a particular employee remits payment for a DBA to a different payee than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

For a wage attachment, the system stores the case number and employee name in the voucher. This information prints on the voucher payment as a payment remark. You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment. For other types of DBAs, the voucher contains no payment remark.

Setting up voucher information for DBAs includes the following tasks:

- ☐ Activating vouchering for DBAs
- ☐ Entering voucher information for group plans (optional)
- ☐ Entering voucher information for individual employees (optional)

Before You Begin

- ☐ Activate Accounts Payable integration for DBAs. See *Activating Accounts Payable Integration in Company Constants*.

Activating Vouchering for DBAs

To use your Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level, if necessary.

If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, complete this task. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

To activate vouchering for a DBA

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

On Work with PDBAs

1. To locate the DBA for which you need to activate vouchering, complete the following field and then click Find:
 - PDBA Code
2. Choose a record in the detail area and then click Select.
3. On Basic DBA Information, choose GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.
4. On General Accounting/Arrearage Information, complete the following fields
 - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
 - Payee A/B
6. Click OK.

Field	Explanation
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

Field	Explanation
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. <i>Form-specific information</i> For fund allocations, this is the address book number of the investment program.

See Also

- *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* for instructions on activating vouchering for DBAs. Information about activating vouchering is explained in the information about setting up general accounting and arrearage information.

Entering Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can choose to deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.



To enter voucher information for a group plan

From PDBA Setup (G05BD4), choose Group Plan DBA Setup.

On Work With Group Plan DBA Setup

1. To locate the group for which you need to enter voucher information, complete the following field and then click Find:
 - Union Code
2. Choose a record in the detail area and then click Select.
3. On Revise Single Group Plan DBA Setup, complete the following field:
 - A/P Voucher (Y,N)
4. To enter a payee for the voucher, complete the following field:
 - Provider/Trustee
5. Click OK.

See Also

- *Setting Up Group Plan DBAs* in the *HR and Payroll Foundation Guide*

Entering Voucher Information for Individual Employees

After you activate vouchering for a DBA, you can use the employee DBA instructions to assign the DBA to individual employees. When you enter a DBA in an employee's DBA instructions, you can specify whether you want to create vouchers for that employee. When you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers even when the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee at the DBA level that differs from the payee for this employee.
- You entered a payee for an employee at the group plan level that differs from the payee for this employee.

If you have already entered the DBA instructions for the employee, but you did not enter voucher information at that time, complete this task. If you have not yet set up the DBA instructions for the employee, complete the task for entering employee DBA instructions.

► To enter voucher information for individual employees

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

On Work With Employee DBA Instructions

1. To locate the employee for which you need to enter voucher information, complete the following field and then click Find:
 - Employee Identification
2. Choose a record in the detail area and then click Select.
3. On Employee DBA Instructions, complete the following field:
 - Voucher Flag
4. To enter a payee for the voucher, complete the following field:
 - Payee No
5. Click OK.

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: <table> <tr> <td>N</td><td>No, do not generate a voucher</td></tr> <tr> <td>Y</td><td>Yes, generate a voucher</td></tr> </table>	N	No, do not generate a voucher	Y	Yes, generate a voucher
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.				

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *HR and Payroll Foundation Guide* for instructions on entering voucher information for individual employees

Setting Up Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

Payee voucher rules for DBAs include the following:

Voucher Rule 00

One voucher per payee. This is the default rule.

Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.

Voucher Rule 01

One voucher per employee.

Use this rule for a payee for a wage attachment that you entered at the employee level.

This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system prints the remark for each voucher, even when multiple vouchers are included in one payment.

Voucher Rule 02

One voucher per payee for each DBA.

Voucher Rule 04

One voucher per payee for each group plan.

Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

Voucher Rule 00

One voucher per payee. This is the default rule.

Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.

Voucher Rule 01

One voucher per payee by employee.

Voucher Rule 02

One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates the following:

- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

If you need to delete the voucher rules for a payee, click the delete option. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

► To set up payee voucher rules

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Payee Voucher Rules.

On Payee Voucher Rules

The screenshot shows a window titled "Payee Voucher Rules: [Payee Voucher Rules]". It has a menu bar (File, Edit, Preferences, Row, Window, Help) and a toolbar with icons for OK, Find, Del..., Can..., New..., Dis..., and Abo. Below the toolbar, there's a section for "Payee" with a text box containing "5557" and a label "Arapahoe County, Clerk of Cour". Below this is a table with the following columns: Payee, Payee Description, DBA Rule, DBA Voucher Rule Description, Tax Rule, and Tax Voucher Rule Desc. The table contains one row with the following data: Payee: 5557, Payee Description: Arapahoe County, Clerk of Cour, DBA Rule: 01, DBA Voucher Rule Description: One Voucher per Payee by EE, Tax Rule: 00, Tax Voucher Rule Desc: One Voucher per Payee.

Payee	Payee Description	DBA Rule	DBA Voucher Rule Description	Tax Rule	Tax Voucher Rule Desc
5557	Arapahoe County, Clerk of Cour	01	One Voucher per Payee by EE	00	One Voucher per Payee

1. Complete the following fields:

- payee

- Provider/Trustee
 - V R
 - V R
2. Review the information in the following fields:
 - Pymt Terms
 - G/L Offset
 3. Click OK.

Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

Working with vouchers includes the following tasks:

- ☐ Reviewing pro forma vouchers by payee
- ☐ Reviewing pro forma vouchers by employee
- ☐ Reviewing the payroll voucher journal reports
- ☐ Reviewing the Wage Attachment Voucher report
- ☐ Revising voucher information
- ☐ Reviewing voucher error messages
- ☐ Transferring voucher information to the Accounts Payable system
- ☐ Posting payroll vouchers to the general ledger

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the DBA Transaction Detail table (F0709).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each batch has a unique batch number. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This method allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can choose to have the system store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Pay Period Journal Batch Proof report lists these document types.

During the journal entries step of the payroll cycle, the system updates the following tables in the Accounts Payable system:

Payroll – Accounts Payable Detail (F07490)	This table lists, by employee, all of the DBA and tax transactions that require vouchers.
Payroll – Accounts Payable Summary (F07491)	When the system updates this table, it summarizes the information in the Payroll – Accounts Payable Detail table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.
Payroll – Accounts Payable Control (F07492)	This table contains control information about the vouchers, such as the number of vouchers in the batch.

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, and make any necessary corrections.

During the final update, the system creates the actual vouchers for voucher journal entries and stores them in the Voucher Transactions – Batch File (F0411Z1). If errors occur when the system creates the journal entries for actual vouchers, the system sends messages to your queue in the Employee Workcenter. Before you post the journal entries for the vouchers, you should review these messages and make any necessary corrections. After you process the final update, you can no longer review pro forma vouchers.

The system does not post vouchers automatically. You must run the Batch Voucher Processor (F064311) to write the voucher records to the F0411 and F0911 tables. Then run the manual post program for payroll vouchers to post the vouchers to the general ledger.

Before You Begin

- ☐ Process a payroll cycle that includes vouchers.

See Also

- *Viewing Messages* in the *OneWorld Foundation Guide* for information about reviewing messages in the Employee Workcenter.

Reviewing Pro Forma Vouchers by Payee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

► To review pro forma vouchers by payee

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by Payee.

On Work with Payee Vouchers

Payee	Payee Description	Voucher Count	Gross Amount
		0	
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	48.00
4350	Equitable Insurance Company	0	361.17
5557	Arapahoe County, Clerk of Cour	0	158.66
5557	Arapahoe County, Clerk of Cour	0	10.00
5557	Arapahoe County, Clerk of Cour	0	29.83
5557	Arapahoe County, Clerk of Cour	0	2.99
5557	Arapahoe County, Clerk of Cour	0	2.99
5557	Arapahoe County, Clerk of Cour	0	158.66

1. Complete the following field and click Find:
 - Payee
2. Choose a record in the detail area and click Select.

Payee: 5557 Arapahoe County, Clerk of Cour

Payroll ID: *

Payroll ID	Payee Number	Payee Name	G/L Date	Type Code	Voucher Rules	Payment Terms	Gross Amount
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		158.86
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		29.83
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		158.86
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		29.83
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		158.86
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00

3. On Work with Vouchers by Payee, complete the following optional field to limit the vouchers that appear:
 - Payroll ID
4. To review all of the vouchers for a payee, review the information in the following fields:
 - G/L Date
 - A T
 - V R
 - Pymt Terms
 - Gross Amount
 - Batch Number
 - Voucher Control
 - Document Number
5. To review detailed information about a specific voucher, choose a record in the detail area, and then click Select.

Review A/P Voucher by Payee - [Work With Voucher Detail by Payee]

File Edit Preferences Row Window Help

Select Find Close Seg... New... Dis... Abo Links Journ... Internet

Payee Arapahoe County, Clerk of Cour

Payroll ID

Address Number

Employee Number	Employee Name	Co	Type Code	Check Date	Gross Pay	PDBA Code	Union Code	Work Ar
6002	Abbott, Dominique	00001	D	4/15/05	158.66	1108		
7500	McDougle, Cathy	00001	D	4/15/05	10.00	1102		
7504	Meade, Jane	00001	D	4/15/05	29.83	1104		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		
6002	Abbott, Dominique	00001	D	4/15/05	158.66	1108		
7500	McDougle, Cathy	00001	D	4/15/05	10.00	1102		
7504	Meade, Jane	00001	D	4/15/05	29.83	1104		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		

Select record

6. On Work with Voucher Detail by Payee, review the information in the following fields:
 - A T
 - Check Date
 - Gross Pay
 - PDBA Code
 - Union Code
 - Work Tax Area
 - T T
 - Account Number
 - Voucher Control
 - Case Number
7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Line Entries from the Row menu.

Review A/P Voucher by Payee - [Work With Journal Line Entries]

File Edit Preferences Window Help

Find Close Seg... New... Dis... Abo Links Displ... Internet

Payee: 5557 Arapahoe County, Clerk of Cour

Payroll ID: 003

Co	Account Number	Check Date	Due Date	G/L Offset	Gross Amount	Batch Number	Type
00001		4/15/05	5/15/05		61.00	4684	D
00001		4/15/05	5/15/05		2.99	4684	D
00001		4/15/05	5/15/05		158.66	4684	D
00001		4/15/05	5/15/05		10.00	4684	D
00001		4/15/05	5/15/05		29.83	4684	D
00001		4/15/05	5/15/05		61.00	4697	D
00001		4/15/05	5/15/05		2.99	4697	D
00001		4/15/05	5/15/05		158.66	4697	D
00001		4/15/05	5/15/05		10.00	4697	D
00001		4/15/05	5/15/05		29.83	4697	D

8. On Work with Journal Line Entries, review the following fields:

- Company
- Account Number
- Check Date
- Due Date
- G/L Offset
- Gross Amount
- Batch Number
- A T
- Voucher Control
- Remark

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

► To review pro forma vouchers by employee

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by Employee.

On Work with Vouchers by Employee

Employee Number	Co	Payrl ID	Payee	Payee Description	A T	Check Date	Gross Pay	PDDBA Code	DBA De
7500	00001	003	4350	Equitable Insurance Comp	D	4/15/05	11.00	1020	Dental E
7500	00001	003	4350	Equitable Insurance Comp	D	4/15/05	11.00	1020	Dental E
7500	00001	003	4350	Equitable Insurance Comp	D	4/15/05	11.00	1020	Dental E
7500	00001	003	4350	Equitable Insurance Comp	D	4/15/05	11.00	1020	Dental E
7500	00001	003	5557	Arapahoe County, Clerk of	D	4/15/05	10.00	1102	Child su
7500	00001	003	5557	Arapahoe County, Clerk of	D	4/15/05	10.00	1102	Child su
7500	00001	003	5557	Arapahoe County, Clerk of	D	4/15/05	10.00	1102	Child su
7500	00001	003	5557	Arapahoe County, Clerk of	D	4/15/05	10.00	1102	Child su

1. Complete the following field and click Find:
 - Address Number
2. To limit the vouchers that appear, complete the following optional field and click Find:
 - Company
3. Review the information in the detail area.

Reviewing the Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the following reports to print during the journal entries, reports only, or final update step of the payroll cycle:

Payroll Voucher Journal Summary Use this report to verify information about tax vouchers.

Payroll Voucher Journal Detail Use this report to verify information about DBA vouchers.

You should review these reports before you process the final update. The system automatically prints these reports again during the final update, when it creates the actual vouchers. When the reports print during final update, they include the payment terms and pay items.

See Also

- *Printing Payroll Cycle Reports* for information about printing reports during the payroll cycle
- *Appendix A: Report Examples* for examples of these reports

Reviewing the Wage Attachment Voucher Report

If you have set up your Payroll system to create vouchers for wage attachment DBAs, you can review the Wage Attachment Voucher report. This report lists all of the amounts for wage attachments that were calculated in a payroll cycle. Listings with unspecified payees are for loans.

You can print this report during the reports step of the payroll cycle.

See Also

- *Appendix A: Report Examples* for an example of this report

Revising Voucher Information

When you are reviewing voucher information, you occasionally might notice an error in the setup of payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you must typically rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA. Revising voucher information includes the following procedures:

- Revising vouchers for tax types
- Revising vouchers for DBAs



To revise vouchers for tax types

1. Make the necessary revisions to the voucher setup.

See *Setting Up Voucher Information for Tax Transactions*.

2. Rerun the journal entries step of the payroll cycle.

See *Processing Pro Forma Journal Entries*.

To revise vouchers for DBAs

1. Make the necessary revisions to the voucher setup.

See *Setting Up Voucher Information for DBAs*.

2. Reset the payroll ID for the payroll cycle.

See *Resetting the Payroll ID*.

3. Rerun the full payroll cycle. You cannot run a changes-only pre-payroll.

See *Processing Pre-Payroll*.

Reviewing Voucher Error Messages

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench. On Work With Pay Cycle Workbench, choose EE Work Center (Employee Work Center) from the Form menu.

If errors occur when you process the journal entries step of a payroll cycle that includes vouchers, the system sends messages to your queue in the Employee Workcenter. To investigate these errors, review the pro forma vouchers online and in the following reports:

- Payroll Voucher Journal Detail report
- Payroll Voucher Journal Summary report

The system also sends messages to your queue in the Employee Workcenter if errors occur when you process the final update. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors.

See Also

- *Viewing Messages* in the *OneWorld Foundation Guide* for information about reviewing messages in the Employee Workcenter

- *Reviewing Pro Forma Vouchers by Payee* and *Reviewing Pro Forma Vouchers by Employee* for information about reviewing pro forma vouchers online
- *Reviewing the Payroll Voucher Journal Reports* for information about the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports
- *Revising Voucher Information* for information about correcting errors in pro forma vouchers
- *Revising Vouchers* in the *Accounts Payable Guide*
- *Reviewing Batches of Journal Entries* in the *HR and Payroll Foundation Guide* for information about reviewing actual vouchers online in multicompany format

Transferring Voucher Information to the Accounts Payable System

From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor.

When you process the final update step of a payroll cycle that includes vouchers, the system creates the actual vouchers for voucher journal entries and stores them in the Voucher Transactions – Batch File (F0411Z1). After you process final update and correct any voucher errors, you must run the Voucher Batch Processor program (R04110Z), which transfers the voucher information from the Voucher Transactions – Batch File to the Accounts Payable Ledger table (F0411) and the Account Ledger table (F0911).

Before You Begin

- ☐ Review voucher error messages and make any necessary corrections. See *Reviewing Voucher Error Messages*.

See Also

- *Processing the Transaction Information* in the *Accounts Payable Guide* for more information about the Voucher Batch Processor program

Posting Payroll Vouchers to the General Ledger

From the Payroll Workbench menu (G07BUSP11), choose Post Payroll Vouchers to G/L.

After you transfer voucher information to the accounts payable system, you must post the journal entries for the vouchers (document type T7) to the general ledger. Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system does not automatically post journal entries for vouchers.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system prints the following reports:

Posting Edit report

Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch.

General Ledger Post Payroll Vouchers report

Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types:

- T7 – the payroll voucher entries
- AE – the offsetting credit entries to the accounts payable liability account that the system creates during posting

Before You Begin

- ☐ For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Understanding AAls for A/P* in the *Accounts Payable Guide*.

See Also

- *Posting Vouchers* in the *Accounts Payable Guide* for information about using a General Accounting program to post batches of journal entries for vouchers
- *Verifying the Journal Entry Post* in the *General Accounting Guide* for information about the General Ledger Post report and the Posting Edit report

Setup

System Setup

Before you can use any features of the Payroll system, you need to define critical information that the system uses for processing. You set up much of this information in the HR and Payroll Foundation system. In the Payroll system, you need to set up the following types of information:

User defined codes	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information with user defined codes.
Payroll-cycle information	You set up payroll-cycle information to define information that the system uses to process a payroll cycle, such as pay-cycle dates and payment types.
Unemployment insurance rates	You set up unemployment insurance rates to define rates for company-paid federal unemployment insurance, state unemployment insurance, and state disability insurance.
Workers compensation information	You set up workers compensation information to calculate and report workers compensation amounts.

System setup includes the following tasks:

- ☐ Setting up user defined codes for payroll
- ☐ Setting up payroll-cycle information
- ☐ Setting up tax information

See Also

- The *HR and Payroll Foundation Guide* for information about additional setup tasks that you need to perform



Setting Up User Defined Codes for Payroll

Setting up user defined codes is a way to customize your system for your organization's specific business needs. You can customize a wide variety of fields with user defined codes.

User defined codes provide values that are applicable to your organization. For example, you can set up the type of work that you assign to employees as a job-type user defined code (07/G).

For Payroll, J.D. Edwards recommends that you change only the user defined codes in the following list. This list refers 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.

Bank Transit Codes (07/BC)	Identify the banks to which you send funds.
Originating Bank Transit Codes (07/BD)	Identify the banks from which you receive funds.
Reconcile G/L Account Number to Bank Account (07/BK)	Define a relationship between a general ledger account and a bank account to which you send funds.
Statutory Codes (07/SC)	Identify the taxing authorities for tax and insurance purposes. You can add new reasons, but do not change the codes provided with the system.
Pay Master Groups (07/PM)	Identify the companies that are common paymasters.
Union Liability Basis Tables (07/IP)	Identify the multiplication factor and description for each type of hour that appears on the Union Liability report.
Workers Compensation Codes (00/W)	Define the workers compensation insurance (WCI) code for the job type. These codes should correspond to the codes on your periodic workers compensation insurance reports.

Workers Compensation Basis Table Codes (07/IP) Define the names of the insured pay tables. You can add new reasons, but do not change the codes provided with the system.

Valid Pay Cycles (07/PY) Define the pay cycles for the current year.

In addition to setting up the user defined codes listed above, you should also complete the following tasks:

- Set up the user defined codes for the HR and Payroll Foundation system. See *Setting Up User Defined Codes* in the *HR and Payroll Foundation Guide*.
- Verify the codes for payroll batch headers (98/IT). In this table, enter X in the Description 2 field for codes 4, 5, 7, #, and P. Entering an X in this field protects these batch headers from being deleted by the general ledger integrity reports.

See Also

- *Adding or Changing a User Defined Code Table* in the *OneWorld Foundation Guide* for information about adding and changing the information on user defined codes lists

Setting Up Payroll Cycle Information

Before you process payroll for your employees, you need to set up information that the system uses during payroll cycle processing.

To set up payroll cycle information, complete the following tasks:

- ☐ Set up master pay cycles
- ☐ Set up payroll cycle control parameters
- ☐ Set up payroll cycle reports
- ☐ Set up payment types

To define the dates for each payroll cycle in a year, you set up master pay cycles. The system uses these dates during payroll cycle processing.

You set up payroll cycle control parameters to define which users have authority to process each step of the payroll cycle and which users have authority to reset each step. Typically, the system administrator for your system is responsible for setting up payroll cycle control parameters.

The system includes many reports that can help you verify the accuracy of your payroll information when you process a payroll cycle. When you set up payroll cycle reports, you define the reports that you want the system to automatically print during each step of the payroll cycle. You also create a version for each report that defines the data selection and data sequence for the report.

Before you can print payments for employees, you must define which programs and versions the system will use to create each type of payment.

Setting Up Master Pay Cycles

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

Master pay cycles allow you to define the following information:

- Pay period ending dates

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

Setting up master pay cycles includes the following tasks:

- Setting up a master pay cycle for the current year
- Setting up a master pay cycle for the next year

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

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

Before You Begin

- ☐ Set up user defined code list 06/PY to define the names of the pay cycles.

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

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

On Work With Pay Period Constants Revisions

Master Pay Cycles - [Work With Pay Period Constants Revisions]

Pay Cycle Code: [] Year: []

Pay Cycle Code	Description	Year
BW	Biweekly	5
BW	Biweekly	6
INT	Interim	5
SEMI	Semi-Monthly	5
SEMI	Semi-Monthly	6

1. Click Add.

Master Pay Cycles - [Pay Period Constants Revisions]

Pay Cycle Code: SEMI Year: 5

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O
001	01	January	1/15/05	1/15/05			1			
002	01	January	1/31/05	1/31/05			2			
003	02	February	2/15/05	2/15/05			1			
004	02	February	2/28/05	2/28/05			2			
005	03	March	3/15/05	3/15/05			1			
006	03	March	3/31/05	3/31/05			2			
007	04	April	4/15/05	4/15/05			1			
008	04	April	4/30/05	4/30/05			2			
009	05	May	5/15/05	5/15/05			1			
010	05	May	5/31/05	5/31/05			2			
011	06	June	6/15/05	6/15/05			1			
012	06	June	6/30/05	6/30/05			2			
013	07	July	7/15/05	7/15/05			1			

2. On Pay Period Constants Revisions, complete the following fields to set up a pay period:
 - Pay Cycle Code
 - Year
 - Period Number
 - Period Month
 - Ending Date
 - Check Date
3. Complete one of the following fields:
 - Pay W
 - Pay B
 - Pay S
 - Pay M
 - Pay A
 - Pay O
4. To set up standard hours for autopay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:
 - Weekly Std Hrs.
 - Biweekly Std Hrs.
 - Semi Std Hrs.
 - Monthly Std Hrs.
 - Annual Std Hrs.
 - Other Std Hrs.
5. Repeat steps 2 through 5 for as many pay periods as you need to set up, and then click OK.

If an ending date or check date for one period overlaps the ending date or check date for another pay period, the system displays an error message when you click OK to save your entries. You can either change the information so that no dates overlap, or override the error.
6. To override a conflicting date error, choose the row that is in error, and then choose OvrD Date Edits (Override Date Edits) from the Row menu.
7. Click OK.

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master payroll cycle.

Field	Explanation
Year	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.
Period Number	The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods, with October being the 10th period. Typical values are: 001–052 (Weekly Payroll Cycle) 001–026 (Biweekly Payroll Cycle) 001–024 (Semimonthly Payroll Cycle) 001–012 (Monthly Payroll Cycle) 001–004 (Quarterly Payroll Cycle) 001–001 (Annual Payroll Cycle)
Period Month	The number of the month(01-12) in which the pay period resides.
Ending Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement. <i>Form-specific information</i> The date the payment will be issued. Unless you use the Override Date Edits option, this date must meet the following criteria: • The check date must be greater than or equal to the Ending Date • Check dates must be ascending sequence throughout the year
Pay W	The number of the pay period, within the month, for employees being paid on a weekly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay B	The number of the pay period, within the month, for employees being paid on a biweekly basis. This value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.

Field	Explanation
Pay M	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay A	The number of the pay period used in conjunction the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay O	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Weekly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Weekly (W). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate. If you leave this field blank, the hours worked are calculated during the generation of timecards.
Biweekly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Bi-Weekly (B). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Monthly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Monthly (M). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Semi Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Semi-Monthly (S). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Annual Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Annually (A). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.

Field	Explanation
Other Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Other (O). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.

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

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

On Work With Pay Period Constants Revisions

- To locate a pay cycle for the current year that you want to duplicate for next year, complete the following field and click Find:
 - Pay Cycle Code
- Choose a record in the detail area and click Copy.

- On Duplicate Pay Cycle, complete the following fields:
 - Pay Cycle Code (New)
 - Year(New)
 - Align Date (Y/N) ?
- Click OK.

The system displays Pay Period Constants Revisions.

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

Field	Explanation
Pay Cycle Code (New)	A code that identifies the values for a master payroll cycle.
Year(New)	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.

Setting Up Payroll Cycle Control Parameters

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

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

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

To set up payroll cycle control parameters

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

On Work With Pay Cycle Workbench

Payroll ID: 001 User ID: KM5479111

☐ All Versions ☒ Payroll Cycle Versions ☐ Interim Versions

Payroll ID	Description	User ID	Payment Date	Pay Cycle Code	Pre Payroll	Check	Auto Dep Adv
001	Demo Version	KM5479111	6/30/05	SEMI			

Find records Row:2

- Complete the following field and click Find:
 - Payroll ID
- Choose the record in the detail area, and then choose Execution Control from the Row menu.

Payroll ID: 001

Payroll Cycle Steps:

Pre Payroll	DEMO	*USER	MCDUGLE	MASTRO	
Print Payments	DEMO	*USER	MCDUGLE	MASTRO	
Create J.E.'s	DEMO	*USER		MASTRO	
Reports Only	DEMO	*USER		MASTRO	
Final Update	DEMO	*USER		MASTRO	

Reset Options:

Payroll ID	DEMO	*USER	MCDUGLE	MASTRO	
Payroll Parameters	DEMO	*USER		MASTRO	
Payment	DEMO	*USER		MASTRO	

- On Pay Cycle Control Parameters, complete the following field for each user who will have authority to process pre-payroll:
 - Pre Payroll

4. Complete the following field for each user who will have authority to print payments:
 - Print Payments
5. Complete the following field for each user who will have authority to process payroll journal entries:
 - Create J.E. 's
6. Complete the following field for each user who will have authority to print payroll cycle reports:
 - Reports Only
7. Complete the following field for each user who will have authority to process final update:
 - Final Update
8. Complete any of the following fields for each user who will have authority to perform a reset for a step that was initiated by another user:
 - Payroll ID
 - Payroll Parameters
 - Payment
9. Click OK.

Field	Explanation
Pre Payroll	The user ID of a person who has authority to process pre-payroll for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to process pre-payroll. *All — Authorizes all users to process pre-payroll. *USER — Authorizes the user who processed pre-payroll to process it again.
Print Payments	The user ID of a person who has authority to print payments for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to print payments. *All — Authorizes all users to print payments. *USER — Authorizes the user who printed payments to print them again.
Create J.E. 's	The user ID of a person who has authority to process journal entries for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to process journal entries. *All — Authorizes all users to process journal entries. *USER — Authorizes the user who processed journal entries to process them again.

Field	Explanation
Reports Only	The user ID of a person who has authority to print reports for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to print reports. *All — Authorizes all users to print reports. *USER — Authorizes the user who printed reports to print them again.
Final Update	The user ID of a person who has authority to process final update for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to process final update. *All — Authorizes all users to process final update. *USER — Authorizes the user who processed final update to process it again.
Payroll ID	The user ID of a person who has authority to reset this payroll ID. Valid values are: Any user ID — Authorizes a specific user to perform the reset. *All — Authorizes all users to perform the reset. *USER — Authorizes the user who previously performed the reset to perform it again.
Payroll Parameters	The user ID of a person who has authority to reset payroll parameters for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to perform the reset. *All — Authorizes all users to perform the reset. *USER — Authorizes the user who previously performed the reset to perform it again.
Payment	The user ID of a person who has authority to reset payments for this payroll ID. Valid values are: Any user ID — Authorizes a specific user to perform the reset. *All — Authorizes all users to perform the reset. *USER — Authorizes the user who previously performed the reset to perform it again.

Setting Up Payroll Cycle Reports

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

During the payroll cycle, the printed reports include all of the employee records that are included in the data selection for the payroll ID. When you set up the reports, you can

create your own version of each report so that you can change the processing options, data selection, and data sequence.

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

Before You Begin

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

► To set up payroll cycle reports

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

On Work with Pay Cycle Workbench

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

Step Type	Step Description	Report ID	Report Version	Report Description
1	Pre-Payroll	R053191	XJDE0001	Payroll Exception Report
1	Pre-Payroll	R073012	XJDE0001	Payroll Register
1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
3	Journals	R073601	XJDE0001	Workers Compensation Register
3	Journals	R073651	XJDE0001	General Liability Ins. Reg.
4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register
4	Reports Only	R053191	XJDE0001	Payroll Exception Report
4	Reports Only	R073012	XJDE0001	Payroll Register
4	Reports Only	R073013	XJDE0001	Summary Payroll Register
4	Reports Only	R073062	XJDE0001	D/B/A Register
5	Final Update	R077011	XJDE0001	Tax Integrity Report
5	Final Update	R077021	XJDE0001	PDBA Integrity Report

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

- Step Type
 - Report ID
 - Report Version
 - Report Description
4. To choose reports from a reports model, complete steps 5 through 7.
 5. Choose a blank row in the detail area.
 6. Choose Reports Model from the Form menu.

Step Type	Step Description	Report ID	Report Version	Report Description
1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
1	Pre-Payroll	R073012	XJDE0001	Payroll Register
1	Pre-Payroll	R053191	XJDE0001	Payroll Exception Report
3	Journals	R073651	XJDE0001	General Liability Ins. Reg.
3	Journals	R073601	XJDE0001	Workers Compensation Register
4	Reports Only	R073062	XJDE0001	D/B/A Register
4	Reports Only	R073013	XJDE0001	Summary Payroll Register
4	Reports Only	R073012	XJDE0001	Payroll Register
4	Reports Only	R053191	XJDE0001	Payroll Exception Report
4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register
5	Final Update	R077021	XJDE0001	PDBA Integrity Report
5	Final Update	R077011	XJDE0001	Tax Integrity Report

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

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

8. To save your report setup, click OK.

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

Field	Explanation
Report Version	The report version that will run.
Report Description	A user defined name or remark.

See Also

- *Appendix A: Report Examples* for examples of payroll cycle reports

Setting Up Payment Types

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

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

Before You Begin

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

To set up payment types

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

On Work with Pay Cycle Workbench

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

Pay Cycle Workbench - [Print Payment Setup]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Paym... Internet

Payroll ID: 001

Checks

Print Program: R07231 Version: XJDE0001

Stub Lines: 12

Attachment Program: R07232 Version: XJDE0001

Auto Deposits

Advice Program: R07233 Version: XJDE0001

Stub Lines: 12

Attachment Program: R07234 Version: XJDE0001

Bank File Program: R07235 Version: XJDE0001

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

Field	Explanation
Print Program	This program prints payroll checks.
Version	This version prints payroll checks.

Field	Explanation
Stub Lines	The number of lines to print on the check stub.
Attachment Program	This program prints payroll check attachments.
Version	This version creates the auto deposit file.
Advice Program	This program prints the auto deposit advices.
Version	This version prints the auto deposit advices.
Stub Lines	The number of lines to print on the auto deposit advice.
Deposit Program	This program creates the auto deposit file.
Version	This version creates the auto deposit file.
Attachment Program	This program prints the auto deposit advice attachments.
Version	This version prints the auto deposit advice attachments.

Processing Options for Print Checks

Print Options

1. Enter the program name that translates check amounts from numbers to words. (See User Defined Codes, system code 98, record type "CT" for program numbers. _____
2. Enter 'N' to OMIT printing of company name and address on payroll checks. Enter 'Y' to print company name only. Enter 'A' to print company name and address. (Default of blank will OMIT printing of company name and address.) _____
3. Enter company number to use for printing a single company's name and (optionally) address. (Default of blank will use the employee's Home Company to fulfill processing option 2 above print instructions.) _____
4. Enter Employee Number Identification option: _____
 ' ' = Address Book Number
 '2' = Social Security Number
 '3' = Third Employee Number

Processing Options for Create Auto Deposit Tape File

Company Option

1. Enter Payroll ID Number (10 pos.) _____
2. Enter Effective Deposit Date _____
3. Enter Batch Number (7 pos.) _____

4. Enter Trace Number (7 pos.) _____
5. Enter the File ID Modifier. _____
 Provided to distinguish between
 multiple files created on the same
 tape.

Required Items

6. Enter ACH ID - Bank's
 Transit/Routing Number (9 pos.) _____
7. Enter the Company Bank Account
 Number. If left blank, company
 debit information will not be
 included on the tape. (12 to 17
 pos.) _____
8. Enter Company Tax ID Structure
 Identification Code Designator
 (ICD) followed by a 9 digit
 identification number. Valid ICDs
 are:
 '1' - IRS Employer Identification
 Number
 '2' - Data Universal Numbering
 System
 '3' - User Assigned Number
 9. Enter Company Name (16 pos.) _____
10. Enter Service Class Code. _____
 (Default = 200)

Optional Items

11. Enter External Tape File
 Reference Code. (8 pos.) _____
12. Enter Company Entry
 Description
 (10 pos.) _____
13. Enter Company Descriptive
 Date (6 pos.) _____
14. Enter Discretionary Data.
 (20 pos.) _____
15. Enter Auto Deposit Register
 (P065051) Version Name or Number.
 Default = XJDE0001. (10 pos.) _____
16. Enter the Tape Processor's
 Number if different from your
 bank's Transit/Routing Number. If
 left blank, it will default to
 your bank's Transit/Routing
 Number. _____
17. If your bank requests a
 different I.D. Number, enter the
 number. If left blank, it will
 default to the Company I.D.
 Number. _____
18. Enter Tape Processor's Name
 if different from Company Name.
 If left blank, it will default to
 Company Name. _____

What You Should Know About Processing Options

U.S. bank requirements

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

Setting Up Tax Information

Before you begin processing payroll for employees, you must set up tax information so that the employees' taxes are calculated properly. 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 tax authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax, which calculates each employee's tax. For unemployment insurance, you must set up tables that Quantum for Payroll Tax uses to calculate the appropriate taxes.

Setting up tax information includes the following tasks:

- ☐ Setting up unemployment insurance rates
- ☐ Setting up workers compensation insurance-basis tables
- ☐ Setting up workers-compensation insurance rates

Setting Up Unemployment Insurance Rates

Setting up unemployment insurance rates allows you to define federal unemployment insurance, state unemployment insurance, and state disability insurance premiums that are paid by the company. When you set up and use these rates, they override the employee-paid tax rates provided by Quantum for Payroll Tax.

You must set up tax type C, federal unemployment tax, for each company for all states. If you do not set up this tax type, the system uses the default rate of .008.

Before You Begin

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

► To set up unemployment insurance rates

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

On Work With Unemployment Insurance Rates Revisions

1. Click Add.

Unemployment Insurance Rates - [Unemployment Insurance Rate Revisions]

File Edit Preferences Row Window Help

OK Find Del... Can... New... Dis... Abo Links Tax Ar... Internet

Company: 00001 Financial/Distribution Company

Tax Type: H

Effective Dates Of Rates- From: 1/1/03 Thru: 12/31/09

	Tax Authority	Rate	Annual Earn Limit	Minimum Hours	Minimum Amount	Exc. Prm.	Tax Authority Description
	06	.0080				Y	CO Unemployment In
	33	.0125				Y	NY Unemployment

2. On Unemployment Insurance Rate Revisions, complete the following fields:
 - Company
 - Tax Type
 - Date – Beginning Effective
 - Date – Ending Effective
3. Complete the following fields in the detail area:
 - Tax Authority
 - Rate
 - Exc Prm.
4. Enter Y (yes) or N (No) in the Exc Prm (Exclude Premium Pay) field.
5. Complete the following optional fields:
 - Annual Earn Limit
 - Minimum Hours

- Minimum Amount
6. Complete steps 3 through 5 for each tax authority that applies to the tax type.
 7. Click OK.
 8. Repeat steps 2 through 7 for as many tax types as you need to set up. To set up your company rates, set up tables for tax types C, G, H, I, and J to override the Quantum for Payroll Tax tables for employer and employee taxes.



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.
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.
Date – Beginning Effective	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Date – Ending Effective	The last date in a range of dates.
Tax Authority	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.
Rate	The rate used to compute U.S. unemployment and Canadian employment insurance premiums. This is represented as a decimal fraction.

Field	Explanation
Exc Prm.	A code that indicates whether premium pay should be excluded from the calculation. When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables. When dealing with U.S. unemployment or Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.
Annual Earn Limit	The annual limit for the unemployment insurance premium.
Minimum Hours	The minimum number of hours that must be worked during the pay period before the tax authority considers a week has been worked.
Minimum Amount	The minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a week has been worked.

Setting Up Workers Compensation Insurance-Basis Tables

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

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

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

Before You Begin

- ☐ Define the names of the workers-compensation insurance-basis tables in user defined code list 06/IP. See *Setting Up User Defined Codes for Payroll*.
- ☐ Define the valid values for workers compensation codes in user defined code list 00/W. See *Setting Up User Defined Codes for Payroll*.

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

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

On Work With Workers Compensation Insurance Basis Tables

1. Click Add.

PDBA From	PDBA From Description	PDBA Thru	PDBA Thru Description	Exclude Premiums
1	Regular	999	Net Pay Adj.	N

2. On Workers Compensation Insurance Basis Table Revisions, complete the following fields and click OK:
 - Insured Pay Table No
 - PDBA From
 - PDBA Thru
 - Exclude Premiums

Field	Explanation
Insured Pay Table No	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation. For WorldSoftware: Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
Exclude Premiums	A code that indicates whether the premium portion of overtime pay should be excluded from the calculation. For workers compensation rates, this field relates to only those pay types that are defined in the Workers-Compensation Insurance-Basis Table. For U.S. unemployment-insurance rates or Canadian employment-insurance rates, this field relates to all pay types that are defined as taxable.

Setting Up Workers Compensation Insurance Rates

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

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

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

- Enter W on the Tax Exemptions form when you set up the DBA. See *Setting Up Deductions, Benefits, and Accruals* in the *HR and Payroll Foundation Guide*.
- Enter the DBA code on the Workers Compensation Insurance Basis Tables form. See *Setting Up Workers-Compensation Insurance Basis Tables*.

The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It calculates workers compensation for each timecard and updates each timecard with the workers compensation amount in the Time Entry table (F06116). This calculation is performed by J.D. Edwards software. All other tax calculations are performed by Quantum for Payroll Tax.

Before You Begin

- ☐ Define a tax authority code (tax area code) for each applicable state or province that has the tax type code W defined on the Tax Area Information form. See *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*.



To set up workers compensation insurance rates

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

On Work With Workers Compensation Insurance Revisions

1. Click Add.

WCI Code	Worker Comp Code Description	WCI SubClass	% H	Workers Comp Expr.Rt	Workers Comp Rate	Worker Comp Earn Limit
3724	Electrician		%	1.0000	.00145	9999999.00
5610	Field Supervision		%	1.0000	.00120	9999999.00
5651	Laborer		%	1.0000	.00126	9999999.00
8810	Administrative		%	1.0000	.00125	9999999.00
GENL	General Liability		%	1.0000	0.00000	9999999.00
					0.00000	

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

- Tax Authority
- Company
- R C
- Begin Date
- Ending Date
- R C
- Policy Number

3. Complete the following fields in the detail area:

- WCI Code
 - % H
 - Workers Comp Expr. Rt
 - Workers Comp Rate
 - Workers Comp Earn Limit
 - Gen Liability Rate
 - Genl.Liability Earn Limit
 - Pay Tbl
4. Complete the following optional fields:
 - Job (Opt)
 - WCI SubClass
 5. Repeat steps 3 and 4 for each workers compensation insurance code that applies to the tax authority.
 6. Click OK.
 7. Repeat steps 2 through 6 for each tax authority that applies.

Field	Explanation
Tax Authority	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.
Trans. Class Code	A code showing if the workers compensation premiums were employee or company paid. The possible codes are: • E – Employee Paid • C – Company Paid
Insurance Policy #	The Worker's Compensation Insurance Policy Number.
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.

Field	Explanation
% H	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. <i>Form-specific information</i> A code that indicates whether workers-compensation insurance is based on a percentage of employees' pay, or on the number of hours that the employees work.
Workers Comp Expr.Rt	The multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.
Workers Comp Rate	The rate as specified by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction.
Worker Comp Earn Limit	This is the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Genl Liability Rate	This rate is used to calculate the insurance premiums for General Liability. The Rate is represented as a decimal fraction.
Genl.Liability Earn Limit	This is the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.

Field	Explanation
Pay Tbl.	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing. Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
Job (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.
WCI 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.

Glossary

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

automatic deposit advice slip. See payment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

check. See payment.

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

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

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

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

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

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

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

cost center. See business unit.

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

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

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

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

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

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

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

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

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

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

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

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

e-mail. Electronic mail.

effective date. The date upon which an address, item, transaction, change, or table becomes effective. For example, the date a change of address becomes effective or the date that a pay change becomes effective. Effective dates allow you to track employee history and turnover.

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

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

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

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

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

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

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

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

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

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

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

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

G/L. General ledger.

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

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

head count. The number of people in a position.

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

highly compensated employee (HCE). A distinction made for 401(k) discrimination testing. A highly compensated employee is one who meets one of the following criteria: 1) During the current year or the preceding year, the employee owned at least five percent of the company. 2) During the preceding year, the employee earned more than

80,000 (indexed for inflation) and was in the top 20% of employees ranked by compensation.

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

history. See employee history.

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

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

job. An employee's work duties and responsibilities.

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

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

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

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

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

master table. A database table used to store data and information that is permanent and necessary to

the system's operation. Master tables might contain data, such as paid tax amounts, supplier names, addresses, employee information, and job information.

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

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

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

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

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

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

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

output queue. See print queue.

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

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

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

pay type. A method of categorizing the various types of earnings that employees receive. You use

pay types to direct labor costs to separate accounts in the general ledger.

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

payroll cycle. The process that you complete to pay your employees. The payroll cycle consists of the following five steps: 1) Process pre-payroll, 2) Print payments, 3) Process pro forma journal entries, 4) Print payroll cycle reports, and 5) Process final update.

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

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

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

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

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

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

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

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

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

requisition. A record or document that contains information about an open position. You enter a requisition to begin the process of filling a vacancy within your organization.

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

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

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

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

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

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

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

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

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

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

stop date. The date that an allocation becomes inactive.

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

SUI. An acronym for state unemployment insurance. A type of insurance, funded by payroll taxes, that employees might collect when they lose their jobs for certain reasons.

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

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

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

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

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

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

taxable wages. The amount of wages derived directly from the Taxation Summary History table

(F06136). The actual amount is determined by subtracting the excludable and excess amounts from the gross wages. This amount might or might not be the amount reported on the form.

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

tier II tax. A payroll tax calculated for employees who work for a railroad company. This tax is completely separate from standard FICA and Medicare taxes.

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

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

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

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

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

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

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

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

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

W-3c form summarizes the information on the individual forms W-2c.

Index

Index

Numbers

940 Quarterly Worksheet, processing options, 5–5
940 Quarterly Worksheet report, 5–4
941 Detail Wage List, processing options, 5–4
941 Detail Wage List report, 5–3

A

Accounts Payable system
 integration setup, 8–3
 integration with Payroll, 8–1
Accruals. *See* Deductions, benefits, and accruals (DBAs)
Arrearage information, wage assignments, 7–21, 7–27
 combined amounts, 7–29
 minimum net pay, 7–33
 separate amounts, 7–30, 7–31
 variable wages, 7–32
Assigning fees or interest to wage attachments, 7–17
Automatic deposits, bank requirements, 9–22

B

Bank Reconciliation Register Report, data selection, 6–9
Basis tables, workers compensation insurance, 9–26
Benefits. *See* Deductions, benefits, and accruals (DBAs)

C

Calculation tables, correcting errors, 2–56
Calendar-month and payroll-month history, 3–2

Changes-only pre-payroll processing, 2–59
Checks

See also Payments
 printing interim checks, 4–17

Child support. *See* Wage assignments

Choosing an existing payroll ID, 2–15

Coexistence, payroll, 2–4

Copying bank information to the Payroll system, 6–5

Correcting DBA calculations, 2–43

Correcting employee records omitted from pre-payroll, 2–39

Correcting errors in pre-payroll processing, 2–39

Correcting gross-to-net errors, 2–58

Correcting information when DBAs did not calculate for any employee, 2–44

Correcting PDBA history errors, 6–20

Correcting PDBA history integrity errors automatically, 6–24

Correcting PDBA history integrity errors manually, 6–21

Correcting tax history integrity errors, 6–12

Correcting tax history integrity errors automatically, 6–16

Correcting tax history integrity errors manually, 6–13

Create Auto Deposit Tape File, processing options, 9–20

Creating a new payroll ID, 2–7

Creating an interim payroll ID, 4–6

Creating the workfile for pro forma journal entries, 2–82

D

DBA Register Report, processing options, 2–95

DBA Register report, 2–95

DBA Transaction Audit report, 2–95

DBAs. *See* Deductions, benefits and accruals (DBAs)

Deductions, benefits, and accruals (DBAs)
 Audit report, 2–95
 correcting calculation tables, 2–56
 correcting DBA instructions, 2–50
 group plans, correcting setup, 2–48
 one-time overrides, 2–57
 pre-payroll calculations, correcting errors, 2–43
 revising voucher information, 8–24
 setup
 correcting errors, 2–45
 payee voucher rules, 8–14
 voucher information, 8–8
 vouchers, 8–9
Deleting interim payments, 4–20

E

Entering a wage assignment with a split deduction, 7–25
Entering a wage assignment with agency arrearage information, 7–27
Entering a wage attachment for a garnishment, 7–12
Entering additional information for wage attachments, 7–35
Entering interim payments, 4–9
Entering ongoing wage assignments, 7–22
Entering tax payees by company, 8–7
Entering voucher information for group plans, 8–11
Entering voucher information for individual employees, 8–12
Entering wage attachments for employees, 7–11
Entering wage attachments for tax levies, 7–19
Entering wage attachments for wage assignments, 7–21
Errors
 correcting PDBA history integrity errors automatically, 6–23
 correcting PDBA history integrity errors manually, 6–21
 correcting tax history integrity errors automatically, 6–16
 correcting tax history integrity errors manually, 6–13
 DBA calculations, 2–43

employee records omitted from pre-payroll, 2–39
error codes for PDBA history integrity, 6–19
error codes for Tax History Integrity report, 6–6
gross-to-net, 2–58
PDBA history integrity, 6–18
tax history integrity, 6–4
tax recalculation, 2–63
voucher processing, 8–25
Examples, Splitting a wage assignment deduction between families, 7–25

F

Features

 payment options, 1–4
 payroll environment, 1–3
 payroll history, 1–4
 payroll-cycle processing, 1–4
 printing checks, 1–4
 tax calculation, 1–4

Federal Taxation History Report, processing options, 3–29

Federal taxes, reviewing reports, 2–96

Fees, wage attachments, 7–17

Files. *See* Tables

Final update, 2–101

Forms

 Check Reconciliation, 6–4
 Duplicate Pay Cycle, 9–11
 Employee Payment Review, 2–25, 2–30, 2–33, 2–43, 2–57, 2–74, 4–10, 4–12, 4–14, 4–15, 4–20
 Interim Entry, 4–10, 4–12, 4–14, 4–15
 Interim Header Information, 4–7
 Journal Line Entries, 8–21
 One Time Overrides, 2–57
 Pay Period Constants Revisions, 2–9, 2–47, 9–8
 Payee Voucher Rules, 8–15
 Payment Review and Void, 3–23
 Payroll Journal Entries, 2–83, 2–89
 PDBAs by Payroll Month, 3–5
 Pre-Payroll Processing, 2–8, 2–47, 4–16
 Print Payment Setup, 9–18
 Print Payments, 2–69
 Reset Payroll Parameters, 2–78

Review Vouchers by Payee, 8–20
Tax Area/Payee Cross-Reference, 8–7
Tax Detail, 3–16
Tax Summary, 3–14
Time Entry Revisions, 2–43
Unemployment Insurance Rate Revisions, 9–24
Void Check window, 3–24
Work with Calculation Tables, 2–56
Work with DBA Instructions, 2–50
Work With DBAs History, 3–4, 3–6, 3–7, 3–8, 3–9
work with employee DBA instructions, 8–13
Work With Pay Period Constants Revisions, 9–7, 9–11
Work With Pay Stub History, 3–18
Work with Payee Vouchers, 8–19
Work with Payment Distribution Review, 2–28
Work with Payment History, 3–22
Work with Payroll Cycle Workbench, 2–7, 2–15, 2–20, 2–25, 2–28, 2–30, 2–33, 2–37, 2–42, 2–47, 2–57, 2–60, 2–69, 2–71, 2–74, 2–75, 2–76, 2–77, 2–83, 2–89, 2–102, 4–6, 4–10, 4–12, 4–14, 4–15, 4–16, 4–18, 4–19, 4–20, 9–12, 9–16, 9–18
Work with Paystub Detail, 2–33
work with PDBAs, 8–10
Work With PDBAs Review, 6–22
Work with Tax Detail, 2–30
Work With Tax History, 3–13, 3–16
Work With Taxation History Review, 6–14
Work With Unemployment Insurance Rate Revisions, 9–24
Work With Workers Compensation Insurance Basis Tables, 9–27
Work With Workers Compensation Insurance Revisions, 9–29
Workers Compensation Insurance Basis Tables Revisions, 9–27
Workers Compensation Insurance Revisions, 9–29

G

Garnishments, 7–12
 defined, 7–1
 table setup, 7–3

General Accounting system, 1–3
General ledger, posting vouchers, 8–26
General liability insurance
 See also Workers compensation insurance report, 2–99
Generating state templates for SUI reporting, 5–7
Generating the workfile for SUI magnetic media, 5–6

H

Health and Welfare by Employee, processing options, 5–16
Health and Welfare by Employee Report, program, 5–15
Health and Welfare by Payee and Employee Report, program, 5–16
Health and Welfare by Payee and Union, processing options, 5–18
Health and Welfare by Payee and Union Report, program, 5–17
Health and Welfare Report by Payee and Employee, processing options, 5–17
Health and Welfare Reports, by employee, 5–15
History. *See* Payroll history

I

Identifying PDBA history integrity errors, 6–18
Identifying tax history integrity errors, 6–4
Integration, Accounts Payable system, 8–3
Integrity reports. *See* PDBA history integrity; Tax history integrity
Interim payments, 4–1, 4–5
 deleting interim payments, 4–20
 how to enter, 4–9
 interim payroll ID, 4–6
 payroll cycle processing, 4–15
 printing checks, 4–17
 purposes, 4–2
 types of interim payments, 4–9
 verification, 2–58
 voided payments, 4–15
 when to print and update, 4–2

J

journal entries, payroll cycle, 2–81

L

Local Income Tax report, 5–5, 5–6

Locked records, payroll cycle, 2–3

M

Magnetic media, SUI reports, 5–6

Master pay cycles, setup, 9–5

Minimum net pay, wage assignments, 7–33

N

New Hire Reporting – Create Workfile,
processing options, 5–10

O

Overview

payroll system flow, 1–4

system features, 1–3

system integration, 1–1

P

Pay types, deductions, benefits, and accruals
(PDBAs), pre-payroll processing, 2–5

Paychecks. *See* Payments

Payee Voucher Rules form, 8–15

Payees

by company for taxes, 8–7

setup, voucher rules, 8–14

Payment history, reconciling automatically, 6–6

Payment reconciliation, 6–1, 6–3

Amounts not Equal report, 6–8

automatic reconciliation, 6–6

Check Reconciliation – Update History
report, 6–8

copying bank information, 6–5

Issued but not Cleared report, 6–8

manual reconciliation, 6–3

Reconciliation Register report, 6–9

reports, 6–7

Payment-control number, on Payroll Register
report, 2–90

Payments

automatic deposits, bank requirements, 9–22

interim. *See* Interim payments

reprinting payments, 2–70

resetting the workfile, 2–76

types of payments, 2–67, 2–68

Payroll

overview, 1–1

pre-payroll. *See* Pre-payroll processing

system features, 1–3

system integration, 1–1

Payroll cycle

coexistence, 2–4

final update, 2–101

journal entries, 2–81

locked out employees, 2–3

overview, 2–1

payments, 2–67, 2–68

payroll ID, 2–3

payroll system flow, 1–4

payroll workbench, 2–3

printing reports, 2–88

reprinting payments, 2–70

resetting individual employee records, 2–74

resetting status codes, 2–77

resetting steps, 2–73

resetting the payment workfile, 2–76

resetting the payroll ID, 2–74

reviewing general payment information,
2–24

reviewing information, 2–19

reviewing payment distributions, 2–27

reviewing payroll messages, 2–34

reviewing paystub information, 2–32

reviewing tax information for payments,
2–30

setup, 9–5

control parameters, 9–12

payment types, 9–18

reports, 9–15

status, 2–19

Payroll Cycle Workbench, processing options,
2–16

Payroll Exception Report, processing options, 2–92

Payroll history, 3–1

- See also* Payroll history integrity
- calendar month, 3–2
- DBA Transaction Audit report, 2–95
- earnings history, 3–17
- Federal Tax History report, 3–28
- integrity reports. *See* PDBA history integrity
- integrity; Tax history integrity
- online review, 3–3
- payroll month, 3–2
- PDBA history, 3–3
- reports, 3–27
- reviewing payment history, 3–21
- State and Local Tax History report, 3–29
- tax history, 3–12
- Tax History by Company report, 3–27
- voiding payments, 3–21

Payroll history integrity

- See also* PDBA history integrity; Tax history integrity
- overview, 6–1
- PDBA history integrity, 6–17
- types of payroll history, 6–1

Payroll ID

- creating a new ID, 2–7
- interim, 4–6
- payroll cycle, 2–3
- pre-payroll processing, choosing an existing ID, 2–15
- reset, 2–74

Payroll message center, 2–34

Payroll Register, processing options, 2–91

Payroll workbench, payroll cycle, 2–3

PDBA. *See* Pay Types, Deductions, Benefits, and Accruals (PDBAs)

PDBA history integrity, 6–17

- correcting errors, 6–20
- correcting errors automatically, 6–23
- identifying errors, 6–18
- manual corrections, 6–21

PDBA History Integrity Report, processing options, 6–19

PDBA History Integrity report, 6–18

- data selection, 6–18
- data sequence, 6–19
- reviewing error codes, 6–19

Periodic reports, 5–1

- governmental reports, 5–3
- SUI reports, 5–6
- union, 5–13

Posting payroll vouchers to the general ledger, 8–26

Prepare Data for SUI Reporting, processing options, 5–7

Pre-payroll processing, 2–5

- choosing an existing payroll ID, 2–15
- correcting DBA calculations, 2–43
- correcting employee information, 2–42
- correcting errors, 2–39
- correcting missing timecard information, 2–42
- correcting pre-payroll parameters, 2–47
- correcting selection criteria, 2–40
- gross-to-net errors, 2–58
- new payroll ID, 2–7
- omitted employee records, 2–39

Print Checks, processing options, 9–20

Printing interim payments, 4–17

Printing payroll-cycle reports, 2–88

Pro forma journal entries. *See* Journal entries

Processing changes-only pre-payroll, 2–59

Processing interim payments, 4–15

Processing options

- 940 Quarterly Worksheet, 5–5
- 941 Detail Wage List, 5–4
- Create Auto Deposit Tape File, 9–20
- DBA Register Report, 2–95
- Federal Taxation History Report, 3–29
- Health and Welfare by Employee, 5–16
- Health and Welfare by Payee and Union, 5–18
- Health and Welfare Report by Payee and Employee, 5–17
- New Hire Reporting – Create Workfile, 5–10
- Payroll Cycle Workbench, 2–16
- Payroll Exception Report, 2–92
- Payroll Register, 2–91
- PDBA History Integrity Report, 6–19
- Prepare Data for SUI Reporting, 5–7
- Print Checks, 9–20
- Processing Options for General Liability Insurance, 2–100
- Processing Options for Paycheck Reconcil, 6–7
- Processing Options For Reconciliation Reg, 6–9
- State/Local Taxation History, 3–30
- Summary Payroll Register, 2–92

- Tax History by Company Report, 3–28
- Taxation History Integrity Report, 6–5
- Time and Pay Entry Journal, 2–95
- Processing Options for General Liability Insurance, processing options, 2–100
- Processing Options for Paycheck Reconcil, processing options, 6–7
- Processing Options For Reconciliation Reg, processing options, 6–9
- Processing payments, 2–67, 2–68
- Processing pre-payroll, 2–5
- Processing pro forma journal entries, 2–81
- Processing SUI information for specific states, 5–7
- Processing the final update, 2–101
- Programs and IDs
 - P05001C (Company Options), Company Options form, 8–4
 - P051131 (Time Entry), Time Entry Revisions, 2–43
 - P05181 (Employee DBA Instructions), Work With Employee DBA Instructions form, 8–13
 - P059061 (Pay Period Constants Revisions)
 - Duplicate Pay Cycle form, 9–11
 - Pay Period Constants Revisions form, 2–47, 9–8
 - Work With Pay Period Constants Revisions form, 9–7, 9–11
 - P059061 (pay period constants revisions), 2–9
 - P059116 (PDBA Setup), Work With PDBAs form, 8–10
 - P06197 (review vouchers by payee), 8–20
 - P06495 (review journal line entries), 8–21
 - P069012 (Tax Area Information), Tax Area Maintenance form, 8–6
 - P069211 (Workers Compensation Insurance)
 - Work With Workers Compensation Insurance Revisions form, 9–29
 - Workers Compensation Insurance Revisions form, 9–29
 - P06927 (payee voucher rules), 8–15
 - P070601 (Payment History)
 - Payment Review and Void form, 3–23
 - Void Check window form, 3–24
 - Work With Payment History form, 3–22
 - P070612 (check reconciliation), Check Reconciliation form, 6–4
 - P070920 (Tax History)
 - Tax Detail form, 3–16
 - Tax Summary form, 3–14
 - Work With Tax History form, 3–13, 3–16
 - P07186 (Stub Information History), Work With Pay Stub History form, 3–18
 - P07200 (Pre-Payroll Processing), Pre-Payroll Processing form, 2–47
 - P07200 (Pre-payroll Processing), Pre-Payroll Processing form, 2–8, 4–16
 - P07210 (Payroll Cycle Workbench), Work with Payroll Cycle Workbench form, 2–7, 2–15, 2–20, 2–25, 2–28, 2–30, 2–33, 2–37, 2–42, 2–47, 2–57, 2–69, 2–71, 2–74, 2–75, 2–76, 2–77, 2–83, 2–89, 2–102, 4–6, 4–10, 4–12, 4–14, 4–15, 4–16, 4–18, 4–19, 4–20, 9–12, 9–16, 9–18
 - P07210 (payroll cycle workbench), 2–60
 - P07216 (Reset Payroll Parameters), Reset Payroll Parameters form, 2–78
 - P07220 (payroll journal entries), Payroll Journal Entries form, 2–83, 2–89
 - P07230 (print payments), Print Payments form, 2–69
 - P072301 (Print Payment Setup), Print Payment Setup form, 9–18
 - P07280 (Interim Header Information)
 - Interim Entry form, 4–10, 4–12, 4–14, 4–15
 - Interim Header Entry form, 4–7
 - P07350 (Employee Payment Review), Work With Employee Payment Review form, 2–25, 2–30, 2–33, 2–43, 2–57, 2–74, 4–10, 4–12, 4–14, 4–15, 4–20
 - P07351 (Payment Distribution Review), Work with Payment Distribution Review form, 2–28
 - P07352 (Employee Pay Stub Detail), Work With Paystub Detail form, 2–33
 - P07353 (Tax Detail), Work With Tax Detail form, 2–30
 - P07497 (Payee Vouchers), Work with Payee Vouchers form, 8–19
 - P077001 (Taxation History Review), Work With Taxation History Review form, 6–14
 - P077002 (PDBAs Integrity Report Review), Work With PDBAs Review form, 6–22
 - P079071 (Workers Compensation Insurance)
 - Work With Workers Compensation Insurance Basis Table form, 9–27

Workers Compensation Insurance Basis
Table Revisions form, 9–27
P079221 (unemployment insurance rates)
Unemployment Insurance Rate Revisions,
9–24
Work With Unemployment Insurance
Rate Revisions, 9–24
P079261 (Tax Area/Payee Cross-reference),
Tax Area/Payee Cross Reference form, 8–7
P079951 (PDBAs History)
DBAs by Calendar Month form, 3–7
PDBAs by Payroll Month form, 3–5
Work With DBAs History form, 3–4, 3–6,
3–8, 3–9
P07OTO1 (One Time Override), One Time
Overrides form, 2–57

R

Reconciling payment history automatically, 6–6
Reconciling payments, 6–3
Registers. *See* Reports
Reports
940 Quarterly Worksheet, 5–4
941 Detail Wage List, 5–3
Amounts not Equal, 6–8
Automatic Deposits Bank Register, 2–98
Certified Payroll Register, 5–14
Check Reconciliation – Update History, 6–8
DBA Register, 2–95
DBA Transaction Audit, 2–95
Employee Medicare Register, 2–96
Employee Social Security Register, 2–96
Employer Medicare Register, 2–96
Employer Social Security Register, 2–96
Federal 941 Worksheet, 5–3
Federal Tax Distribution Summary, 2–96
Federal Tax History, 3–28
General Ledger Post Payroll Vouchers, 8–26
General Liability Insurance Register, 2–99
governmental reports, 5–3
Health and Welfare by Employee, 5–15
Health and Welfare by Payee and Employee,
5–16
Health and Welfare by Payee and Union,
5–17
Issued but not Cleared, 6–8

Local Income Tax, 5–5
Medicare registers, 2–96
payment reconciliation, 6–7
Payroll Exception, 2–92
Payroll Payment Register, 2–98
Payroll Register, 2–90
Payroll Voucher Journal Detail, 8–23
Payroll Voucher Journal Summary, 8–23
PDBA History Integrity, 6–18
periodic, 5–1
Posting Edit, 8–26
Reconciliation Register, 6–9
setup, payroll cycle reports, 9–15
Social Security Registers, 2–96
State and Local Tax History, 3–29
State Income Tax, 5–5
State Tax Distribution Summary, 2–96
SUI reports, 5–6
Summary Payroll Register, 2–91
Tax History by Company, 3–27
Tax History Integrity, 6–4
Time and Pay Entry Journal, 2–94
Time and Pay Register, 2–94
union, 5–13
Union Distribution, 5–13, 5–14
Wage Attachment Voucher, 8–24
Workers Compensation Insurance Register,
2–98
Reprinting payments, 2–70
Resetting individual employee records, 2–74
Resetting payroll-cycle steps, 2–73
Resetting status codes, 2–77
Resetting the payroll ID, 2–74
Review Vouchers by Payee form, 8–20
Reviewing
Health and Welfare by Employee report,
5–15
Health and Welfare by Payee and Employee
report, 5–16
Health and Welfare by Payee and Union
report, 5–17
Union Distribution report, 5–13, 5–14
Reviewing earnings history, 3–17
Reviewing error codes for the PDBA history
integrity report, 6–19
Reviewing error codes for the tax history
integrity report, 6–6
Reviewing general payment information, 2–24
Reviewing payment distributions, 2–27

- Reviewing payment reconciliation status, 6–3
- Reviewing payroll history information online, 3–3
- Reviewing payroll history reports, 3–27
- Reviewing payroll messages, 2–34
- Reviewing payroll voucher journal reports, 8–23
- Reviewing payroll-cycle information online, 2–19
- Reviewing paystub information, 2–32
- Reviewing pro forma vouchers by employee, 8–22
- Reviewing pro forma vouchers by payee, 8–19
- Reviewing tax history, 3–12
- Reviewing tax information for payments, 2–30
- Reviewing the 940 Quarterly Worksheet report, 5–4
- Reviewing the 941 Tax Return Worksheet, 5–3
- Reviewing the Automatic Deposits Bank Register report, 2–98
- Reviewing the certified payroll register report, 5–14
- Reviewing the DBA Register report, 2–95
- Reviewing the DBA Transaction Audit report, 2–95
- Reviewing the Federal Tax Distribution Summary report, 2–96
- Reviewing the General Liability Insurance Register report, 2–99
- Reviewing the Local Income Tax report, 5–6
- Reviewing the Payroll Exception report, 2–92
- Reviewing the Payroll Payment Register report, 2–98
- Reviewing the Payroll Register report, 2–90
- Reviewing the Reconciliation Register report, 6–9
- Reviewing the State Income Tax report, 5–5
- Reviewing the State Tax Distribution Summary report, 2–96
- Reviewing the status of a payroll cycle, 2–19
- Reviewing the Summary Payroll Register report, 2–91
- Reviewing the Tax History by Company report, 3–27
- Reviewing the Wage Attachment Voucher report, 8–24
- Reviewing the Workers Compensation Insurance Register report, 2–98

- Reviewing time and pay entry journal report, 2–94
- Reviewing union reports, 5–13
- Reviewing voucher error messages, 8–25
- Reviewing wage attachment history, 7–39
- Revising voucher information, 8–24

S

Screens. *See* Forms

Setting up

- Accounts Payable integration, 8–3
- payee voucher rules, 8–14
- voucher information for DBAs, 8–8
- vouchering for DBAs, 8–9
- vouchering for tax transactions, 8–5

Setting up additional exemption amounts for disabilities, 7–9

Setting up exemption tables for tax levies, 7–6

Setting up garnishment tables, 7–3

Setting up master pay cycles, 9–5

Setting up payment types, 9–18

Setting up payroll-cycle control parameters, 9–12

Setting up payroll-cycle information, 9–5

Setting up payroll-cycle reports, 9–15

Setting up standard annual exemption amounts, 7–7

Setting up tables for wage attachments, 7–3

Setting up tax information, 9–23

Setting up unemployment insurance rates, 9–23

Setting up user defined codes for Payroll, 9–3

Setting up voucher information for tax transactions, 8–4

Setting up workers compensation insurance rates, 9–28

Setting up workers compensation insurance-basis tables, 9–26

Setup, 9–1

- master pay cycles, 9–5
- payment types, 9–18
- payroll-cycle control parameters, 9–12
- payroll-cycle reports, 9–15
- unemployment insurance rates, 9–23
- workers compensation insurance rates, 9–28
- workers compensation insurance-basis tables, 9–26

State Income Tax report, 5–5
State taxes, reviewing reports, 2–96
State/Local Taxation History, processing options, 3–30
Status codes, resetting in payroll cycle, 2–77
SUI reports
 magnetic media workfile, 5–6
 state templates, 5–7
Summary Payroll Register, processing options, 2–92
System integration, 1–1
 General Accounting system, 1–3
 graphic, 1–2
 Payroll system, 1–1
System setup. *See* Setup

T

Tables

Accounts Payable Store and Forward (F041121), 8–18
Bank Reconciliation – Paid (F06561), 6–6, 6–8
Burden Distribution (F0624), 5–15
Business Unit Master (F0006), 5–14
DBA Detail History (F0619), 2–95, 5–14, 5–15, 5–17
DBA Transaction Detail (F0709), 8–17
Employee Master (F060116), 2–101
Employee Tax Exemptions/Overrides (F06017), 5–14
F06136 (Tax History), 3–12
F06136 (Taxation Summary History), 6–2, 6–4
F06145 (Calendar Month DBA Summary History), 6–2
F06145 (Calendar Month Summary History), 3–3
F06146 (Employee Transaction History Summary), 6–17, 6–18
F06146 (Payroll Month PDDBA Summary History), 3–3, 6–2
F06148 (Tax Area Transaction Summary History), 6–2
F06156 (Paycheck Summary), 3–21
F06166 (Tax Ledger), 6–2
F0618 (Payroll Transaction History), 2–99, 6–2

F0619 (DBA Detail History), 6–2
F0627 (Workers Compensation Summary History), 6–2
F063951 (Compressed Payroll Journal), 2–81
F07186 (Stub Information History), 3–17
F0902 (Account Balances), 2–81
F0911 (Account Ledger), 2–81
Paycheck Summary (F06156), 5–14, 6–9
Payroll Transaction History (F0618), 5–13, 5–14, 5–15, 5–17
Tax Ledger (F06166), 5–14
Tax Reporting History (F068500), 5–3
Taxation Summary History (F06136), 5–3, 5–4, 5–5, 5–6
Tax History by Company Report, processing options, 3–28
Tax history integrity, 6–3
 correcting errors, 6–12
 correcting errors automatically, 6–16
 correcting errors manually, 6–13
 identifying errors, 6–4
Tax History Integrity report, 6–4
 data selection, 6–6
 data sequence, 6–6
 reviewing error codes, 6–6
Tax information
 reviewing tax information for payments, 2–30
 setting up tables, 9–23
Tax levies
 additional exemption amounts for disabilities, 7–9
 defined, 7–1
 example: setting up, 7–7
 exemption tables, 7–6
 standard annual exemption amounts, 7–7
 wage attachments, 7–19
Taxation History Integrity Report, processing options, 6–5
Taxes
 activating vouchers, 8–4
 local income tax report, 5–5
 payees by company, 8–7
 pre-payroll calculations, 2–63
 recalculating deductions, 2–63
 recalculating for employees, 2–63
 revising voucher information, 8–24
 setup
 payee voucher rules, 8–14

- vouchers, 8–5
- Social Security and Medicare register reports, 2–96
- state income tax report, 5–5
- Time and Pay Entry Journal, processing options, 2–95
- Time entry, overtime. *See* Overtime timecards
- Tip processing, correcting errors in pre-payroll, gross-to-net error, 2–64
- Transactions, summarization overview, 8–1

U

- Understanding recalculation of employee taxes, 2–63
- Unemployment insurance, setting up rates, 9–23
- Union Distribution, report, 5–13, 5–14
- Unvoiding a payment, 3–25
- User defined code lists, setup, 9–1, 9–3

V

- Voiding payments, 3–21
 - unvoiding a payment, 3–25
- Vouchers, 8–17
 - creating Payroll vouchers, 8–1
 - payroll summarization, 8–1
 - posting to general ledger, 8–26
 - reviewing by payee, 8–19
 - reviewing journal reports, 8–23
 - reviewing vouchers by employee, 8–22
 - revising information, 8–24
- setup
 - deduction, benefit, and accruals (DBAs), 8–8
 - employees, 8–12
 - group plans, 8–11
 - payee voucher rules, 8–14
 - tax transactions, 8–5
- tax transactions, 8–4
- transferring vouchers to accounts payable, 8–26

W

- Wage assignments
 - agency arrearage information, 7–27
 - arrearage information for combined amounts, 7–29
 - arrearage information for minimum net pay, 7–33
 - arrearage information for separate amounts, 7–30
 - arrearage information for variable wages, 7–32
 - defined, 7–1
 - entering, separate amounts, 7–31
 - example: splitting deduction between families, 7–25
 - minimum net pay, 7–33
 - ongoing, 7–22
 - split deduction, 7–25
- wage assignments, employees with multiple families, 7–25
- Wage attachments, 7–1
 - additional information, 7–35
 - assigning fees, 7–17
 - common terms, 7–2
 - deleting wage attachments, 7–40
 - entering for employees, 7–11
 - exemptions for disabilities, 7–9
 - garnishment tables, 7–3
 - garnishments, 7–1, 7–12
 - history, 7–39
 - standard annual exemption amounts, 7–7
 - table setup, 7–3
 - tax levies, 7–1, 7–19
 - wage assignments, 7–1, 7–21
- Wage Attachment Voucher report, 8–24
- Windows. *See* Forms
- Work with Calculation Tables form, 2–56
- Work with DBA Instructions form, 2–50
- Work With PDBAs form, 8–10
- Workers compensation, setting up insurance rates, 9–28
- Workers compensation insurance
 - basis tables, 9–26
 - report, 2–98
- Working with governmental reports, 5–3
- Working with interim payments, 4–5
- Working with PDBA history integrity, 6–17
- Working with tax history integrity, 6–3

Working with vouchers, 8–17

Y

Year-end processing, payroll history integrity,
6–1

