

PeopleSoft®

PeopleSoft EnterpriseOne Canadian Payroll 8.11 SP1 PeopleBook

August 2005

PeopleSoft EnterpriseOne Canadian Payroll 8.11 SP1 PeopleBook
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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

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Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspres@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

Address Book Number	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.
As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	<p>Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.</p> <p>If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.</p>
Document Number	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
Document Type	<p>Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:</p> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>
Effective Date	<p>Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:</p> <ul style="list-style-type: none">• The date on which a change of address becomes effective.• The date on which a lease becomes effective.• The date on which a price becomes effective.• The date on which the currency exchange rate becomes effective.• The date on which a tax rate becomes effective.
Fiscal Period and Fiscal Year	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
G/L Date (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Canadian Payroll Preface

This preface discusses:

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

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft products:

- PeopleSoft EnterpriseOne Payroll
- PeopleSoft EnterpriseOne Canadian Payroll
- PeopleSoft EnterpriseOne HCM Foundation

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of the system appears in companion volumes of documentation called *PeopleSoft EnterpriseOne Human Capital Management 8.11 SP1 Application Fundamentals PeopleBook* and *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, “PeopleSoft EnterpriseOne HCM Fundamentals Preface”

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, “PeopleSoft EnterpriseOne Payroll Preface”

Common Elements Used in This PeopleBook

Company and Home Company

Enter the company number where the employee records generally reside.

Job Step

Enter a user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.

Job Type	Enter a user defined code (07/G) that defines the jobs within the 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.
Payroll ID (payroll identification)	Enter 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. This code is also used to identify the interim ID that you select when you enter interim payments.
Pay Type	Enter 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.
Provider/Trustee	Enter 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.
Tax Area	Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.
Tax Identification	Enter a number that identifies the 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. If you do not currently have the number, complete this field with <i>applied for XX/YY</i> , where <i>XX</i> is the tax area and <i>YY</i> is the tax type. When you receive the number, replace this temporary entry. For Canadian employment insurance: Enter the Canada Customs and Revenue Agency (CCRA) or Ministère du Revenu du Québec business identification number (BIN) as the corporate tax ID.
Tax Type	Enter a user defined code (07/TX) that specifies the type of payroll tax being processed. To set up state minimum wage amounts, you must enter <i>MW</i> in this field. To do so, you must first add <i>MW</i> to UDC 07/TX. However, you should not change the codes and definitions that PeopleSoft provides with the software.

CHAPTER 1

Getting Started

This chapter discusses:

- Canadian Payroll overview.
- Canadian Payroll business processes.
- Canadian Payroll integrations.
- Canadian Payroll implementation.

Canadian Payroll Overview

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

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

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

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

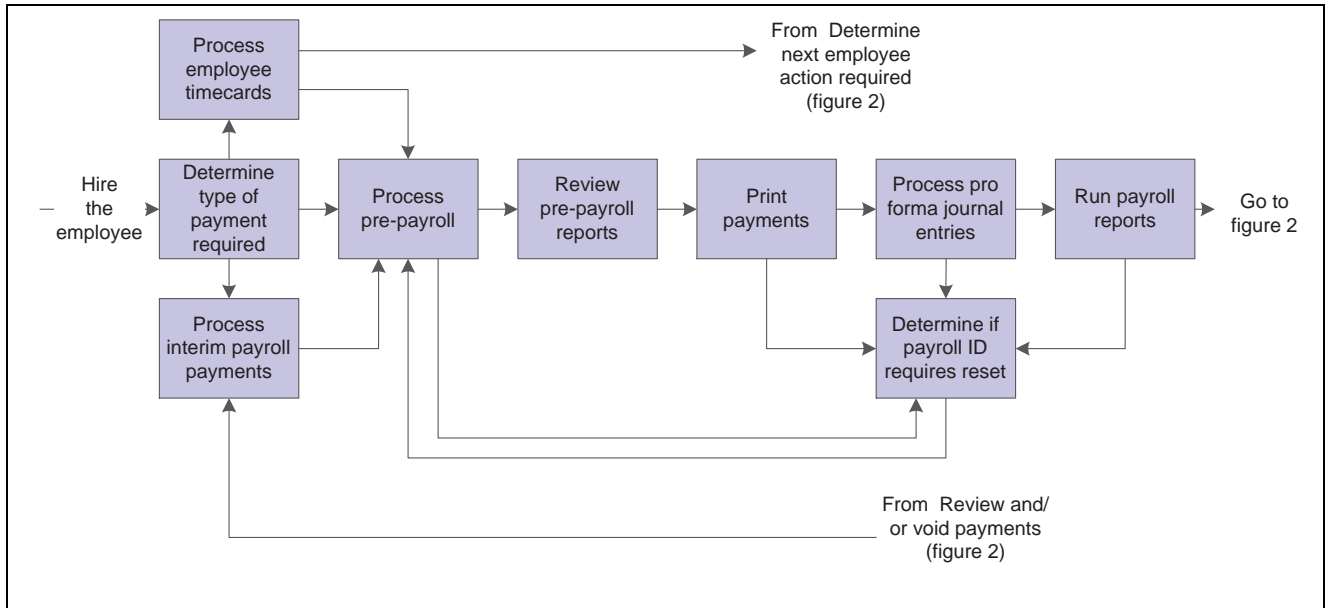
- Complete employee information.
- Job information.
- Pay type, deduction, benefit, and accrual (PDBA) information.
- Time and labor information.

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

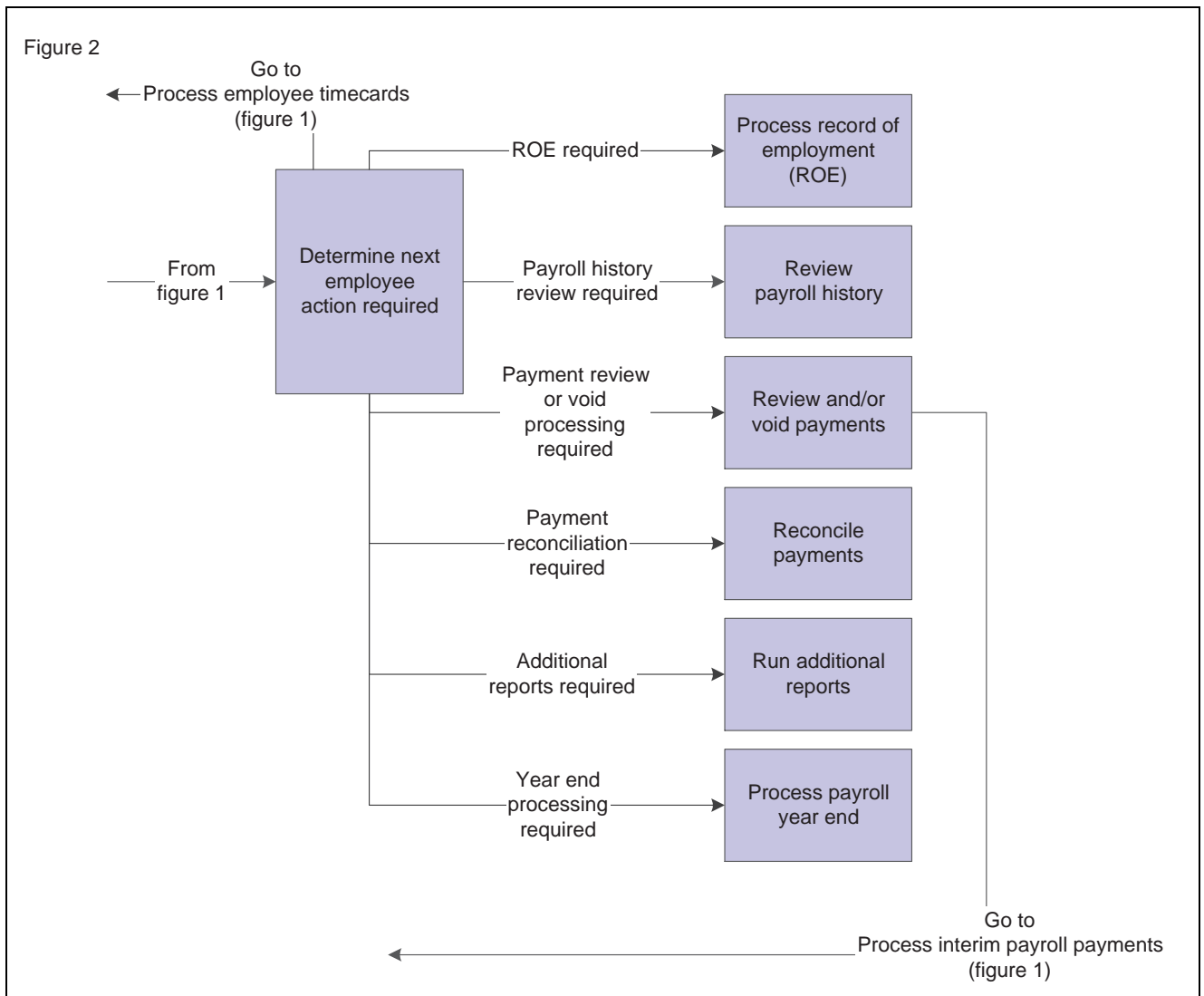
Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security so that users can access only the information that they need for their jobs. Typically, the system administrator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

Canadian Payroll Business Processes

The process flow illustrates the Canadian Payroll business processes:



Canadian Payroll business processes: figure 1



Canadian Payroll business processes: figure 2

We discuss these business processes in the business process chapters in this PeopleBook, and in the *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*.

Canadian Payroll Integrations

The PeopleSoft EnterpriseOne Canadian Payroll system integrates with these PeopleSoft EnterpriseOne products:

- Asset Lifecycle Management
- Financial Management
- Human Capital Management
- Project Management

- **Supply Chain Management**

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Asset Lifecycle Management

Payroll integrates with the Asset Lifecycle Management applications to streamline processes, improve operational and performance management, and allow the tracking of time and labor costs related to managing assets.

Financial Management

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

Payroll integrates with General Accounting to automatically update general ledger transactions and account balances. Payroll can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on the labor accounts and run a summary of the liabilities and cash accounts.

Payroll uses employee names and addresses that are stored in Address Book.

Human Capital Management

Payroll integrates with the other PeopleSoft EnterpriseOne Human Capital Management applications so that changes to employee, human resource, time and labor, and benefit information are immediately reflected throughout the system, ensuring that each paycheck and report is up to date.

Project Management

Project Management and Payroll integrate to recognize labor and overhead expenses as they occur, for precise planning and variance analysis.

Supply Chain Management

Payroll integrates with the Supply Chain Management applications to give insights into the connection between operations and human capital costs.

Canadian Payroll Implementation

This section provides an overview of the steps that are required to implement the General Accounting system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the global implementation steps for the Canadian payroll system:

Step	Reference
1. Set up fiscal date patterns, companies, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Organizations"</i>
2. Set up accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, "Creating the Chart of Accounts"</i>
3. Set up General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook, "Setting Up the General Accounting System"</i>
4. Set up multicurrency processing, including currency codes and exchange rates.	<ul style="list-style-type: none"> • <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook, "Setting Up General Accounting for Multicurrency Processing"</i> • <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook, "Setting Up Exchange Rates"</i>
5. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting</i>
6. Enter Address Book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook, "Entering Address Book Records"</i>
7. Set up Human Capital Management fundamental information.	<i>PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook</i>

Core Implementation Steps

This table lists the core implementation steps for the Canadian payroll system:

Step	Reference
1. Set up the Payroll Cycle Workbench.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
2. Set up Master Pay Cycles.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
3. Create a payroll ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
4. Attach a Master Pay Cycle to a payroll ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
5. Set up payroll cycle control parameters.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
6. Set up pay cycle reports.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
7. Set up payment information.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
8. Set up payment types.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>

Step	Reference
9. Set up debit account information for automatic deposits.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
10. (Optional) Set up multiple version processing.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
11. (Optional) Attach multiple version information to a payroll ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information"</i>
12. Set up the Interims Workbench.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Interim Payments"</i>
13. Create an interim payroll ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Interim Payments"</i>
14. Roll pay period dates forward for an interim ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Interim Payments"</i>
15. Set up reports for an interim ID.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Interim Payments"</i>
16. Set up unemployment insurance rates.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tax Information"</i>
17. Set up workers' compensation insurance-basis tables.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tax Information"</i>
18. Set up workers' compensation insurance rates.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tax Information"</i>
19. (Optional) Set up job step progression information for employees.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Job Step Progression Processing"</i>
20. (Optional) Set up job step progression parameters.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Job Step Progression Processing"</i>
21. (Optional) Set up timecard automation for stand-alone job step progression.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Job Step Progression Processing"</i>
22. (Optional) Set up rule sets for job step progression processing.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Job Step Progression Processing"</i>
23. Set up garnishment tables.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tables for Wage Attachments"</i>
24. Set up standard annual exemption amounts and additional exemption amounts for disabilities.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tables for Wage Attachments"</i>
25. Set up exemption calculation tables for exemption rules.	<i>PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Tables for Wage Attachments"</i>

Canadian Payroll Implementation Steps

This table lists the suggested application-specific implementation steps for the Canadian payroll system:

Step	Reference
1. Set up tax area information, corporate tax IDs, and employment insurance rates.	Chapter 3, “Setting Up Tax Information,” page 13
2. Set up pay types, tax-deferred compensation deduction, and taxable fringe benefits.	Chapter 4, “Setting Up Pay Types, Deductions, Benefits, and Accruals,” page 25
3. Enter country-specific employee information and additional tax information for an employee.	Chapter 5, “Setting Up Employee Information,” page 37

CHAPTER 2

Understanding Payroll Processing for Canada

This chapter provides overviews of the payroll process for employees in Canada, features of Canadian payroll, and user defined codes (UDCs) for Canada.

Understanding the Canadian Payroll Process

With PeopleSoft EnterpriseOne Canadian Payroll, you can design payroll processes to meet the organization's specific requirements. You can define and establish earnings, deductions, taxes, and processes that fit the unique business needs. The Payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and government-regulated tax information.

The payroll process is the same for all countries, and includes these steps:

1. Pre-Payroll Processing
2. Print Payments
3. Journal Entries
4. Payroll Reports
5. Final Update

To process employees in Canada through a payroll cycle, you must complete all of these steps. We recommend that, before you set up or process payroll information for employees Canada, that you have a thorough understanding of PeopleSoft EnterpriseOne Payroll. This documentation discusses only those steps, features, and processes that are specific to processing payroll for employees in Canada, and is intended to be used in conjunction with the *PeopleSoft EnterpriseOne Payroll 8.11 SPI PeopleBook*.

Translation Considerations for Multilingual Environments

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

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

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

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, “Setting Up Organizations,” Translating Business Units

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, “Creating the Chart of Accounts,” Translating Accounts

PeopleSoft EnterpriseOne Accounts Receivable 8.11 SP1 PeopleBook, “Setting Up Credit and Collections Management,” Setting Up Letter Text for Statements and Delinquency Notices

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook

Features of Canadian Payroll Processing

To correctly update payroll records for employees in Canada, you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, you can use these additional steps, features, and procedures to process country-specific information for employees in Canada:

Process	Usage
Payroll Cycle Reports	The system includes country-specific payroll reports that the organization can use to fulfill government reporting requirements, or to review and audit payroll information.
Payment History	The system includes country-specific payroll history tables to store payroll information that is specific to employees that work in Canada, such as employment insurance. The system also includes reports and forms that can be used to review this history information.
Records of Employment (ROEs)	The system provides programs to create and process ROE forms, which are required by the Canadian government. ROEs are used to track and report employees who are separated from employment.
Employee Information	The system provides form that enable you to enter information for Canadian employees during the employee entry process.
PDBA Information	The system enables you to set up pay types, benefits, and deductions that meet the requirements of the Canadian government.
Tax Information	The system enables you to set up taxes for Canadian local, state, provincial, and federal taxing authorities, and process and report those taxes accordingly.

Understanding User Defined Codes for Canada

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

Important! User-defined codes (UDCs) are central to PeopleSoft EnterpriseOne software. You should be thoroughly familiar with UDCs before you change them.

To process payroll and ROEs in Canada, set up Canada-specific UDCs, in addition to the UDCs for PeopleSoft EnterpriseOne Payroll and Human Capital Management.

National Occupational Classification Codes (05/NC)

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

See <http://www23.hrdc-drhc.gc.ca> for more information about NOC codes

Workers' Compensation Basis Table Codes (06/IP)

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

ROE Work Stoppage Reason (06/RT)

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

Recall Expectation (07/RE)

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up User-Defined Information," User-Defined Codes for Human Capital Management Systems

CHAPTER 3

Setting Up Tax Information

This chapter provides an overview of tax information for Canada, lists prerequisites, and discusses how to:

- Set up tax area information.
- Set up corporate tax IDs.
- Set up employment insurance rates.
- Report Workers' Compensation with a tax ID.
- Run the Populate Vertex Filing Status Process program (R0701730).

Understanding Tax Information for Canada

In PeopleSoft EnterpriseOne Payroll, federal and provincial tax amounts are calculated by a third-party software package.

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

This table describes the two tax information areas in Payroll:

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

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

Tax Area Codes for Canada

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

These examples illustrate the tax area structure:

Tax Area Example	Description
700030000	British Columbia.
700190000	Quebec.
CFEDU01	Canadian federal employment insurance taxes.
Federal	All federal taxes.

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

You can also set up tax parameters to recognize tax limits for employees who change companies.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Tax Information,” Setting Up State Common Paymaster.

Prerequisites

Before you complete the tasks in this section:

- Install Quantum for Payroll Tax.
- Set up statutory codes in user defined code list 06/SC.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up User-Defined Information,” User-Defined Codes for Human Capital Management Systems.

Setting Up Tax Area Information

This section discusses how to set up tax area information.

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

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, “Setting Up Tax Information,” Setting Up the GeoCoder

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, “Setting Up Tax Information,” Running the Update Tax Area Table Report

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, “Integrating Accounts Payable”

Forms Used to Set Up Tax Area Information

Form Name	FormID	Navigation	Usage
Work With Tax Area Information	W069012C	Taxes and Insurance Setup (G07BPT14), Tax Area Information	Access the Tax Area Revisions form.
Tax Area Revisions	W069012B	On the Work With Tax Area Information form, click Add.	Set up tax area information.

Setting Up Tax Area Information

Access the Tax Area Revisions form.

Tax Area Information - Tax Area Revisions

Work With Tax Area Information | Tax Area Revisions

OK Cancel Form Previous Next Tools

Tax Area: FEDERAL Description 1: Canadian Federal Income Ta

Tax Type: CA Description 2:

Required

Statutory Code:

Co/Empl Paid: E

Method of Printing: Y

Optional

A/P Voucher (Y,N): Y

Provider/Trustee: 4090 Revenue of Canada

Occ Tax WH Freq:

Arrearage Rules: N

Taxes Priority:

Tax Adjustment Limitation: 0.00

Tax Area Revisions form

Description 1	<p>Enter a description for the data items.</p> <p>If you are entering state or provincial taxes, it is recommended that you start the descriptions with the two-letter state or province abbreviation.</p> <p>This naming convention provides you with an easier search because the system groups all taxes with the same abbreviation together.</p>
Co/Empl Paid (company/employee paid)	<p>Enter a code that indicates 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). Values are:</p> <p><i>C</i>: Company paid</p> <p><i>E</i>: Employee withheld</p>
Method of Printing	<p>Enter a code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs. Values for pay types and payroll taxes include:</p> <p><i>Y</i>: Print on paystub (default).</p> <p><i>S</i>: Print separate payment (one item per payment).</p> <p><i>C</i>: Print separate payment (C types combined)</p> <p><i>N</i>: Do not print on paystub.</p> <p>Values for DBAs include:</p> <p><i>Y</i>: Print as total deductions (default).</p> <p><i>S</i>: Print separate payment (one item per payment).</p> <p><i>C</i>: Print separate payment (include detail).</p> <p><i>N</i>: Do not print on paystub.</p> <p><i>I</i>::Print individual DBA codes.</p> <p><i>T</i>: Print by DBA print group.</p> <p>The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.</p>
Statutory Code	<p>Enter an alpha code from user-defined code (UDC) table 07/SC that specifies the two-character or three-character state or province code that prints on statutory reports such as W-2s and T4s.</p> <p>For example, on W-2s and T4s, instead of printing 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.</p>
A/P Voucher (Y,N) (accounts payable voucher [yes, no])	<p>Enter a code that determines whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are:</p> <p><i>N</i>: No.</p> <p><i>Y</i>: Yes.</p>

Setting Up Corporate Tax IDs

This section provides an overview of corporate tax IDs and discusses how to set up corporate tax IDs.

Understanding Corporate Tax IDs

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

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

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

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

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

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

Forms Used to Set Up Corporate Tax IDs

Form Name	FormID	Navigation	Usage
Work With Corporate Tax IDs	W059081AA	Taxes and Insurance Setup (G07BPT14), Corporate Tax IDs	Access the Corporate Tax ID Revisions form.
Corporate Tax ID Revisions	W059081AB	On the Work With Corporate Tax IDs form, click Add.	Set up corporate tax IDs.

Setting Up Corporate Tax IDs

Access the Corporate Tax ID Revisions form.

Corporate Tax IDs - Corporate Tax ID Revisions

Work With Corporate Tax ID's Corporate Tax ID Revisions

OK Find Delete Cancel Form Previous Next Tools

Company 00077 Canadian Company

Tax Area (Work) *

Records 1 - 4 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Work Tax Area	T T	Tax Area/Type Description	C P	PM GR	Tax ID
<input type="checkbox"/>		700190000	CF	Quebec Provincial	N		9778997788012120
<input type="checkbox"/>		CFEDU01	CD	EI Reduced Company Rate	N		BIN162734154571
<input type="checkbox"/>		CFEDU02	CD	EI Employer Secondary Rate	N		BIN246566786755
<input type="checkbox"/>							

Corporate Tax ID Revisions form

Work Tax Area

You must enter a value in this field before you can exit the form. Use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area. If you are using PeopleSoft EnterpriseOne Time and Labor without either Payroll or Human Resources, the system does not calculate taxes.

Parent Co Name (parent company name)

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the F0150 table for the blank structure type. This address number must exist in the F0101 table for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.
- Branches with a home office.
- Job sites with a general contractor.

For payroll year-end reporting, to report multiple companies with the same tax ID under one parent company, enter the address number for the parent (reporting) company for all child companies as well as for the parent company.

Setting Up Employment Insurance Rates

This section provides an overview of employment insurance, lists prerequisites, and discusses how to set up employment insurance rates.

Understanding Employment Insurance

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

Prerequisite

Before you complete the task in this section, define information about each company within the organization:

- See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up System Options,” Setting Up Company Options.
- Define a valid tax-type code for each tax authority number (tax area) that you use.

Forms Used to Set Up Employment Insurance Rates

Form Name	FormID	Navigation	Usage
Work With Unemployment Insurance Rate Revisions	W079221A	Taxes and Insurance Setup (G07BPT14), Unemployment Insurance Rates	Access the Unemployment Insurance Rate Revisions form.
Unemployment Insurance Rate Revisions	W079221B	On the Work With Unemployment Insurance Rate Revisions form, click Add.	Set up employment insurance rates.

Setting Up Employment Insurance Rates

Access the Unemployment Insurance Rate Revisions form.

Unemployment Insurance Rates - Unemployment Insurance Rate Revisions

Company: 00077 Canadian Company
 Tax Type: CD
 Effective Dates Of Rates- From: 01/01/2005 Thru: 12/31/2005

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

Unemployment Insurance Rate Revisions form

Company Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table 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. You cannot use company 00000 for transaction entries.

Effective Dates Of Rates - From :	Enter the first date in a range of dates.
Thru :	Enter the last date in a range of dates.
Work Tax Area	Enter the code that identifies the tax authority for U.S. unemployment or Canadian employment insurance rates.
Rate	Enter the rate that the system uses to compute U.S. unemployment and Canadian employer-paid employment insurance premiums. This rate is represented as a decimal fraction.
Annual Earn Limit	Enter the annual limit for U.S. unemployment insurance premiums or Canadian EI insurable earnings.
Exc. Prm. (exclude premium)	Enter 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, this field relates to all pay types that are defined as taxable. For Canadian employment-insurance rates, this field should be set to <i>No</i> because premium pay such as overtime is not excluded from employment insurance in Canada. For pay tables that are used for step progression processing, this field should be set to <i>No</i> .

Reporting Workers' Compensation with a Tax ID

This section provides an overview of Workers' Compensation for Canada and discusses how to report Workers' Compensation using a tax ID.

Understanding Workers' Compensation for Canada

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

Reporting Workers' Compensation Using a Tax ID

To report workers' compensation using a tax ID:

1. Add new tax type codes for workers' compensation in UDC 06/TX.

The codes are two characters long, and the first character must be a *W* (because the *W* is hard-coded in other applications). The second character can be any character (for example, *WI*).

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

This table illustrates example values:

Field	Value
Code	<i>NSI</i>
Description 1	<i>Nova Scotia</i>
Description 2	<i>W1</i>
Hard Coded	<i>N</i>

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

This table illustrates example values:

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

Note. Activating vouchering does *not* automatically create a voucher for workers' compensation during the payroll process.

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

This table illustrates example values:

Field	Value
Work Tax Area	<i>700130000</i>
TT	<i>W1</i>
Description	<i>Nova Scotia</i>
CP	<i>N</i>
Tax ID	<i>BINxxxxxxxxxx</i>

6. For each affected employee, specify a workers' compensation insurance code that you created in step 3 in the Workers' Comp field (WCMP) on the National and Fiscal Data - Canada form.
7. Set up workers' compensation rates for the workers' compensation insurances codes that you created in step 3.

Specify these codes in the WCI Code field (WCMP) on the Workers' Compensation Insurance Revisions form.

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Chapter 3, "Setting Up Tax Information," Setting Up Tax Area Information, page 14

Chapter 5, "Setting Up Employee Information," Entering Country-Specific Information for an Employee, page 38

Chapter 3, "Setting Up Tax Information," Setting Up Employment Insurance Rates, page 18

Running the Populate Vertex Filing Status Process Program (R0701730)

This section discusses how to set the processing options for the Populate Vertex Filing Status Process program.

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

You can access this program from batch versions.

Setting Processing Options for the Populate Vertex Filing Status Process Program (R0701730)

Processing options enable you to specify the default processing for programs and reports.

Default

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

- | | |
|--|---|
| 1. Delete all records from F0701730 before running? | Specify whether the system deletes records from the F0701730 table before processing. Values are: |
|--|---|

1: Yes, delete all records.

Blank or 0: No, do not delete records.

CHAPTER 4

Setting Up Pay Types, Deductions, Benefits, and Accruals

This chapter provides an overview of pay type, deduction, benefit, and accrual (PDBA) setup for Canada and discusses how to:

- Set up a pay type.
- Set up tax-deferred compensation deductions.
- Set up a taxable fringe benefit for Canada.

Understanding PDBA Setup for Canada

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

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

Setting Up a Pay Type

This section provides an overview of pay types for Canada, and discusses how to:

- Set up basic pay type information.
- Set up Canadian legislative information.

Understanding Pay Types for Canada

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

When you set up pay types you can:

- Specify how different pay types are used when computing employee pay.
- Assign automatic pay methods for autopay employees.
- Specify whether a pay type is tax exempt.

- Define information to be printed on T4 forms for the associated pay type for payroll.
- Specify, for each pay type, whether hours, currency amounts, or both should be passed to the general ledger.

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

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

Supplementary Pay Types

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Forms Used to Set Up Pay Types

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Access the revision forms.
Pay Type Revisions	W059116B	On the Work With PDBAs form, select the Pay Type option in the PDBA Type area, and then click Add.	Set up basic pay type information.
Canadian Legislative/Regulatory	W059116CA	On the Work With PDBAs form, select the pay type that you want to add legislative information to, and then select Canadian Legislative/Regulatory from the Form menu.	Set up Canadian legislative and regulatory information.

Setting Up Basic Pay Type Information

Access the Pay Type Revisions form.

PDBA Setup - Pay Type Revisions			
OK	Cancel	Form	Tools
Pay Type *	801	Paystub Text	Vacation
Print Method	Y	French CDN. Paystub Text	Paie de vac.
Pay Type Category	0		
Calculation			
Pay Source	H	Pay Type Multiplier	1.00
Shift Differential Method	1	Shift Differential	
Auto Pay Methods	Y	Amount or Rate	
Effect on Gross Pay	+	Effect on Net Pay	+
Effect on GL	N	Flex Spending Account Type	
Enable Leave Tracking		Anniversary Proration Rule	

Pay Type Revisions form

On Pay Type Revisions, for tax-exempt pay types, select Tax Exemptions from the Form menu. On Tax Exemptions, specify the tax types that should not be computed for the pay type. To specify that the pay type is exempt from all taxes, enter * in the Tax Type 01 field.

Paystub Text and French CDN. Paystub Text

Enter the text that you want the system to print on the employee's paystub. If you are using PeopleSoft EnterpriseOne Time and Labor, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.

Pay Type Category

Enter a user defined code (07/PC) that specifies the pay type categories that you want to use:

- For regular pay.
- To generate overtime.
- For reporting purposes on the Certified Payroll Register (U.S. only).

Effect on GL (effect on general ledger)

Enter a code that indicates whether the system writes journal entries from Payroll to the general ledger, and the method to use. Values are:

H: Write only hours to the general ledger. This code is valid for generating timecard journals. The code should not be used when journals are generated through the pay cycle.

M: Do not write monetary amounts or hours to the general ledger. Do not calculate workers' compensation and general liability.

N: Write monetary amounts and hours to the general ledger.

Y: Write only monetary amounts to the general ledger.

W: Do not write monetary amounts or hours to the general ledger, but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be written to the general ledger.

Pay Source	Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. The default value is <i>H</i> (hours worked). Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use <i>E</i> , estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
Pay Type Multiplier	Enter a factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use <i>1.5</i> to designate time-and-one-half for overtime pay. <i>0</i> is not a valid multiplier. The default value is <i>1.00</i> .
Shift Differential Method	<p>Enter a code that specifies how the system calculates shift differential information. Values are:</p> <p><i>1</i>: Applies the pay type multiplier to the shift differential: Gross = (rate + shift differential) × (multiplier) × hours.</p> <p><i>2</i>: Applies the pay type multiplier only to the hourly rate and does not include the shift differential: Gross = (rate × multiplier) + (shift differential) × hours.</p> <p>Blank: The system follows the shift differential method that is associated with the pay type from the F059116 table.</p> <p>The multiplier is the pay rate multiplier from the Payroll Transaction Constants table.</p> <p>When the pay rate is derived from the Union Rate table, the multiplier is assumed to be <i>1</i> because it is built into the table. In this case, all methods produce the same result.</p>
Shift Differential	<p>Enter a monetary amount that is added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).</p> <p>The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.</p>
Auto Pay Methods	<p>Enter a code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Values are:</p> <p><i>Y</i>: The dollars with this pay type are part of the employee's base pay (for example, regular, holiday, sick, and vacation pay).</p> <p><i>N</i>: The dollars with this pay type are in addition to the employee's base pay (for example, overtime pay and time off without pay).</p> <p><i>S</i>: The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.</p> <p><i>B</i>: The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay (for example, bonuses, commissions, and payoffs) for taxation purposes. Canadian bonuses, irregular commissions, and lump sums use auto pay method <i>B</i>.</p> <p><i>C</i>: The hours or dollars entered using this pay type override all auto pay instructions.</p>
Amount or Rate	Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

**Effect on Gross Pay and
Effect on Net Pay**

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 monetary 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 monetary 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.

Enter a code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Values are:

+: Pay type will be added to the employee's gross pay.

-: Pay type will be subtracted from the employee's gross pay.

Blank: Pay type will not have an effect on the employee's gross pay.

A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. It is recommended that you set up a deduction instead of a pay type that would have a negative effect on gross pay.

When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.

Tax Type 01

Enter up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.

If you enter * in the first element of this list, no taxes are computed.

Setting Up Canadian Legislative Information

Access the Canadian Legislative/Regulatory form.

To designate the pay type as a lump sum, an irregular commission payment, or a bonus, set up Canadian Legislative/Regulatory information.

Canadian Legislative/Regulatory form

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

Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. The default value is *H*. Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use *E*, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

To calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, a bonus payment, or none of the above.

Setting Up Tax-Deferred Compensation Deductions

This section provides an overview of tax-deferred compensation, lists prerequisites, and discusses how to:

- Set up a tax-deferred compensation deduction.
- Set up limits for a tax-deferred compensation deduction.

Understanding Tax-Deferred Compensation

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

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

Prerequisite

Review the steps for setting up DBA information.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Deductions, Benefits, and Accruals,” Setting Up Basic DBA Information.

Forms Used to Set Up Tax-Deferred Compensation Deductions

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Access the revision forms.
Basic DBA Information	W059116E	On the Work With PDBAs form, select the Deduction option in the PDBA Type area, and then click Add.	Set up a tax-deferred compensation deduction.
Canadian Legislative/Regulatory	W059116CA	On the Work With PDBAs form, select the deduction and then select Canadian Leg/Reg from the Form menu.	Set up a tax-deferred compensation deduction.
Advanced DBA Information	W059117A	On the Basic DBA Information form, select Advanced DBA Info. from the Form menu.	Set up limits for a tax-deferred compensation deduction.

Setting Up a Tax-Deferred Compensation Deduction

Access the Basic DBA Information form.

1. Complete the steps for setting up essential DBA information and click OK.
2. Click Cancel to close the Basic DBA Information form.
3. On the Work With PDBAs form, locate the deduction that you just added, and then click Select.
4. On the Basic DBA Information form, select Canadian Leg/Reg from the Form menu.
5. On the Canadian Legislative/Regulatory form, select an option:
 - Union Dues.
 - Registered Pension Plan.
 - Group Term Life.
 - None of the Above.

6. To indicate that the current pay-period amount of employee-paid CPP or QPP contributions should be used to reduce the current pay-period Registered Pension Plan deduction, select the Should CPP/QPP be deducted? option and then click OK.

Union Dues and Registered Pension Plan Enter a user defined code that enables Vertex to use current tax laws in various jurisdictions to determine whether a DBA is pretax for a specified tax area.

The 401 option specifies all deferred compensation plans (401k, 403b, 408k, 457, and 501c). The 125 option specifies Section 125 plans. Specifying either of these options eliminates the need to set up tax-exempt status in the system or to create multiple deductions to accommodate pretax status in certain states.

For Canadian applications, these options are available:

- RPP (registered pension plans).
- RRSP (registered retirement savings plans).
- UN (union dues).

For the U.S. and Canada, the GTL option specifies the Fringe Benefit for Group Term Life.

None of the Above. Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. *H*, hours worked, is the default value. Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use *E*, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

To calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, a bonus payment, or none of the above.

Should CPP/QPP be deducted? (Should Canadian pension plan/Quebec pension plan be deducted?) Enter a user defined code (07/DB) that indicates whether the current amount of employee-paid CPP or QPP contributions should be used to reduce the registered pension plan deduction for this particular DBA.

Setting Up Limits for a Tax-Deferred Compensation Deduction

Access the Advanced DBA Information form.

Pay Period Limit Enter the maximum amount that can be withheld or accrued in a pay period for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

Monthly Limit Enter the maximum amount that can be withheld or accrued in a month for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

Quarterly Limit Enter the maximum amount that can be withheld or accrued in a calendar quarter for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

DBA For Prior Limit
(deduction, benefit, accrual for prior limit)

Enter a code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of 2,000.00 CAD.

After this limit is met, deduction 1500 begins calculation and withholding.

The DBA number of the predecessor must be lower than the successor's number.

Group Limit Code

Enter a code that is common to all deductions or benefits that share the same limitations, such as pay period currency amount, percentage, monthly, and annual. 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 equals 1000 CAD, 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 equals 50 CAD.

For this example, the system determines the deductions that are assigned to Group A, and applies a 1000 CAD annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of 1000 CAD has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than 50 CAD per pay period for the two deductions.

Limit Method

Enter a code that indicates the history file that the system uses for DBA limits. Values are:

Blank (default): The system applies monthly, quarterly, and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date. The system updates the F06145 table.

1: Applies monthly, quarterly, and annual limits to payroll month history. Use this method for retirement plans, such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date. The system updates the F06146 table.

2: Applies monthly and quarterly limits to calendar month history and updates the Calendar Month DBA Summary History File. The system applies annual limits to fiscal and anniversary history. Fiscal and anniversary history, by pay period ending date, is saved in the F06147 table.

Calendar Month Method

Enter a method to determine how transition months are stored for calendar month history. Transition months occur when the pay period crosses into another month. Values are:

Blank: This is the default. DBAs are prorated to the pay period ending date and the last day of the previous month if timecards exist for both months.

1: DBAs are allocated to the pay period ending date.

Limit on Pay Period Percent - Minimum	Enter the minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Limit on Pay Period Percent - Maximum	Enter 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.
Minimum Hours	Enter the minimum number of hours worked or pieces produced for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is <i>H</i> or <i>I</i> .
Maximum Hours	Enter the maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or pieces produced are greater than the specified maximum, the system bases the calculation on the maximum. The system uses this field only if the method of calculation is <i>H</i> or <i>I</i> .

Setting Up a Taxable Fringe Benefit for Canada

This section provides an overview of taxable fringe benefits and discusses how to set up a taxable fringe benefit for Canada.

Understanding Taxable Fringe Benefits

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

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

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

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

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

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

Note. Depending on the organizational requirements, when you use the GTL function, you might need to add the GTL benefit amounts back for year-end processing. For state, local, SCI, and county taxes, you need to determine whether Vertex classifies GTL as Subject. You can then set up the DBA to track by tax area and refer to the year-end special handling instructions to add back to wages for W-2 reporting.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, “Setting Up Tax Information,” Running the Populate Vertex Filing Status Process Program

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, “Setting Up Tax Information,” Running the Update Tax Area Table Report

Setting Up a Taxable Fringe Benefit for Canada

Access the Work With PDBAs form.

1. Select the Benefit option and then click Add.
2. On the Basic DBA Information form, complete the steps for setting up essential DBA information.
3. Enter 2 in the Effect on Gross/Net Pay field.
4. After you complete the steps for adding the benefit DBA, select Canadian Leg/Reg from the Form menu.
5. On the Canadian Legislative/Regulatory form, select the Group Term Life option and then click OK.

CHAPTER 5

Setting Up Employee Information

This chapter provides an overview of employee information for Canada and discusses how to:

- Enter country-specific information for an employee.
- Enter additional tax information for an employee.

Understanding Employee Information for Canada

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

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

- F060116
- F060120
- F060117
- F060118

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

Country Code

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

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

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

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

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

Employee Language Preference

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

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

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Adding Employee Records Using Employee Quick Hire"

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Adding Employee Records One at a Time," Entering Basic Employee Information

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Adding Employee Records One at a Time"

Entering Country-Specific Information for an Employee

This section lists a prerequisite and discusses how to enter country-specific information for an employee.

After you complete the preceding form, you must enter country-specific information.

Country-specific information includes information that applies to the country code that you entered for the employee. Many of these fields are user-defined fields that you can configure to meet the specific needs of the organization.

Prerequisite

Begin the employee entry process. After you enter compensation information, you must enter country-specific information.






See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Adding Employee Records One at a Time," Entering Country-Specific Information for Employees.*

Form Used to Enter Country-Specific Employee Information

Form Name	FormID	Navigation	Usage
National and Fiscal Data - Canada	W0801CAA	Employee Management (G05BE1), Employee Information Complete the steps for entering an employee. After you enter compensation information, the system automatically accesses the National and Fiscal Data - Canada form.	Enter country-specific information for employees.

Entering Country-Specific Information for an Employee

Access the National and Fiscal Data - Canada form.

National and Fiscal Data - Canada			
OK Cancel Form Tools    			
Employee No.	7703	Bellas, Debbie	
Tax Area (Residence)	700030000		
Tax Area (Work)	700030000		
Medical Plan ID			
National Occ Code	0114	Other Admin Svcs Managers	
Census Metrop Area	73	Vancouver, British Columbia	
Sector Industry Code	712	Business Financing Companies	
Worker's Comp	BC	British Columbia	
Disability	N		
Ethnic Code	06	White	

National and Fiscal Data - Canada form

Continue the current process by completing the next form. If you need to return to National and Fiscal Data - Canada, click Back.

Tax Area (Residence) Enter a code that identifies both the geographical location and the tax authorities for the employee’s residence. Authorities include employee and employer statutory requirements. This code is synonymous with GeoCode. Refer to Vertex System’s Master GeoCode File for valid codes for the locations.

Tax Area (Work) Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Medical Plan ID (medical plan identification) Enter a unique identifier for secondary employee numbers, such as an employee’s health insurance plan ID number.

National Occ Code (National Occupational Classification code) Enter a code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes.
See Canadian Federal Employment Equity documentation for more information about NOC codes.

Census Metrop Area (census metropolitan area) Enter a code that identifies the Census Metropolitan Area code of work. The Canadian government defines valid codes and publishes them in the Canadian Federal Employment Equity documentation.

Sector Industry Code Enter the Sector Industrial Code. The Canadian government defines valid codes and publishes them in the Canadian Federal Employment Equity documentation.

Workers’ Comp (workers’ compensation) Enter a user-defined code (00/W) that represents a workers’ compensation insurance (WCI) code. This code should correspond to the classifications on the periodic workers’ compensation insurance reports.

Disability	Enter a code indicating whether this employee has a mental or physical disability. Codes are: <i>Y</i> : Yes. <i>N</i> : No. <i>U</i> : Unknown.
Ethnic Code	Enter a user-defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that PeopleSoft provides are hard-coded. The system uses these codes to generate Equal Employment Opportunity (EEO) reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.

Entering Additional Tax Information for an Employee

This section provides an overview of employee tax information and discusses how to enter additional tax information for an employee.

Understanding Employee Tax Information

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

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

You specify the employer EI rate for each employee as part of the employee master record. In addition, you can exempt students from all taxes.

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

Changes other tax credits and tax exemptions to the upper limits.

Clears nonessential fields.

Sets all other exemption options to *Yes*.

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

To enter tax information, you must first begin the employee entry process, which automatically accesses the forms that you need to enter employee information. After you enter employee history information, the system automatically accesses the Canadian Tax Info by EE form, which you use to enter additional tax information.

See Also

[Chapter 3, "Setting Up Tax Information," Setting Up Employment Insurance Rates, page 18](#)

Form Used to Enter Additional Tax Information for an Employee

Form Name	FormID	Navigation	Usage
Canadian Tax Info by EE	W770105C	Employee Management (G05BE1), Employee Information Complete the steps for entering an employee. After you enter employee history information, the system automatically accesses the Canadian Tax Info by EE form.	Enter additional tax information for employees.

Entering Additional Tax Information for an Employee

Access the Canadian Tax Info by EE form.

Canadian Tax Info by EE form

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

Net Tax Credit

Enter the net claim amount for Federal taxes from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, enter the net claim amount from the MR-19-V (Exemptions and Deductions form).

Additional Tax

Enter the amount of additional federal tax to be deducted per pay period. For provincial taxes, enter the amount of additional provincial tax to be deducted per pay period. You can enter an amount for Federal taxes only.

Other Tax Credit	Enter other federal tax credits, such as medical expenses and charitable donations, that are requested by an employee and authorized by the Canada Customs and Revenue Agency (CCRA) district office.
EI Rate Code (employment insurance rate code)	Enter the statutory code that corresponds to the employer-paid EI rate that the system uses for this employee. For example, you might use U01 if the employee is eligible for a sick leave plan and is subject to a reduced employer-paid EI rate.
EI/ CPP/QPP Exempt (employment insurance/Canadian pension plan/Quebec pension plan exempt)	<p>Select an option that indicates whether the employee is exempt or nonexempt from tax deductions. Select one of these options to indicate the proper exemptions:</p> <p><i>EI</i>: Employee is exempt from federal employment insurance deduction.</p> <p><i>EI/ CPP/QPP</i>: Employee is exempt from employment insurance and Canada pension plan or Quebec pension plan deductions.</p> <p><i>CPP/QPP</i>: Employee is exempt from Canada pension plan or Quebec pension plan deductions.</p> <p><i>All Taxes</i>: Employee is exempt from all tax deductions.</p>
Pensioner/Non-Resident Flag	<p>Enter a code that indicates whether the employee is a nonresident or a pensioner of Canada. Values are:</p> <p><i>N</i>: Non-Resident of Canada</p> <p><i>P</i>: Pensioner</p> <p>Blank: Regular employee</p>
Provincial Net Tax Credit	Enter the net claim amount for Federal taxes from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, enter the net claim amount from the MR-19-V (Exemptions and Deductions form).
Provincial Additional Tax	Enter the amount of additional federal tax to be deducted per pay period for federal taxes. For provincial taxes, enter the amount of additional provincial tax to be deducted per pay period.
Provincial Other Tax Credit	Enter Quebec additional deductions that are claimed on the MR-19-V (Exemptions and Reductions form) or other deductions that are authorized by the Ministère du Revenu du Québec.
Provincial Tax Override	Enter a flat percentage that overrides the standard tax rate.
Prescribed Area Deduction	Enter an annual deduction for living in a prescribed area as listed on the TD1 (Personal Tax Credit Return).
Child Care, Alimony, Etc	Enter an annual deduction, such as child care expenses, alimony payments, maintenance payments, and so on.
Federal Tax Override % (federal tax override percent)	Enter a flat percentage that overrides the standard tax rate.
CPP-QPP Tax Override % (Canadian pension plan - Quebec pension plan tax override percent)	Enter a flat percentage that overrides the standard tax rate.

Estimated Salary	Enter the amount of estimated salary that is recorded on the employee's TD1X form (Statement of Commission Income and Expenses for Payroll Tax Deductions). The system uses this amount and the estimated expenses to determine the taxable gross income for commission taxation.
Estimated Expenses	Enter the amount of estimated expenses that are recorded on the employee's TD1X form. This amount is used to determine taxable gross for commission taxation.
TD1X Filed?	<p>Enter the value that specifies whether the employee is paid by irregular commission payments and has completed a TD1X form (Statement of Commission Income and Expenses for Payroll Tax Deductions). Values are:</p> <p><i>N</i>: The employee has not completed the TD1X form (default).</p> <p><i>Y</i>: The employee has completed the TD1X form for employees that are paid by irregular commission payments</p> <p>You must enter <i>Y</i> to correctly calculate taxes for employees who file the TD1X form. When this field is set to <i>Y</i>, the system calculates all taxes regardless of pay type as an irregular commission. CPP and EI are calculated using only the annual limits.</p>

CHAPTER 6

Processing Records of Employment

This chapter provides an overview of records of employment (ROEs), lists a prerequisite, and discusses how to:

- Set up a holiday table for ROEs.
- Create ROEs.
- Print and update ROEs.

Understanding ROEs

Human Resources Development Canada (HRDC) requires employers to issue an ROE when an employee has an interruption of earnings. An interruption of earnings occurs when an employee quits, is laid off or terminated, or has seven consecutive calendar days without both work and insurable earnings. Interruptions of earnings also occur when insurable earnings fall below 60 percent of normal weekly earnings due to situations such as illness, injury, and pregnancy.

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

All ROE processing originates on the ROE Workbench (P770631).

Setting Up Pay Tables for ROE Reporting

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

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

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

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

Prerequisite

Set up pay tables for ROE processing.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, “Setting Up Tax Information,” Setting Up Workers’ Compensation Insurance-Basis Tables.

Setting Up a Holiday Table for ROEs

This section provides an overview of holiday tables, lists a prerequisite, and discusses how to set up a holiday table.

Understanding Holiday Tables

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

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

Prerequisite

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

Forms Used to Set Up a Holiday Table for ROEs

Form Name	FormID	Navigation	Usage
Work With Holidays	W776915A	System Setup (G07BUSP4), Holiday Table	Access the Revise Holiday Table form.
Revise Holiday Table	W776915B	On the Work With Holidays form, click Add.	Set up a holiday table.

Setting Up a Holiday Table

Access the Revise Holiday Table form.

Holiday Table - Revise Holiday Table

OK Delete Cancel Tools

Home Company: 00001 *Financial/Distribution Company*

Business Unit: *

Group Plan: *

Job Type: *

Job Step: *

Records 1 - 7

	Code	Description	Date	Hours	Pay	Pay Description	Amount	Company
<input checked="" type="radio"/>	MEM	Memorial Day	30/05/05	8.00	805			00001
<input type="radio"/>	IND	Independence Day	04/07/05	8.00	805			00001
<input type="radio"/>	LAB	Labor Day	05/09/05	8.00	805			00001
<input type="radio"/>	NEW	New Years Day	03/10/05	8.00	805			00001
<input type="radio"/>	THK	Thanksgiving Day	24/11/05	8.00	805			00001
<input type="radio"/>	XMS	Christmas Day	26/12/05	8.00	805			00001
<input type="radio"/>								

Revise Holiday Table form

- Group Plan** Enter a user-defined code (06/UN) that represents the union or plan in which the employee or group of employees work or participate.
- Code** Enter a user-defined code (06/HC) that designates the defined statutory holiday.
- Date** Enter the date of the holiday.
- Hours** Enter the number of hours that are associated with each transaction.
- Pay** Enter 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** Enter a lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.

Creating ROEs

This section provides an overview of ROE creation, lists a prerequisite, and discusses how to:

- Create a single ROE.
- Create multiple ROEs.
- Set processing options for the ROE Workbench program (P770631).

Understanding ROE Creation

You can create single ROEs or multiple ROEs at the same time, depending on the needs of the organization.

Creating a Single ROE

You can enter a single ROE when an employee:

- Takes a leave of absence.
- Submits a resignation.
- Terminates employment for any reason.
- Requests an ROE, and a seven-day interruption of earnings has occurred.

Creating Multiple ROEs

You might need to process many ROEs at one time, for example, at the end of a seasonal employment period or during a layoff. When you create multiple ROEs, you enter information that applies to every employee who is receiving an ROE, such as the reason for the ROE and the expected recall date. You then use data selection to specify the employees who receive ROEs.

Prerequisite

Create a version of Create Multiple ROEs (R770631A) with data selection set to select the employees for whom you are creating ROEs.

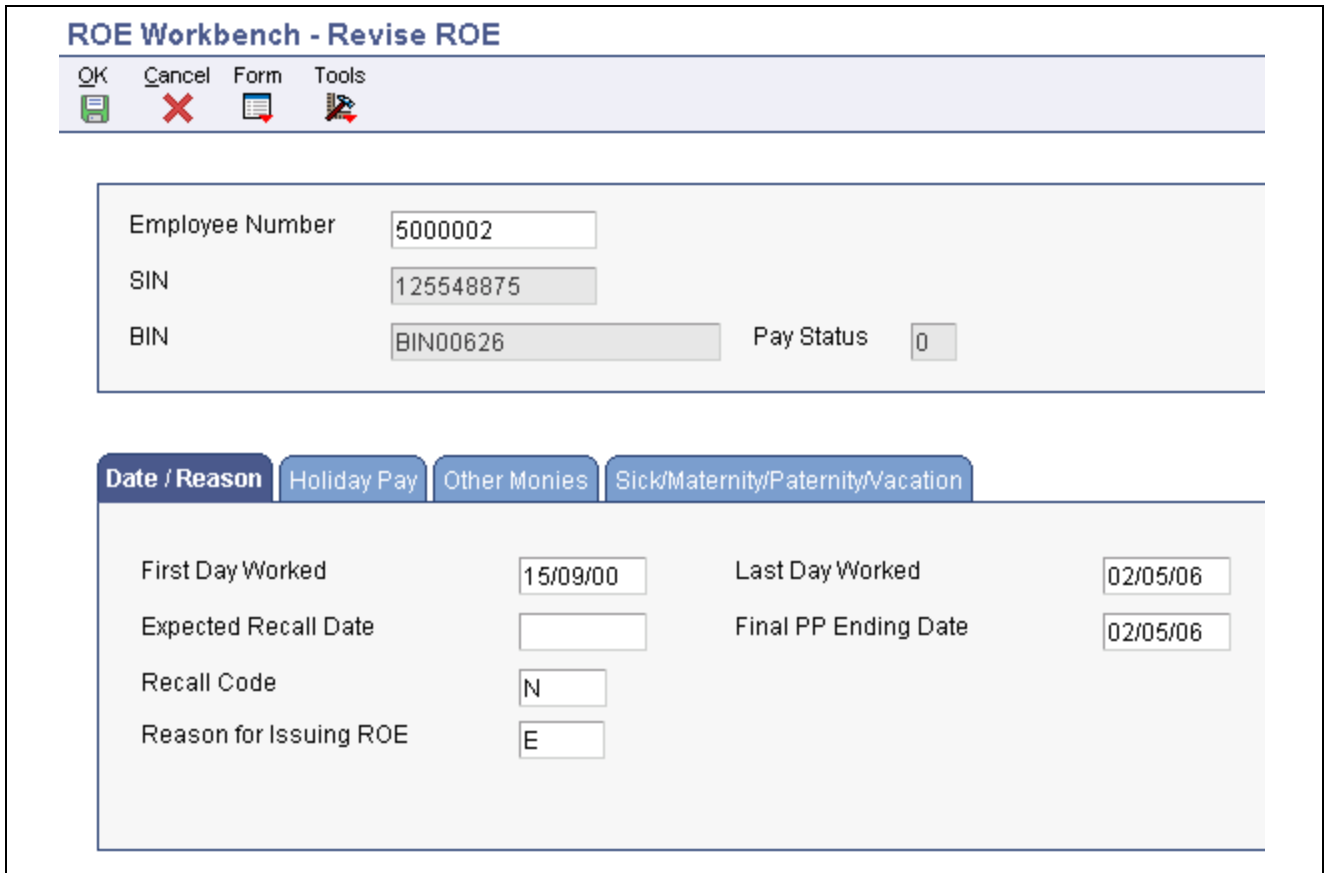
See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

Forms Used to Create ROEs

Form Name	FormID	Navigation	Usage
Work With ROEs	W770631A	ROE Processing (G77BCAP16), ROE Workbench	Access the ROE Workbench.
Revise ROE	W770631B	On the Work With ROEs form, click Add.	Create a single ROE.
Create Multiple ROEs	W770631C	On the Work With ROEs form, select Create Multi ROEs (create multiple records of employment) from the Form menu.	Create multiple ROEs.

Creating a Single ROE

Access the Revise ROE form.



ROE Workbench - Revise ROE

OK Cancel Form Tools

Employee Number

SIN

BIN Pay Status

Date / Reason | Holiday Pay | Other Monies | Sick/Maternity/Paternity/Vacation

First Day Worked Last Day Worked

Expected Recall Date Final PP Ending Date

Recall Code

Reason for Issuing ROE

Revise ROE form

To attach comments to an ROE, select Comments from the Form menu.

First Day Worked

Enter the actual day that the employee started to work.

If you do not know the actual first day worked and the employee has worked for more than two years, enter the date that was exactly two years before the interruption of earnings.

If the employee has worked for the same organization on several occasions, enter the start of the most recent period in which the employee returned to work (since you last issued an ROE to this person).

Last Day Worked

Enter the last date for which the employee was paid.

If the employee has reached age 65 and continues to work, enter the date of the last day that was worked in the month in which the 65th birthday occurred.

Expected Recall Date

Enter the date on which the employee can be recalled for employment, if known.

Final PP Ending Date (final payroll processing ending date)

Enter the date that corresponds to the end of the payroll processing period during which the employee's last day worked occurred.

Reason for Issuing ROE (reason for issuing record of employment)	Designates the appropriate reason for the work stoppage or interruption when a record of employment is issued. If you enter the reason code <i>K</i> , you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE.
Code	Enter a code that specifies the statutory holiday.
ROE Holiday Pay 1 (record of employment holiday pay 1)	Enter the statutory holiday pay that is paid after the last day worked. The system automatically provides this amount based on the Statutory Pay table that is indicated in the processing options for ROE Workbench, Box 17/19. The Statutory Pay table is established in the Workers' Compensation Insurance Basis Tables program (P079071).
Explanation	Enter a short description of the types of payments that are paid or payable in contemplation of, on, or after separation from employment. Examples of types of payments are pension payments, severance pay, retirement benefits, accumulated retirement or sick leave credits, bonuses or gratuities, wage in lieu of notice, retroactive wage increases, payments in kind, and all other monies. This code specifies the Other Monies option in box 17 on the ROE form (user-defined code table 77/OM).
Termination Other Pay 1	Enter the amount of the payments that are owed to the employee due to an interruption of earnings.
Start Date	Enter the date that payments start for paid sick, maternity, or parental leave or group wage-loss indemnity payments that begin after the last day worked.
Sick/Maternity/Vacation Amount	Enter the rate of the payments, either per day or per week, that an employee will receive for paid sick, maternity, or parental leave, or group wage-loss indemnity after the last day worked.
Vacation Pay	Enter the amount of vacation pay that has been paid or is owed to the employee at the time of the interruption of earnings. The system automatically updates this amount, based on the Vacation Pay table that is indicated in the processing options for ROE Workbench, Box 17/19. The Vacation Pay table is established in the Workers Compensation Insurance Basis Tables program (P079071).

Creating Multiple ROEs

Access the Create Multiple ROEs form.

Setting Processing Options for the ROE Workbench Program (P770631)

Processing options enable you to specify the default processing for programs and reports.

Defaults

These processing options specify values that the system uses when generating ROEs.

- 1. Recall Code** Specify whether the employees who are receiving ROEs are expected to be recalled.

The value that you enter for this processing option is useful if you are issuing a large number of ROEs to employees who are terminating or being

laid-off and will likely be rehired together, such as seasonal workers. You can edit individual ROEs after they are created to specify a different return status. Values are:

Y: Yes, employee is expected to be recalled.

N: No, employee is not expected to be recalled.

U: It is unknown whether employee will be recalled.

These values are stored in user-defined code table 07/RE.

- 2. Reason For Issuing ROE** Specify the type of work stoppage or interruption for which multiple ROEs are being issued. Values for this processing option are stored in user-defined code table 06/RT.
- If you enter the reason code *K*, you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE.
- 3. Expected Recall Date** Specify the date that you expect to recall the employees for whom you are creating ROEs using the Create Multiple ROEs program (R770631A). For example, you might use this processing option if you are issuing ROEs to seasonal workers who will return to work on a predetermined date. Entering a date in this processing option does not obligate you to rehire employees on this date.
- 4. Single-Print Version** Specify the version of the Print ROEs/Update History report (R770631B) that the system uses to print single ROEs. If this processing option is left blank, the system uses version XJDE0001.

Box 17

These processing options specify the codes that the system uses to supply values for vacation pay and statutory holiday pay on ROEs (box 17).

- 1. Vacation Pay Table** Specify the code that the company uses for vacation pay types. Values for this processing option are stored in user-defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).
- Completing this processing option enables the system to calculate the amount of vacation pay that the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in box 17A on the ROE.
- 2. Holiday Pay Table** Specify the code that the company uses for Statutory Holiday pay types. Values for this processing option are stored in user-defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).
- Completing this processing option enables the system to calculate the amount of statutory holiday pay that the employee who is receiving the ROE is paid on interruption of earnings. This amount is reported in box 17B on the ROE.

Contact/Issuer

These processing options specify default values that appear on all ROEs.

- 1. Contact Name** Specify the name of the individual who can be contacted with questions concerning the ROE. This name prints on the ROE.

- 2. Contact Telephone Number** Specify the phone number of the individual who can be contacted with questions concerning the ROE. This phone number prints on the ROE, and it must be entered in the following format:
aaa-ppp-nnnn-xxxx, where:
- *aaa* is the area code.
 - *ppp-nnnn* is the prefix and telephone number.
 - *xxxx* is the optional extension.
- 3. Issuer Name** Specify the name of the individual who is issuing the ROE. This name prints on the ROE.
- 4. Issuer Telephone Number** Specify the telephone number of the issuer or employer in Box 21. Enter the number in the format *aaa-ppp-nnnn-xxxx*, where *aaa* is the area code (required), *ppp-nnnn* is the prefix and telephone number (required), and *xxxx* is the extension (optional).
- 5. Preferred Language For Communication** Specify the language that is preferred by the individual who can be contacted with questions concerning the ROE. Values for this processing option are stored in user-defined code table 01/LP.

The contact's preferred language is printed on the ROE. This processing option does not determine the language of the ROE.

ROE Laser Print

These processing options enable you to export ROE information to a text file so that you can later process it by using the ROE Laser Print program.

- 1. Export ROE Information** Specify whether to export the ROE information to a text file so that it can later be processed through the ROE Laser Print program. If the information is exported, the file name will be EmployeeLastName-AddressNumber.roe, for example, CHRETIEN-1234.roe. New records are appended to existing records in the text files (that is, nothing is deleted and one ROE text file exists per employee).

Note. The directory where the files are written must be entered in the next processing option.

Values are:

Blank: Do not export

1: Export

- 2. Path And Directory Of Exported Files** Specify the path and directory where the exported ROE text files are written. This path must be recognized by the computer where the Print ROE/Update History report (R770631B) is run. This report is launched automatically when you print an ROE statement through the ROE Workbench program. For example, if R770631B is set up to run locally, you might enter C:\ROE_Files\

Note. You must enter a slash at the end of the path. In addition, the combined length of the file name plus the path name cannot be more than 255 characters.

Printing and Updating ROEs

This section provides an overview of ROE processing, lists prerequisites, and discusses how to:

- Print and update a single ROE.
- Print and update multiple ROEs.

Understanding ROE Processing

You must print and issue ROEs to employees within five days of an interruption of earnings. Employees can use ROEs to submit claims for Employment Insurance (EI) benefits.

In addition to printing ROEs, you can export ROE file records to process and print them by using the ROE Laser Print program.

Note. If you export ROE files, you should map Print ROEs/Update History (R770631B) to run locally so that you can access the exported files.

You must also synchronize the ROE serial numbers in PeopleSoft EnterpriseOne and in the ROE Laser Print program to cross-reference between the two programs, and the contact information in both programs must be the same.

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

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

Each time that you print and update ROEs, the system generates a report if it encounters any of these errors:

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

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

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

Reissuing an ROE

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

When you reissue an ROE, the system creates a duplicate record in the F06176 table. The system stores the original ROE record with the original serial number and a notation that the ROE was reissued.

Deleting an ROE

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

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

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

Prerequisites

Create a version of the Print ROEs/Update History (R770631B) program with data selection set to select the ROEs that you are printing and updating.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

If you are exporting ROE files for the ROE Laser Print program, use OCM to map the Print ROEs/Update History program to run locally.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Configurable Network Computing Implementation*

See Also

<http://www.hrhc.gc.ca/ae-ei/pubs/roelaser.html> for information about obtaining the ROE Laser program

Forms Used to Print and Update ROEs

Form Name	FormID	Navigation	Usage
Work With ROEs	W770631A	ROE Processing (G77BCAP16), ROE Workbench On the Work With ROEs form, select a record in the detail area and click Delete.	Access the ROE Workbench, and delete ROEs.
Print ROEs/Update History (single)	W770631I	On the Work With ROEs form, select a record in the detail area and select Print Single ROE from the Row menu.	Print or update a single ROE.
Print ROEs/Update History (multiple)	W770631I	On the Work With ROEs form, select Print Multi ROEs from the Form menu.	Print or Update multiple ROEs.
Re-issue of Issued ROE	W770631E	On the Work With ROEs form, select a record in the detail area and select Re-Issue Single ROE from the Row menu.	Reissue an ROE.

Printing and Updating a Single ROE

Access the Print ROEs/Update History form.

Printing and Updating Multiple ROEs

Access the Print ROEs/Update History form.

Pay Cycle Code	Enter a code that identifies the values for a master payroll cycle.
ROE Issue Date (record of employment issue date)	Enter the date on which the ROEs are mailed.
Version	Enter a user-defined set of specifications that 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 select a version.

CHAPTER 7

Processing Payroll Information for Canada

This chapter discusses how to:

- Set up the payroll workbench.
- Use Canadian payment types.
- Review payroll cycle reports.

Setting Up the Payroll Workbench

This section provides an overview of the payroll workbench, and discusses how to set up the payroll workbench for Canada.

Understanding the Payroll Workbench

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

Country Code

To process a Canadian payroll, enter *CA* in the Country Code field on the Pre-Payroll Processing form.

Data Selection

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

Forms Used to Set Up the Payroll Workbench

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a Payroll ID.
Pre-Payroll Processing	W07200A	On the Work the With Pay Cycle Workbench form, select a Payroll ID and then click Select.	Set up the Payroll Workbench for Canada

Setting Up the Payroll Workbench for Canada

Access the Pre-Payroll Processing form.

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Interim Only
 Merge Interims
 AutoPay
 Changes Only
 Leave Balance

Pay Cycle Information

Payroll ID	<input type="text" value="CANADA"/>		<input type="checkbox"/> Submit Pre-Payroll
Pay Cycle Code	<input type="text" value="BW"/>	<i>Biweekly</i>	
Country Code	<input type="text" value="CA"/>	<i>Canada</i>	
Pay Period End Date	<input type="text" value="01/22/2005"/>		
Version *	<input type="text" value="QACAFINAL"/>	Century/Year	<input type="text" value="2005"/>

Date/Detail Info
Additional Parameters

Dates

From	<input type="text" value="01/09/2005"/>	Thru	<input type="text" value="01/22/2005"/>
Check Date	<input type="text" value="01/28/2005"/>	Auto Deposit Date	<input type="text" value="01/28/2005"/>

Detail Information

Period No	W	<input type="text"/>	B	<input type="text" value="2"/>	S	<input type="text"/>	M	<input type="text"/>	O	<input type="text"/>
Std. Hours	W	<input type="text"/>	B	<input type="text" value="80.00"/>	S	<input type="text"/>	M	<input type="text"/>	O	<input type="text"/>

Pre-Payroll Processing form

Using Canadian Payment Types

This section provides an overview of Canadian payment types, and discusses how to:

- Set processing options for the Print Cheques - Canadian program (R77231).
- Set processing options for the Print Auto Deposit Advices Can program (R77233).
- Set processing options for the Create Auto Deposit Tape File program (R77235).

Understanding Canadian Payment Types

PeopleSoft EnterpriseOne supplies these Canada-specific payment programs:

- The Print Cheques - Canadian program (R77231).
- The Print Auto Deposit Advices Can program (R77233).

- The Create Auto Deposit Tape File program (R77235).

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

See Also

PeopleSoft EnterpriseOne Payroll 8.11 SPI PeopleBook, “Setting Up Payroll Cycle Information,” Setting Up Payment Types

Setting Processing Options for the Print Cheques - Canadian Program (R77231)

Processing options enable you to specify the default processing for programs and reports.

Print Options

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

- | | |
|--|--|
| 1. Translation Code | Specify whether to translate the amounts on the checks from numbers to words. Values are:
<i>X00500</i> : Translate U.S. dollar amounts.
<i>X00500CH</i> : Translate Chinese RMB amounts.
<i>X00500FR</i> : Translate French franc amounts.
<i>X00500SI</i> : Translate Spanish peso amounts (female).
<i>X00500S2</i> : Translate Spanish peso amounts (male). |
| 2. Company Name and Address | Specify whether the company name and address appear on payroll checks. Values are:
Blank or <i>1</i> : Do not print company name and address.
<i>2</i> : Print company name only.
<i>3</i> : Print company name and address. |
| 3. Company Number | Specify the company number of the company whose name and address appears on the payroll checks. This processing option applies only if you indicate in the company name and number processing option that prints this information on the checks. If you leave this processing option blank, each check displays the name and address of the employee’s home company. |
| 4. Employee Identification Number | Specify the type of employee identification number that appears on the checks. Values are:
<i>2</i> : Tax ID number
<i>3</i> : Third employee number
Blank: Address book number |

Setting Processing Options for the Print Auto Deposit Advices Can Program (R77233)

Processing options enable you to specify the default processing for programs and reports.

Print Options

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

- | | |
|--|---|
| 1. Company Name and Address | Specify whether the company name and address appear on automatic deposit advice slips. Values are:

Blank or <i>1</i> : Do not print company name and address.
2: Print company name only.
3: Print company name and address. |
| 2. Company Number | Specify the company number of the company whose name and address you want to appear on the automatic deposit advice slips.

This processing option applies only if you indicate in the Company Name and Number processing option that you want to print that information on the automatic deposit advice slips. If you leave this processing option blank, each automatic deposit advice slip displays the name and address of the employee's home company. |
| 3. Employee Identification Number | Specify the type of employee identification number that appears on the automatic deposit advice slips. Values are:

2: Tax ID number
3: Third employee number
Blank: Address book number |

Setting Processing Options for the Create Auto Deposit Tape File (R77235)

Processing options enable you to specify the default processing for programs and reports.

Company Options

These processing options identify the company and banking information to the bank data center.

- | | |
|-----------------------------------|--|
| 1. Payroll ID | Specify the payroll ID for this group of automatic deposit transactions. This processing option is for information only. |
| 2. Bank Data Centre Number | Specify the transit number of the bank data center that is processing these transactions. This processing option can contain as many as five characters. |
| 3. Company Bank Number | Specify the bank number of the bank from which the amounts are debited. This processing option can contain as many as three characters. |
| 4. Company Branch Number | Specify the branch transit number of the bank from which the amounts are debited. This processing option can contain as many as five characters. |
| 5. Company Customer Number | Specify the company's customer number for the bank data center. This processing option must contain 10 characters. If the customer number contains |

fewer than 10 characters, you must add leading zeros. For example, enter the number 123456 as 0000123456.

6. Company Bank Account Number Specify the company's bank account number from which the amounts are debited. This processing option must contain 12 characters. If the bank account number is less than 12 characters, you must add leading zeros. For example, enter the number 123456789 as 000123456789.

Versions

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

7. Direct Deposit Register Version Number Specify the version that the system uses to print the direct deposit register. If you leave this processing option blank, the program uses the XJDE0001 version.

Reviewing Payroll Cycle Reports

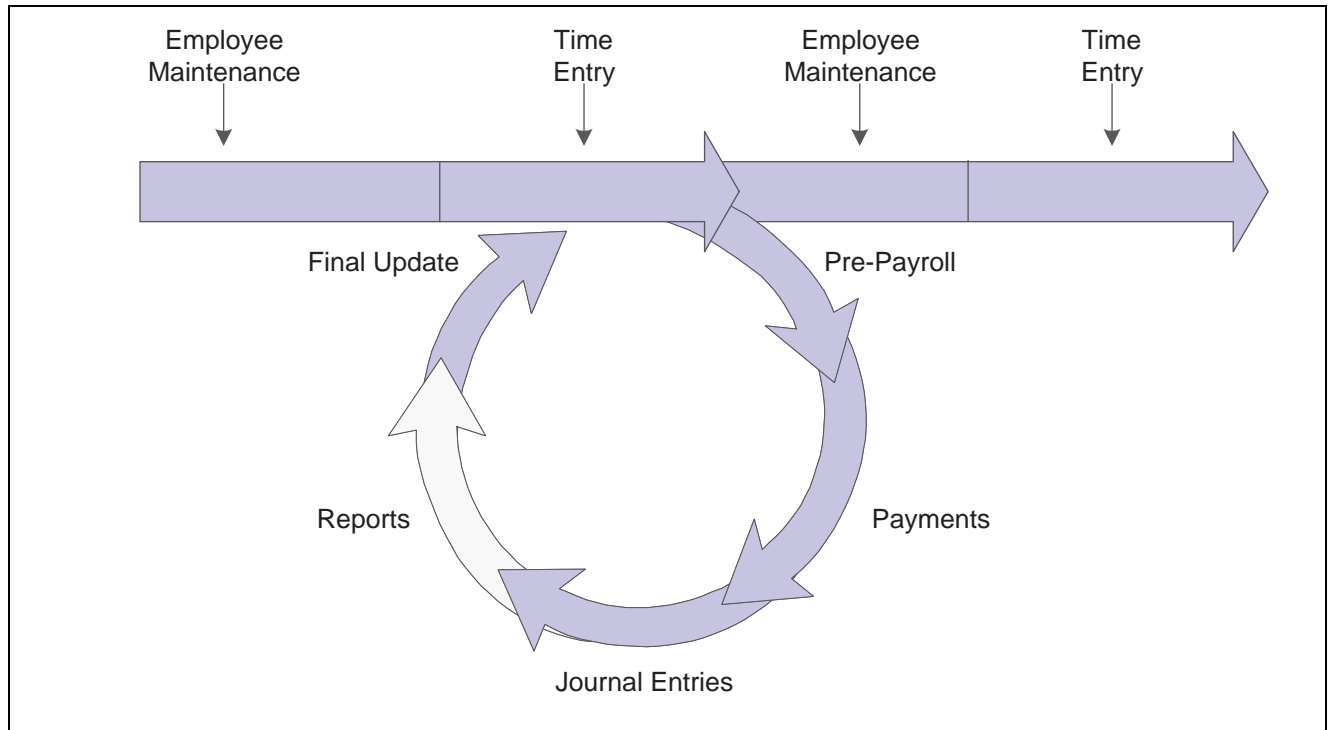
This section provides an overview of payroll cycle reports for Canada and lists a prerequisite.

Understanding Payroll Cycle Reports for Canada

During the payroll cycle, you can print reports that enable you to verify employee tax, earnings, and timecard information. When you set up reports, you can indicate the step in the payroll cycle at which you want the system to print each report. For example, you might print the Federal Tax Distribution Summary report (R073170) 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 indicate. After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step in the cycle. Many reports are most valuable after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reporting 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 graphic illustrates the location of the reporting step in the payroll cycle:



Payroll cycle reports

See Also

[Appendix A, “PeopleSoft EnterpriseOne Canadian Payroll 8.11 SP1 Reports,” page 85](#)

Prerequisite

Set up the payroll-cycle reports that you want to print.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, “Setting Up Payroll Cycle Information,” Setting Up Pay Cycle Reports.

CHAPTER 8

Understanding Canadian Wage Attachments

This chapter provides an overview of Canadian wage attachments and discusses some example calculations.

Canadian Wage Attachments

Each province and territory in Canada has its own legislation governing garnishments and support orders. The legislation requires all employers to comply with garnishment and support or maintenance orders. In most jurisdictions, compliance involves deducting the amount or percentage set out in the order and remitting it to the proper authority within a specified period of time.

For the protection of the debtor, every province has a law that specifies either a percentage of the employee's wages or a minimum amount that cannot be garnished. The various methods of calculating this exemption amount can be defined in the Wage Attachment application (P07107).

When you set up the exemption rules on the Wage Attachment application, you can also specify a minimum and maximum exemption amount. The minimum exemption amount is the minimum amount of pay that is exempt from the garnishment or child support, even when the exemption is calculated to a lower amount. The maximum exemption amount is the maximum amount of pay that is exempt from the garnishment or child support even when the exemption is calculated to a higher amount. You cannot specify a minimum or maximum exemption amount if you are using Exemption Method 1, but it can be used for all other methods. When you enter a minimum or maximum exemption amount, the system calculated the exemption first, then applies the minimum or maximum amount that you specify. These amounts are dictated by local governing authorities on the order for the garnishment.

You can calculate exemptions using any of these methods:

- Flat dollar
- Percent
- Table method
 - E1: Single exemption range - \$.
 - E2: Single exemption range - %.
 - E3: Progressive exemption range - %.

To accommodate the exemption amount calculations from the various provinces, two types of exemption tables can be defined. The first type of exemption table, a single range table (E1 or E2), calculates the exemption by determining the range in which the employee's wages fall. Based on the range in which the employee's wages fall, the exemption amount can be calculated using either a percentage amount or a flat dollar amount.

The second type of exemption table, a progressive table (E3), calculates the exemption amount for each row in which the employee's wages exceed the upper limit or fall within the upper and lower limits. Each row is calculated progressively and the sum of all rows equals the exemption amount.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, “Setting Up Tables for Wage Attachments” and *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, “Entering Wage Attachments for Employees”.

Example: Exemption Rules Calculations

Suppose the employer receives a child support order for an employee who lives in Quebec. The child support order is in the amount of 500.00 CAD per month. The employee’s monthly disposable wage equals 1,200.00 CAD. The system calculates the exemption amount as follows:

1. Flat dollar calculation.

If you use the flat dollar calculation and specify an amount of 1,000.00 , the system subtracts the 1,000.00 exemption from the 1,200 disposable wage and calculates the payment amount on the child support order as 200.00.

2. Percent calculation.

If you use the percent calculation and specify 50 percent, the exemption amount is 50 percent of 1,200.00 or 600.00. The system subtracts the 600.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 600.00.

3. Table method calculation - E1.

If you use the table method calculation and specify a single exemption range - \$, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	200.00
500.00	999.99	400.00
1,000	1499.99	600.00
1,500	1,999.99	800.00

The employee’s disposable wage falls within the 1,000-1,499.99 range, so the exemption amount is 600.00. The system subtracts the 600.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 600.00.

4. Table method calculation - E2.

If you use the table method calculation and specify a single exemption range - %, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	50.00
500.00	999.99	40.00
1,000	1499.99	30.00
1,500	1,999.99	20.00

The employee’s disposable wage falls within the 1,000-1,499.99 range, so the exemption amount is 30 percent of 1,200.00 or 360.00. The system subtracts the 360.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 840.00.

5. Table method calculation - E3.

If you use the table method calculation and specify a progressive exemption range - %, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	50.00
500.00	999.99	40.00
1,000	1,499.99	30.00
1,500	1,999.99	20.00

The system calculates a 50 percent exemption on the first 499.99 of the employee's disposable wage for an amount of 250.00; a 40 percent exemption on the disposable wage between 500.00 and 999.99 for an amount of 400.00; and a 30 percent exemption on the disposable wage between 1,000.00 and 1,499.99 (which in this case is 200.00) for an amount of 60.00. The system then adds these exemption amounts (200.00 + 400.00 + 60.00) for a total exemption amount of 660.00, subtracts the 660.00 exemption from the 1,200.00 disposable wage, and calculates the payment amount on the child support order as 540.00.

CHAPTER 9

Working with Payroll History

This chapter provides an overview of payroll history, lists common elements used in this chapter, and discusses how to:

- Work with payment history.
- Revise Employment Insurance history.
- Verify the integrity of payroll history.
- Verify tax history integrity.
- Verify employment insurance history integrity.

Understanding Payroll History

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it, if necessary.

Payroll history includes detailed and summarized information for:

- Earnings and taxes.
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs).
- Timecards.
- Accruals, such as vacation time earned, taken, and available.
- Individual payment information.

You use historical information to answer employees' questions, to print historical and government reports, and to process year-end forms for employees. You can also perform functions such as voiding a payment when you review individual payment information.

Common Elements Used in This Chapter

Cheque Date	Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Gross Pay	Enter the actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labour distribution.

Working with Payment History

This section provides an overview of payment history, and discusses how to:

- Review payment history
- Void a payment
- Review tax history

Understanding Payment History

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detailed information regarding the employee's earnings, taxes, and deductions. If you discover an error in the employee's payment history, you can void a payment and issue a replacement.

Voiding Payments

Occasionally, you might need to void a payment and issue a replacement payment for it. For example, during the process of printing the reports for a payroll cycle, you might discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

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

When you void a check, you can choose to reissue (reprint) the check. You should select the reissue option only if the replacement check contains the same information as the original check. For example, if an employee fails to receive a check in the mail or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and the current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled. When you void an automatic deposit, the system does *not*:

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

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

The system retrieves the information from the F06156 table when you void a payment.

This table lists tasks that you might also need to complete:

Related Task	Description
Restoring a voided payment	<p>If you inadvertently void a payment that should not be voided, you can select Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information in the following fields on the Work with Payment History form:</p> <ul style="list-style-type: none"> • IC (interim check code) • Check Replaced • Vd/ReDate (void/reissue date)
Voiding part of a payment	<p>You might occasionally need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called a manual void. To enter a manual void, use the Interim Entry form. You cannot use the Void Checque window to enter a manual void.</p>

See *PeopleSoft EnterpriseOne Payroll 8.11 SPI PeopleBook*, “Working with Interim Payments,” Entering Interim Payments.

Reviewing Tax History

To review information about employee taxes and taxable earnings, review the tax history for the employee. The information you can review includes:

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

The system retrieves information from the F0713 table.

Forms Used to Work With Payment History

Form Name	FormID	Navigation	Usage
Work With Payment History	W770602E	Canadian History Inquiries (G77BCAP14), Payment History	Locate the payment that you want to review.
Payment Review and Void	W770602B	On the Work With Payment History form, select a record in the detail area, and then select Review Payment from the Row menu.	Review payment history.
Void Cheque window	W770602C	On the Work With Payment History form, select the payment that you want to void and then select Void and Reissue or Unvoid a Void from the Form menu	Void or unvoid a payment.
Work with Pay and Taxes By Month	W779901A	Canadian History Inquiries (G77BCAP14), Tax History	Locate the payment that you want to review.
Pay & Taxes By Month	W779901D	On the Work with Pay and Taxes By Month form, select a record in the detail area, and then click Select.	Review tax history.

Reviewing Payment History

Access the Payment Review and Void form.

Payment History - Payment Review and Void

OK Find Cancel Form Tools

Employee No. 2006 *Walters, Annie* Cheque Control No 3738

Cheque Date 30/04/05 Cheque Number 126

.....Cheque Summary.....

Gross Pay	1,417.33	Hours	88.00
Total Deductions		Benefits	53.64
Taxes Withheld		Taxes Paid	
Net Pay	1,417.33		

Earning Detail DBA Detail Tax Detail

Records 1 - 2 Customize Grid

Type	Hours	Pieces	Rate	Gross Amt	Tax Area	Account Number
1	88.00		16.106	1,417.33	06	9.8115
Σ	88.00			1,417.33		

Payment Review and Void form

On the Payment Review and Void form, click the Tax Detail bar to review detailed information about the taxes that are associated with the payment. To review detailed information about the DBAs that are associated with the payment, click the DBA Detail bar. To review detailed information about the pay types that are associated with the payment, click the Earnings Detail bar.

Employee Identification	Enter the employee number, tax ID, or alternate number, depending on the employee number mode that is set up in the payroll constants for company 00000.
Payment/Item Number	Enter 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.
G/L Bank Account (general ledger bank account)	Enter 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.

Voiding a Payment

Access the Void Cheque form.

After you complete the steps to void a payment, the system creates an interim payment for the void. To process the void, process interim payments.

Reissue?	Select the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information (except the check numbers and check dates) as the voided checks.
I C (interim check code)	Review this code to determine the status of the payment. The code indicates one of these conditions: Blank: The payment was processed in a regular payroll cycle. <i>I</i> : The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments. <i>X</i> : The payment is an original payment that has been voided.
I S (interim check status)	Enter a code that indicates the type of payment that the system generated. Values are: <i>A</i> : Automatic deposit <i>C</i> : Computer-generated payment <i>V</i> : Voided regular payment <i>M</i> : Manually-generated payment <i>Z</i> : Voided manual payment If the code is <i>M</i> , the automatic accounting instruction (AAI) for the payroll manual check bank are used to generate the cash entry. If the code is <i>C</i> or blank, the AAI for the normal payroll bank is used.

Cheque Replaced	Review this field to verify that it contains the number of the check that was voided and reissued as the current check. It was replaced by this check.
Vd/Re Date (void/reissue date)	Enter the date this check was voided or reissued.

Reviewing Tax History

Access the Pay & Taxes By Month form.

If the user account has the necessary security clearance, you can revise any of the information.

Company	Enter the company number where the employee records generally reside.
Gross Pay	<p>Enter the gross amount of the transaction. The specific meaning depends on the type of transaction:</p> <p><i>A</i>: Pay types: The total amount of earnings related to the type of pay.</p> <p><i>B</i>: DBAs: The total amount of the deduction, benefit, or accrual.</p> <p><i>C</i>: Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.</p> <p>This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.</p> <p>Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.</p>
Excludable Gross	Enter the amount of monthly gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and other non-taxable accounts.
Excess Wage	Enter the amount of wages earned, but in excess of the annual limit, for tax calculation.
Tax	Enter the monthly amount of tax calculated.

Revising Employment Insurance History

This section provides an overview of employment insurance history, and discusses how to:

- Revise employment insurance history.
- Set processing options for the Employment Insurance History program (P776176).

Understanding Employment Insurance History

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

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

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

Forms Used to Revise Employment Insurance History

Form Name	FormID	Navigation	Usage
Work With EI History	W776176A	Canada History Inquiries (G77BCAP14), EI History	Select a record to update.
EI History Revisions	W776176B	On the Work With EI History form, select a record in the detail area, and then click Select.	Revise employment insurance history.

Revising Employment Insurance History

Access the EI Revisions form.

Depending on the security limitations of the user account, you can correct any of the information.

ROE Number (record of employment number)	Enter the serial number for the record of employment.
Date Mailed	Enter the date on which the ROEs are mailed.
Pay Period End Date	Enter the last day of a processing period (pay period, month, quarter or year).
Pay Frequency	Enter a user defined code (07/PF) that indicates how often an employee is paid. Values are: <i>B</i> : Biweekly <i>W</i> : Weekly <i>S</i> : Semimonthly <i>M</i> : Monthly <i>A</i> : Annually <i>C</i> : 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.
Hours Worked	Enter the number of hours associated with each transaction.
Insured Amount	Enter the amount that is subject to taxation or withholdings.
Insured Premium	Enter the amount withheld from an employee's earnings that is used to pay employment insurance premiums.
Cheque Control	Enter a number that groups all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number. This is not the actual check number.

Setting Processing Options for the Employment Insurance History Program (P776176)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use this processing option to specify default values used by the EI History Revisions program.

1. Current EI for calculating Premiums

Specify current EI rate used to calculate the employee's portion of EI premiums. You should enter this number using a decimal. For example, enter 1.40 percent as 1.40.

If you leave this option blank, the system will NOT recalculate EI premiums when Insured Earnings is revised.

Verifying the Integrity of Payroll Detail History

This section provides an overview of history integrity, and discusses how to:

- Run the Canadian Payroll History Audit Report (R77703).
- Set processing options for the Canadian Payroll History Audit Report (R77703).

Understanding Payroll History Integrity

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The Canadian Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

Note. The Canadian Payroll History Audit Report verifies that tax type CA exists for every employee that has a record for any of the following tax types in the F0713 table: CB, CC, CD, CE, CF, CG, or CH.

If an employee does not have tax type CA, the year-end workfile will be invalid. Therefore, it is very important that you run the Canadian Payroll History Audit Report and correct any errors before you generate the year-end workfile.

You use the processing options to specify whether this report compares basic history information, pay cheque history information, or both.

If you choose to compare basic history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F0713	F0716
F06145	F0719

Summary Tables	Detail Tables
F06146	F0618 and F0719
F06176	F0716

If you choose to compare pay cheque history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06156	F0716
F06156	F0618
F06156	F0719

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Running the Canadian Payroll History Audit Report (R77703)

Select Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report .

Setting Processing Options for the Canadian Payroll History Audit Report (R77703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

1. Enter Year for Audit Report.

Specify the year for which the report should audit history information.

Note. Enter the year using four digits (for example: 2005).

2. Enter Month for Audit Report

Specify the specific month for which the report should audit history information.

Note. Enter the month using two digits (for example: January equals 01).

3. Perform Basic History Audit.

Specify whether you would like to perform a basic history audit. The Basic Audit report compares these tables:

- F0713 to F0716
- F06145 to F0719
- F06146 to F0618/F0719
- F06176 to F0716

Values are:

I: Perform.

4. Perform Paycheque History Audit.

Blank: Do not run the Basic History Audit.

0: Do not run.

Specify whether you would like to perform a paycheque history audit. The paycheque history audit compares these tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Values are:

1: Perform.

Blank: Do not run the Paycheque History Audit.

0: Do not run.

5. Company.

Specify the company for which to run the audit reports.

Note. If you leave this processing option blank, the system audits all companies.

Verifying Tax History Integrity

This section provides overviews of tax history integrity, the F0713 Integrity Report, and error codes for the F0713 Integrity Report, and discusses how to:

- Run the F0713 Integrity Report (R777011).
- Set processing options for the F0713 Integrity Report (R777011).

Understanding Tax History Integrity

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

- Detail records
- Summary records

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

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.

Understanding the F0713 Integrity Report (R777011)

You use the F0713 Integrity Report (R777011) to identify errors in the F0713 table. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income. Keeping this table error free simplifies year-end processing tasks.

The F0713 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.
- Situations that are not really errors.

You can prevent specific errors from appearing on the report by listing the codes for those errors in the processing options.

Note. You must specify the CPP/QPP annual wage limit, basic yearly exemption, and employee contribution rate in the processing options. These amounts and rates are defined by the Canada Customs and Revenue Agency (CCRA).

Understanding Error Codes for the F0713 Integrity Report (R777011)

This table lists and discusses the error codes, which are stored in UDC 77Y/EC, that might appear on the F0713 Integrity Report (R777011):

Error	Description
0101 - Total gross is less than tax withheld	<p>The gross amount is less than the amount of tax withheld or paid on the same earnings.</p> <p>Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided cheque from a prior year. If an error occurs, you can leave it alone, repost the F0716 table, or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0102 - Gross minus excludable is less than tax withheld	<p>The amount of taxable wage [gross less excludable] is less than the amount of tax withheld.</p> <p>Manually change the excludable or tax amount, if necessary.</p>
0103 - Excludable is greater than gross	<p>The excludable amount is greater than the gross wage.</p> <p>Determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the F0716 table or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>

Error	Description
0104 - Sign mismatch on gross and tax	<p>A mismatch exists between the taxable wages and the tax. Either the taxable wage amount is positive and the tax amount is negative, or the taxable wage amount is negative and the tax amount is positive.</p> <p>Determine why a sign mismatch exists between the two numbers and decide which is correct. For example, someone might have manually entered the tax as a negative number. You can leave the mismatch alone, repost the F0716 table, or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0105 - Sign mismatch on gross and excludable	<p>A mismatch exists between the gross wages and the excludable amount. Either the gross wage amount is positive and the excludable amount is negative, or the gross wage amount is negative and the excludable amount is positive.</p> <p>Determine why a sign mismatch exists between the two numbers and decide which is correct. For example, someone might have manually entered the tax as a negative number. You can leave the mismatch alone, repost the F0716 table, or manually adjust the F0713 table using Tax History (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0106 - Mismatch state/county/city	<p>The tax area in the tax summary record does not match the country (work state) or province (work county) in the same record.</p> <p>Determine whether the province is correct in the F0713 table. If it is not, enter a new tax summary record by choosing Tax History (P779901) from the Canada History Inquiries menu (G77BCAP14), and then choosing Add Tax Summary from the Form menu.</p>
0107 - Quebec gross is greater than Federal gross	<p>The total of the wages for Quebec records is greater than the federal wages.</p> <p>Manually review the transactions and each Quebec record, and determine whether these totals should match. For example, if an employee lives in one province and works in another, both records are updated with total gross wages. You must manually adjust the discrepancy using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0108 - Employee number not in F060116	<p>The employee number does not exist or has been deleted from the F060116 table.</p> <p>Manually add the employee back into the master file.</p>

Error	Description
0109 - F0713 SIN does not match F060116	<p>A difference exists between the Social Insurance Number in the F060116 table and the F0713 table.</p> <p>Verify that the Social Insurance Number is correct when you access the Address Book from the Employee Information program (P0801).</p>
0110 - Tax area not in F069016	<p>The tax area code on the record does not exist in the F069016 table.</p> <p>Add the tax area.</p>
0111 - Tax ID not found in F069086	<p>The corporate tax ID in the record does not exist in the F069086 table.</p> <p>Add the corporate tax ID using the Corporate Tax IDs program (P059081A).</p>
0112 - Tax ID does not match the F069086	<p>The corporate tax ID in the record does not match the corporate tax ID in the F069086 table.</p> <p>Verify that the tax ID is correct using the Corporate Tax IDs program (P059081A). 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 F0713 Integrity Report program (R777011) in update mode.</p>
0119 - CPP/QPP wages exceeding the annual limit	<p>The CPP/QPP wages in the record exceed the annual limit for CPP/QPP wages.</p> <p>Run an adjusting interim payroll with a tax override.</p>
0120 - CPP/QPP contributions exceeding annual max	<p>The CPP/QPP contributions in the record exceed the annual maximum for CPP/QPP contributions.</p> <p>If one or more payroll cycles or interim payroll cycles remain to be run for the current year, Vertex will self-adjust the amount, refunding any excess contributions to the employee.</p> <p>If the error is encountered after the last payroll has been run, run an adjusting interim payroll or leave the amount as is and allow the employee to reclaim the excess during tax filing.</p>

Running the F0713 Integrity Report (R777011)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report.

Setting Processing Options for the F0713 Integrity Report (R777011)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Processing Mode	Specify whether to print errors or print and update errors. Values are: <i>0</i> : Print errors <i>1</i> : Print and update errors.
2. Error codes to omit from printing - leave blank to print all errors.	Specify the error that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are less than four digits, for example, 0101. For a list of valid error codes, see UDC 77Y/EC.
<hr/>	
Note. You cannot omit error code 0112.	
<hr/>	
3. Year to Process	Specify the four-digit year to be processed. If you leave this processing option blank, the system processes all years.
4. CPP/QPP Annual Wage Limit:	Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP.
CPP/QPP Annual Exemption:	Specify the basic yearly exemption for CPP or QPP.
CPP/QPP Employee Contribution Rate:	Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 in this processing option.

Verifying Employment Insurance History Integrity

This section provides overviews of employment insurance history integrity, the EI Integrity Report, and the F06176 Hour Validation Report, and discusses how to:

- Run the EI Integrity Report (R77015).
- Set processing option for the EI Integrity Report (R77015).
- Run the F06176 Hour Validation Report (R77020).
- Set processing options for the F06176 Hour Validation Program (R77020).

Understanding Employment Insurance History Integrity

You verify the integrity of employment insurance (EI) information to ensure that you report the correct information to the government. If you discover errors, review each error to verify whether you must make a change to the employment insurance history. If a change is required, revise the employment insurance history to correct the error.

Understanding the EI Integrity Report

You run the EI Integrity Report (R77015) to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the F06176 table by tax type CC and compares the results with the amounts in the F0713 table.

If the yearly totals for EI insurable earnings in the F06176 table do not match the gross earnings minus excludables minus in-excess in the F0713 table, the program marks the records. The program then compares the records in the F06176 table with the records in the Pay Check History Tax Ledger - Canadian DB table (F0716) by cheque control number to locate specific records that do not match. The program then produces the EI Integrity F0716/F06176 Exceptions report (R77015).

The EI Integrity Report produces a second exception report, the EI Integrity Validation report (R77016). This report contains errors if any of the following conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the F06176 table does not match any of the corporate tax IDs that are set up for the company in the F069086 table.
- The employee number does not exist in the F060116 table.
- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

In the processing options of the EI Integrity Report program (R77015), you must specify the version of the EI Integrity Validation report (R77016) that you want to run. You use the data selection on the EI Integrity Validation report to select the employees for that report.

The EI Integrity Report reads information from the F06176, F0713, and F0716 tables. It does not update these tables.

Understanding the F06176 Hour Validation Report

You run the F06176 Hour Validation report (R77020) to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You can run this program in either verification or update mode. However, you must run the program in verification mode before you can run it in update mode. Running the program in verification mode sets a flag that the program uses when you run it in update mode.

When you run the F06176 Hour Validation program in verification mode, the system compares the number of hours for each employee in table F06176 with those in table F0618. If the totals do not match, the system performs one of the following actions:

- If no corresponding records exist in the F0618 table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program updates the YSYST2 field in table F06176 with an H for records whose hours do not match the hours in table F0618.

The H indicates that the program will correct the problem when you run it in update mode.

The system also produces an exception report. You can use this report to determine the cause of the discrepancy. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. You can reset the flag using the EI Update field in the EI History program (P776176).

When you run the program in update mode, the system locates the discrepancies that it identified in verification mode. For these records, the system adds the accumulated hours from the F0618 table to the F06176 table. This resolves the discrepancy between the tables.

The system also prints the EI Hour Integrity Update Report (R77020U), which displays the changes made to the F06176 table.

Note. The F06176 Hour Validation program (R77020) excludes PDBAs that have a tax type of * (Non-Taxable), CI (Exempt Hours - EI Exempt Hours), or CC (Canada Employ Ins. - employee). PDBAs that are set up with these exemptions are not compared between the Unemployment Insurance History File table and the Employee Transaction History table.

Running the EI Integrity Report (R77015)

Select Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report.

Setting Processing Options for the EI Integrity Report (R77015)

Processing options enable you to specify the default processing for programs and reports.

EI Integrity

1. Enter the Year you want the EI Integrity to generate: (Enter a 4 Digit Year)

Specify the year for which the system generates a report.

Note. Data selection must only include records for the year entered.

Data selection should be by cheque date.

If the processing option value is zero, the current system year is assumed.

Versions

1. Version for EI Integrity Validation (R77016).

Specify the version for the report. If left blank, the system uses version XJDE0001.

Running the F06176 Hour Validation Report (R77020)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation.

Setting Processing Options for the F06176 Hour Validation (R77020)

Processing options enable you to specify the default processing for programs and reports.

EI Hour

1. Enter a 1 to run this report in update mode.

Specify the mode for the report. A value of blank will create a verification report only.

Note. Run the report in verification mode *before* you run it in update mode.

2. Enter the year you want the EI Hour Integrity to generate: (Enter a 4 Digit Year)

When you enter *1* in this processing option, the system generates the R77020U report.

Specify the applicable year for the report, including century.

Note. Limit data selection to include records for only the year entered.

Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

APPENDIX A

PeopleSoft EnterpriseOne Canadian Payroll

8.11 SP1 Reports

This appendix provides an overview of Canadian Payroll reports and enables you to view a summary table of all reports.

PeopleSoft EnterpriseOne Canadian Payroll 8.11 SP1 Reports: A to Z

The reports listed in each table are sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R00067 Business Unit Translation Report	Use this program to review the business unit description translations in the base language, and one or all of the additional languages that the business uses.	Organization & Account Setup (G09411), Business Unit Translation Report
R77015 EI Integrity	Use this program to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.	Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report
R77020 F06176 Hour Validation	Use this program to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.	Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation
R77323 Employee Earnings and Tax Register	Use this program to review an individual employee's taxes and the pay amounts on which those taxes are based. At year-end, use the Employee Pay and Tax Register report to verify the information that you print on employees' year-end forms.	Canada History Reports (G77BCAP15), Employee Earnings and Tax Register

Report ID and Report Name	Description	Navigation
<p>R77703 Canadian Payroll History Audit</p>	<p>Use this program to ensure that the system records the correct amounts on the tax and year-end reports. Run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.</p>	<p>Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report</p>
<p>R770631B Print ROEs/Update History</p>	<p>Use this program to print Record of Employment (ROE) forms, and update ROE history. You create ROEs when an employee has a separation from work.</p>	<p>ROE Processing (G77BCAP16), ROE Workbench On the Work With ROEs form, select the ROEs that you want to print, and then select Print Multi ROEs from the From menu. Complete the fields on the form and click OK to process the report.</p>
<p>R773162 Provincial Tax Distribution Summary</p>	<p>Use this program to provide current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts that are withheld for Quebec provincial taxes and pension deductions.</p>	<p>You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.</p>
<p>R773170C Federal Tax Distribution Summary</p>	<p>Use this program to determine the federal tax burden for a payroll cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes.</p>	<p>You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.</p>
<p>R773601 Workers Compensation Register</p>	<p>Use this program to review workers compensation insurance amounts.</p>	<p>Canada History Reports (G77BCAP15), Workers Comp/Gen Liability</p>
<p>R773660 Employment Insurance Register</p>	<p>Use this program to list the Employment Insurance (EI) rates. The report also includes information for each employee on the payroll.</p>	<p>You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.</p>
<p>R777011 F0713 Integrity</p>	<p>Use this program to identify errors in the F0713 table. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income.</p>	<p>Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report</p>

PeopleSoft EnterpriseOne Payroll for Canada 8.11 SP1 Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R77015 - EI Integrity

You run the EI Integrity Report (R77015) to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the F06176 table by tax type CC and compares the results with the amounts in the F0713 table.

If the yearly totals for EI insurable earnings in the F06176 table do not match the gross earnings minus excludables minus in-excess in the F0713 table, the program marks the records. The program then compares the records in the F06176 table with the records in the F0716 table by cheque control number to locate specific records that do not match. The program then produces the EI Integrity F0716/F06176 Exceptions report (R77015).

The EI Integrity Report produces a second exception report, the EI Integrity Validation report (R77016). This report contains errors if any of these conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the F06176 table does not match any of the corporate tax IDs that are set up for the company in the F069086 table.
- The employee number does not exist in the F060116 table.
- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

In the processing options of the EI Integrity Report program (R77015), you must specify the version of the EI Integrity Validation report (R77016) that you want to run. You use the data selection on the EI Integrity Validation report to select the employees for that report.

The EI Integrity Report reads information from the F06176, F0713, and F0716 tables. It does not update these tables.

Processing Options for EI Integrity (R77015)

Processing options enable you to specify the default processing for programs and reports.

EI Integrity

1. Enter the Year you want the EI Integrity to generate: (Enter a 4 Digit Year)

Specify the year for which the system generates a report.

Note. Data selection must only include records for the year entered.

Data selection should be by cheque date.

If the processing option value is zero, the current system year is assumed.

Versions

- 1. Version for EI Integrity Validation (R77016).** Specify the version for the report. If left blank, the system uses version XJDE0001.

R77020 - F06176 Hour Validation

You run the F06176 Hour Validation report (R77020) to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You can run this program in either verification or update mode. However, you must run the program in verification mode before you can run it in update mode. Running the program in verification mode sets a flag that the program uses when you run it in update mode.

When you run the F06176 Hour Validation program in verification mode, the system compares the number of hours for each employee in table F06176 with those in table F0618. If the totals do not match, the system performs one of the these actions:

- If no corresponding records exist in the F0618 table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program updates the YSYST2 field in table F06176 with an H for records whose hours do not match the hours in table F0618. The H indicates that the program will correct the problem when you run it in update mode.

The system also produces an exception report. You can use this report to determine the cause of the discrepancy. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. You can reset the flag using the EI Update field in the EI History program (P776176).

When you run the program in update mode, the system locates the discrepancies that it identified in verification mode. For these records, the system adds the accumulated hours from the F0618 table to the F06176 table. This resolves the discrepancy between the tables.

The system also prints the EI Hour Integrity Update Report (R77020U), which displays the changes made to the F06176 table.

Note. The F06176 Hour Validation program (R77020) excludes PDBAs that have a tax type of * (Non-Taxable), CI (Exempt Hours - EI Exempt Hours), or CC (Canada Employ Ins. - employee). PDBAs that are set up with these exemptions are not compared between the Unemployment Insurance History File table and the Employee Transaction History table.

Processing Options for F06176 Hour Validation (R77020)

Processing options enable you to specify the default processing for programs and reports.

EI Hour

- 1. Enter a 1 to run this report in update mode.** Specify the mode for the report. A value of blank will create a verification report only.

Note. Run the report in verification mode *before* you run it in update mode.

When you enter *1* in this processing option, the system generates the R77020U report.

2. Enter the year you want the EI Hour Integrity to generate: (Enter a 4 Digit Year)

Specify the applicable year for the report, including century.

Note. Limit data selection to include records for only the year entered.

Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

R77323 - Employee Earnings and Tax Register

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

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

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

Processing Options for Employee Earnings and Tax Register (R77323)

Processing options enable you to specify the default processing for programs and reports.

Report Options

1. Employee Number Format

Specify the type of employee number you want to print on the report. Values are:

1: Address Book Number (default)

2: Social Insurance Number

3: Third Employee Number

2. Date: Ending Period (MMDDYY)

Specify the ending date for the report. You must enter the date in the format MMYDD. Values are:

Blank: Current Date

A valid date

3. Type Of History

Specify the type of history detail that is required on the report. Values are:

1: Quarter-to-date with monthly balances.

2: Quarter-to-date totals only.

3: Year-to-date with monthly balances.

4: Year-to-date with quarterly balances.

5: Year-to-date totals only.

- 4. Print Detail Transaction** Specify whether to include detailed transactions when printing monthly totals. Values are:
 0: Suppress
 1: Print
 This option applies only if you are printing the report with MONTHLY totals.

- 5. Page Breaks** Specify the type of report page breaks that are required. Values are:
 0: Print one employee per page (default)
 1: Print multiple employees per page

Note. This option only applies when requesting *monthly* totals.

Canadian Payroll History Audit (R77703)

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The Canadian Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

Note. The Canadian Payroll History Audit Report verifies that tax type CA exists for every employee that has a record for any of the following tax types in the F0713 table: CB, CC, CD, CE, CF, CG, or CH.

If an employee does not have tax type CA, the year-end workfile will be invalid. Therefore, it is very important that you run the Canadian Payroll History Audit Report and correct any errors before you generate the year-end workfile.

You use the processing options to specify whether this report compares basic history information, pay cheque history information, or both.

If you choose to compare basic history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F0713	F0716
F06145	F0719
F06146	F0618 and F0719
F06176	F0716

If you choose to compare pay cheque history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06156	F0716

Summary Tables	Detail Tables
F06156	F0618
F06156	F0719

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Processing Options for the Canadian Payroll History Audit Report (R77703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

- 1. Enter Year for Audit Report.** Specify the year for which the report should audit history information.

Note. Enter the year using four digits (for example: 2005).

- 2. Enter Month for Audit Report** Specify the specific month for which the report should audit history information.

Note. Enter the month using two digits (for example: January equals 01).

- 3. Perform Basic History Audit.** Specify whether you would like to perform a basic history audit. The Basic Audit report compares these tables:

F0713 to F0716
F06145 to F0719
F06146 to F0618/F0719
F06176 to F0716

Values are:

1: Perform.

Blank: Do not run the Basic History Audit.

0: Do not run.
- 4. Perform Paycheque History Audit.** Specify whether you would like to perform a paycheque history audit. The paycheque history audit compares these tables:

F06156 to F0716
F06156 to F0618
F06156 to F0719

Values are:

1: Perform.

Blank: Do not run the Paycheque History Audit.

0: Do not run.

5. Company.

Specify the company for which to run the audit reports.

Note. If you leave this processing option blank, the system audits all companies.

Reviewing the Provincial Tax Distribution Summary Report (R773162)

The Provincial Tax Distribution Summary report (R773162) provides current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts that are withheld for Quebec provincial taxes and pension deductions. The Quebec provincial government requires this information.

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

Note. Quebec is currently the only province that collects a provincial tax.

Reviewing the Federal Tax Distribution Summary Report (R773170C)

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

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

Reviewing the Workers Compensation Register Report (R773601)

You can print the Workers Compensation Register report (R773601) to review workers compensation insurance amounts. Information listed in the report includes:

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

You can print the report in either of these formats:

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

The information that is provided in the Workers Compensation Register report is based on the F0618 table.

Reviewing the Employment Insurance Register Report (R773660)

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

- Social Insurance Number.
- Current wages.
- Any excludable wages or amounts paid in excess.
- Taxable wages.
- EI rate (employment insurance).
- Current tax amounts.

R777011 - F0713 Integrity

You use the F0713 Integrity Report (R777011) to identify errors in the F0713. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income. Keeping this table error free simplifies year-end processing tasks.

Processing Options for F0713 Integrity (R777011)

Processing options enable you to specify the default processing for programs and reports.

Process

- | | |
|--|--|
| 1. Processing Mode | Specify whether to print errors or print and update errors. Values are:
<i>0</i> : Print errors.
<i>1</i> : Print and update errors. |
| 2. Error codes to omit from printing - leave blank to print all errors. | Specify the error that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are less than four digits, for example, 0101. For a list of valid error codes, see UDC 77Y/EC. |
| <hr/> | |
| Note. You cannot omit error code 0112. | |
| <hr/> | |
| 3. Year to Process | Specify the four-digit year to be processed. If you leave this processing option blank, the system processes all years. |
| 4. CPP/QPP Annual Wage Limit: | Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP. |
| CPP/QPP Annual Exemption: | Specify the basic yearly exemption for CPP or QPP. |
| CPP/QPP Employee Contribution Rate: | Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 in this processing option. |

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	<p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	<p>A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.</p> <p>In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.</p>
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	<p>A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.</p> <p>See also direct connect and store-and-forward.</p>
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through

	event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System-release number data source. It also updates the Data Source Plan detail record to reflect completion.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System-release number data source. It also updates the Environment Plan detail record to reflect completion.
escalation monitor	A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z table.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
IServer service	Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
Java application server	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a nota fiscal with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the System-release number data source. It also updates the Package Plan detail record to reflect completion.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11>21>26>28>38>01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p>
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the System-release number data source. It also updates the Server Plan detail record to reflect completion.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	<p>Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.</p> <p>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.</p>
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) monitor	A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.
Version List merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
workgroup server	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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