JD EDWARDS ENTERPRISEONE

JD Edwards EnterpriseOne U.S. Payroll 8.12 Implementation Guide

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JD Edwards EnterpriseOne U.S. Payroll 8.12 Implementation Guide
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Contents

About This Documentation Preface

JD Edwards EnterpriseOne implementation guides provide you with the information that you need to implement and use JD Edwards EnterpriseOne applications from Oracle.

This preface discusses:

- JD Edwards EnterpriseOne application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common fields in implementation guides.

Note. Implementation guides document only elements, such as fields and check boxes, that require additional explanation. If an 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 fields for the section, chapter, implementation guide, or product line. Fields that are common to all JD Edwards EnterpriseOne applications are defined in this preface.

JD Edwards EnterpriseOne Application Prerequisites

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

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

You should be familiar with navigating the system and adding, updating, and deleting information by using JD Edwards EnterpriseOne menus, 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 JD Edwards EnterpriseOne applications most effectively.

Application Fundamentals

Each application implementation guide provides implementation and processing information for your JD Edwards EnterpriseOne applications.

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 implementation guide. Most product lines have a version of the application fundamentals implementation guide. The preface of each implementation guide identifies the application fundamentals implementation guides that are associated with that implementation guide.

The application fundamentals implementation guide consists of important topics that apply to many or all JD Edwards EnterpriseOne applications. 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 implementation guides. 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 Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your Implementation Guides Library. You'll find a variety of useful and timely materials, including updates to the full line of JD Edwards EnterpriseOne documentation that is delivered on your implementation guides CD-ROM.

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Ordering Printed Documentation

You can order printed, bound volumes of the complete line of JD Edwards EnterpriseOne documentation that is delivered on your implementation guide CD-ROM. Oracle makes printed documentation available for each major release of JD Edwards EnterpriseOne shortly after the software is shipped. Customers and partners can order this printed documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of Oracle's PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners, the book print vendor, at 877 588 2525.

Email

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

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

Resource	Navigation
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 implementation guides:

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.
Italics	Indicates field values, emphasis, and JD Edwards EnterpriseOne 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 *O*.
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.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

Implementation guides contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the JD Edwards EnterpriseOne 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

Implementation guides 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 implementation guides:

- 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 implementation guides:

- 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 implementation guides and other Oracle reference and training materials. Please send your suggestions to Documentation Manager, Oracle Corporation, 7604 Technology Way, Denver, CO, 80237. Or email us at documentation_us@oracle.com.

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

Common Fields Used in Implementation Guides

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 enables 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:

Blank: Batch is unposted and pending approval.

A: The batch is approved for posting, has no errors and is in balance, but has not yet been posted.

D: The batch posted successfully.

E: The batch is in error. You must correct the batch before it can post.

P: 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*.

U: 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. JD Edwards 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 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.

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.

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.

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

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. JD Edwards EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

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:

- 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.

JD Edwards EnterpriseOne U.S. Payroll Preface

This preface discusses:

- JD Edwards EnterpriseOne products
- JD Edwards EnterpriseOne application fundamentals

JD Edwards EnterpriseOne Products

This implementation guide refers to the following JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Payroll
- JD Edwards EnterpriseOne U.S. Payroll
- JD Edwards EnterpriseOne Human Capital Management Foundation
- JD Edwards EnterpriseOne Time and Labor

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in companion volumes of documentation called *JD Edwards EnterpriseOne Human Capital Management 8.12 Application Fundamentals Implementation Guide* and *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, “JD Edwards EnterpriseOne HCM Fundamentals Preface”

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “JD Edwards EnterpriseOne Payroll Preface”

CHAPTER 1

Getting Started With JD Edwards EnterpriseOne U.S. Payroll

This chapter discusses:

- JD Edwards EnterpriseOne U.S. Payroll overview.
- JD Edwards EnterpriseOne U.S. Payroll business processes.
- JD Edwards EnterpriseOne U.S. Payroll integrations.
- JD Edwards EnterpriseOne U.S. Payroll implementation.

JD Edwards EnterpriseOne U.S. Payroll Overview

To understand how payroll affects the organization and the reasoning that underlies the tasks that you perform, you need to be aware of the critical role that payroll plays in the business environment.

A payroll department's customers include not only employees, but also other departments in the company, upper management in the company, and the federal, state, and local government agencies to whom withholdings from employee earnings must be paid and reported. In payroll, customer satisfaction depends on compliance with company policies for compensating employees, record keeping and accounting, upper management's business and cost-saving objectives, and with federal, state, and local government taxation and reporting requirements. A successful payroll system must:

- Comply with federal, state, and local withholding, depositing, and reporting requirements.

  The JD Edwards EnterpriseOne solution is Quantum by Vertex, which calculates tax withholding amounts for each payment, based on the current tax rates for each taxing authority.
- Issue timely and accurate paychecks, direct deposits, and other disbursements.

  You can define the pay dates for employees, calculate numerous voluntary deductions (such as life insurance deductions), and calculate involuntary deductions such as tax levies, child support, and other garnishments. In addition, you can calculate bonus and commission pay, overtime pay, and numerous other types of pay.
- Maintain adequate records of all data and transactions.

  You can retrieve data about gross-to-net payment and tax calculations, which you can use for depositing and reporting tax information. Additionally, you can set up history tracking on selected employee master fields. Doing so enables you to maintain an audit trail whenever data is changed.
- Prepare reports based on company policy and management requirements.

  A number of standard payroll reports contained in the JD Edwards EnterpriseOne Payroll system can be generated automatically during any step in the payroll cycle. In addition, you can easily create custom reports to meet the reporting needs, based on the data stored in the system.

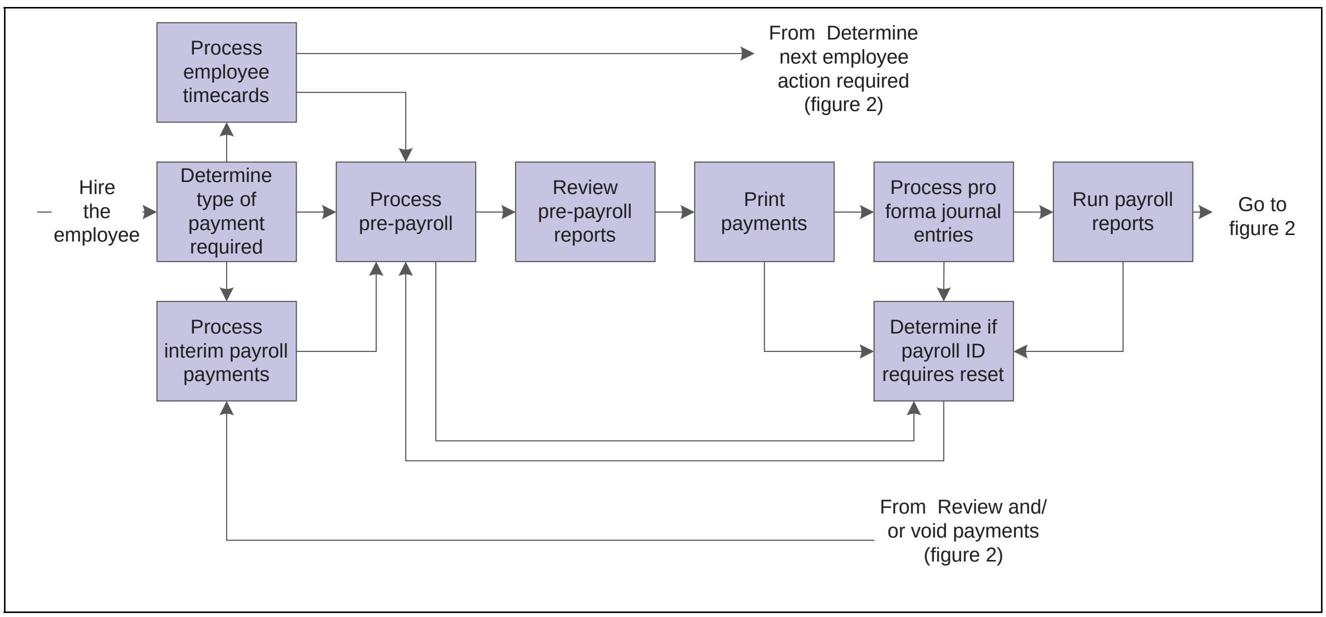
- Be secure.

  Payroll-related data is proprietary information of the company and should be viewed by only authorized personnel. The system must prevent unauthorized personnel from viewing payroll data. The JD Edwards EnterpriseOne Payroll system provides a variety of security options, such as field-level or form-level security, to prevent unauthorized users from viewing or changing payroll data. In addition, security can be set up to specify those users who are allowed to perform the various steps in the payroll cycle, including a reset of the cycle. JD Edwards EnterpriseOne Payroll security features ensure the privacy of all payroll records.

Processing payroll internally enables the organization to eliminate costly service bureau charges and to gain complete control of the payroll functions. The JD Edwards 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.

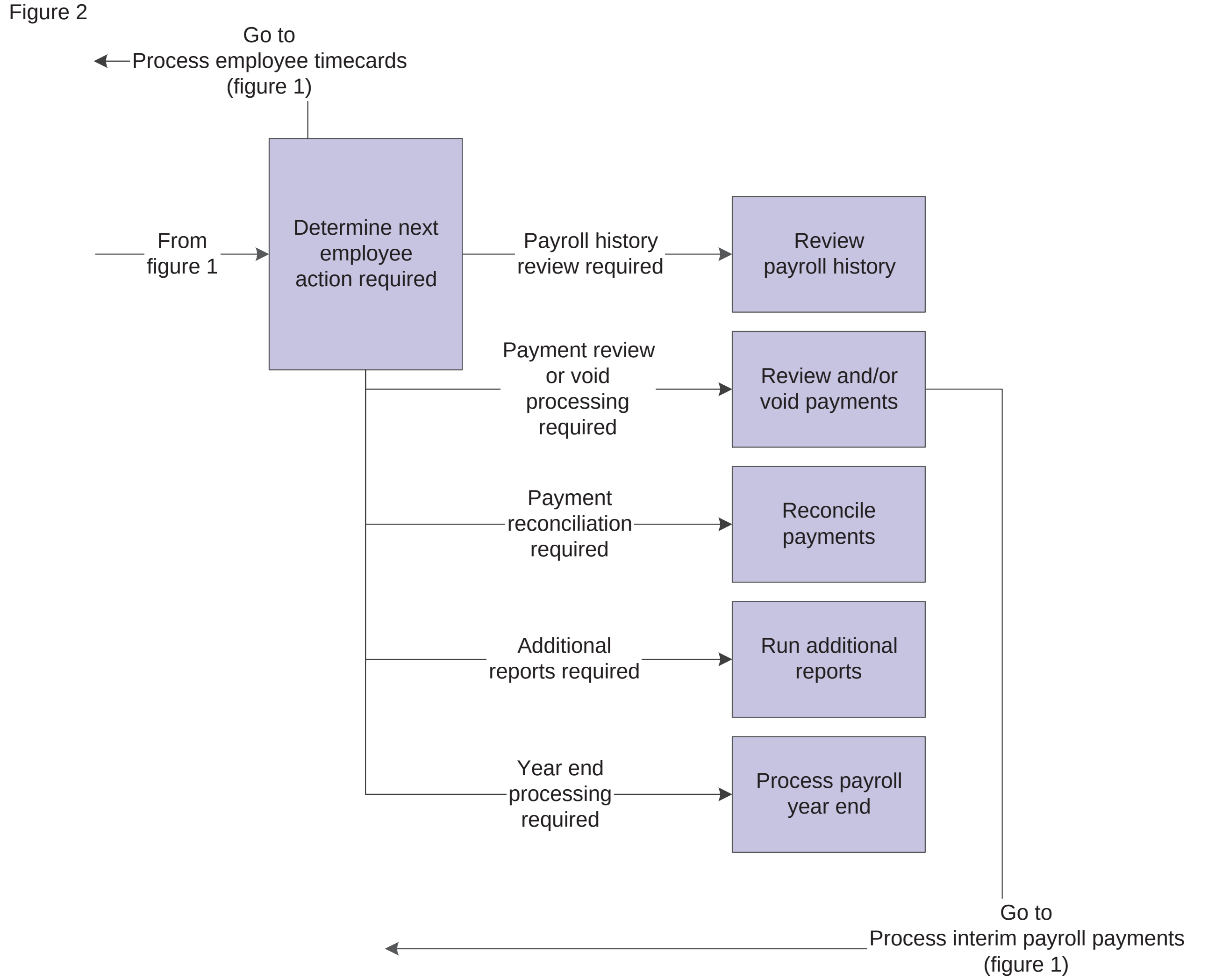
JD Edwards EnterpriseOne U.S. Payroll Business Processes

This process flow illustrates the U.S. Payroll business processes:



U.S. Payroll business processes: (1 of 2)

Figure 2



U.S. Payroll business processes: (2 of 2)

We discuss these business processes in the business process chapters in this implementation guide.

JD Edwards EnterpriseOne U.S. Payroll Integrations

The JD Edwards EnterpriseOne U.S. Payroll system integrates with these JD Edwards EnterpriseOne systems from Oracle:

- JD Edwards EnterpriseOne Asset Lifecycle Management
- JD Edwards EnterpriseOne Financial Management
- JD Edwards EnterpriseOne Human Capital Management
- JD Edwards EnterpriseOne Project Management
- JD Edwards EnterpriseOne Supply Chain Management

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

JD Edwards EnterpriseOne Asset Lifecycle Management

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

JD Edwards EnterpriseOne Financial Management

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

JD Edwards EnterpriseOne Payroll integrates with JD Edwards EnterpriseOne General Accounting to automatically update general ledger transactions and account balances. JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne Address Book.

JD Edwards EnterpriseOne Human Capital Management

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

JD Edwards EnterpriseOne Project Management

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

JD Edwards EnterpriseOne Supply Chain Management

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

JD Edwards EnterpriseOne U.S. Payroll Implementation

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne U.S. Payroll system.

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

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne U.S. Payroll, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more, and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools 8.96 Software Update Guide*

See Also

About This Documentation, "About This Documentation Preface""About This Documentation Preface," page xiii

Global Implementation Steps

This table lists the suggested global implementation steps for JD Edwards EnterpriseOne U.S. Payroll:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	*JD Edwards EnterpriseOne Financial Management Solutions Application Fundamentals 8.12 Implementation Guide*, "Setting Up Organizations"
2. Set up accounts, and the chart of accounts.	*JD Edwards EnterpriseOne Financial Management Solutions Application Fundamentals 8.12 Implementation Guide*, "Creating the Chart of Accounts"
3. Set up the General Accounting constants.	*JD Edwards EnterpriseOne General Accounting 8.12 Implementation Guide*, "Setting Up the General Accounting System"
4. Set up multicurrency processing, including currency codes and exchange rates.	• *JD Edwards EnterpriseOne Multicurrency Processing 8.12 Implementation Guide*, "Setting Up General Accounting for Multicurrency Processing" • *JD Edwards EnterpriseOne Multicurrency Processing 8.12 Implementation Guide*, "Setting Up Exchange Rates"
5. Set up ledger type rules.	*JD Edwards EnterpriseOne General Accounting 8.12 Implementation Guide*, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting
6. Enter address book records.	*JD Edwards EnterpriseOne Address Book 8.12 Implementation Guide*, "Entering Address Book Records"
7. Set up Human Capital Management fundamental information.	*JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, "Getting Started with JD Edwards EnterpriseOne HCM Fundamentals"

Core Implementation Steps

This table lists the core implementation steps for JD Edwards EnterpriseOne U.S. Payroll system:

Step	Reference
1. Set up the Payroll Cycle Workbench.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
2. Set up Master Pay Cycles.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"

Step	Reference
3. Create a payroll ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
4. Attach a Master Pay Cycle to a payroll ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
5. Set up payroll cycle control parameters.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
6. Set up pay cycle reports.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
7. Set up payment information.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
8. Set up payment types.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
9. Set up debit account information for automatic deposits.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
10. (Optional) Set up multiple version processing.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
11. (Optional) Attach multiple version information to a payroll ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information"
12. Set up the Interims Workbench.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Interim Payments"
13. Create an interim payroll ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Interim Payments"
14. Roll pay period dates forward for an interim ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Interim Payments"
15. Set up reports for an interim ID.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Interim Payments"
16. Set up unemployment insurance rates.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Tax Information"
17. Set up workers' compensation insurance-basis tables.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Tax Information"
18. Set up workers' compensation insurance rates.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Tax Information"
19. (Optional) Set up job step progression information for employees.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Job Step Progression Processing"
20. (Optional) Set up job step progression parameters.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Job Step Progression Processing"
21. (Optional) Set up timecard automation for stand-alone job step progression.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Job Step Progression Processing"

Step	Reference
22. (Optional) Set up rule sets for job step progression processing.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Job Step Progression Processing”
23. Set up garnishment tables.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Tables for Wage Attachments”
24. Set up standard annual exemption amounts and additional exemption amounts for disabilities.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Tables for Wage Attachments”
25. Set up exemption calculation tables for exemption rules.	*JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Tables for Wage Attachments”
26. (Optional) Set up ADP integration.	Chapter 4, “Integrating with ADP,” page 19

CHAPTER 2

Understanding U.S. Payroll Processing

This chapter provides overviews of U.S. Payroll and features of U.S. Payroll processing.

Understanding U.S. Payroll

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

The U.S. Payroll process includes these steps:

1. Pre-payroll processing
2. Print payments
3. Journal entries
4. Payroll reports
5. Final update

To process employees in the U.S. through a payroll cycle, you must complete all of these steps. Before you set up or process payroll information for employees in the U.S., you should have a thorough understanding of basic payroll processing. This implementation guide discusses only those steps, features, and processes that are specific to processing payroll for employees in the U.S., and it is intended to supplement the JD Edwards EnterpriseOne Payroll implementation guide.

See Also

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide

Features of U.S. Payroll Processing

To correctly update payroll records for employees in the U.S., you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, there are additional steps, features, and procedures that you can use to process country-specific information for employees in the U.S. This table lists country-specific processes for the U.S.:

Process	Description
Printing Payments	If you print and distribute payments internally, you must set up automatic deposit information that is specific to the U.S.
Payroll Reporting	In addition to the basic payroll cycle reports that are available for all supported countries, you can create additional, country-specific reports for the U.S. to assist you with analyzing payroll data.
ADP Integration	If the organization processes payroll for employees in the U.S., you can integrate with ADP and have ADP perform these payroll functions: • Report quarterly tax information to government entities. • Report year-end tax information to government entities.
Tax History, Reporting, and Integrity	The system uses tax tables that are specific to the U.S. to store and process employee payroll tax information. Additionally, the system provides country-specific tax reports that enable you to analyze and balance tax information and report it to the appropriate government entities. The system also provides programs to verify the integrity of the payroll tax history and update it if necessary.
Interim Payments	When you enter interim payments for employees in the U.S., the system enables you to enter country-specific tax overrides for payments.
State Unemployment Insurance (SUI) Reporting	The system includes state-specific programs for each state to which the organization might need to report SUI information. Each program is designed to meet the requirements of the specified state.
New Hire Reporting	The system includes state-specific programs for each state to which the organization might need to report new hire information. Each program is designed to meet the requirements of the specified state.
Worker’s Compensation Regulations	The system includes features that enable you to report Worker’s Compensation information and also supports these processes: • Washington State Industrial Insurance Reporting • Wyoming Worker’s Compensation Reporting

CHAPTER 3

Processing U.S. Payroll Cycle Information

This chapter provides an overview of U.S. payroll setup and discusses how to:

- Process U.S. payment information.
- Review country-specific payroll cycle reports.
- Enter tax overrides for an interim payment.

Understanding U.S. Payroll Setup

To process payroll for employees in the U.S., you must set up the information in this chapter and also set up all basic payroll information. The information in this chapter discusses only the country-specific setup tasks that you must complete. All other setup tasks are discussed in the JD Edwards EnterpriseOne Payroll 8.12 implementation guide.

See Also

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide

Processing U.S. Payment Information

This section provides an overview of the payment process, lists prerequisites, and discusses how to create the flat file for automatic deposits.

Understanding U.S. Payments

After you process employees through pre-payroll, you can print payments for those employees. JD Edwards EnterpriseOne Payroll enables you to create these types of payment information:

- Paychecks.
- Payment advice slips for employees who receive automatic deposits.
- Automatic deposit flat files to send to the banking institution.

Flat File for Automatic Deposits

When you print payments for a payroll cycle that includes at least one employee who receives payment through a direct deposit, you must create an automatic deposit bank file. Using the Create Auto Deposit Tape File program (R07235), the system automatically creates the flat file for automatic deposits. The flat file provides the bank with information from the system that the bank must have to process the automatic deposits.

The flat file that the system creates is named *PayACH* and is stored in the export folder. Using a text editor, review the PayACH file to verify that the information is correct and complete. If errors occur when you create the file, you can recreate it as many times as necessary until you begin the next payroll cycle, at which point the new information overrides the information in the existing file.

If the file contains errors, delete it and then recreate the file. Otherwise, copy the file to the appropriate media (such as diskette or magnetic tape) and send it to the bank. Consult the system administrator for assistance with this task.

The PayACH file contains five record types, which comply with the requirements of the National Automated Clearing House Association (NACHA). This table describes each record type that is contained in the flat file:

Record	Description
Record 1: File Header record	This record contains the file header information, including the origin and the intended destination of the file.
Record 5: Company/Batch Header record	This record contains detailed information about the company and the auto deposit batch.
Record 6: Employee Entry Detail record	This record contains detailed information about employee bank account numbers, employee identification numbers, names, and deposit amounts.
Record 8: Company Batch Control record	This record contains the monetary amount totals for each company in the batch.
Record 9: File Control record	This record contains the totals for the entire flat file.

Note. The file that you create complies with the requirements of the NACHA. Because standards might vary by bank or region, verify the automated clearing house requirements with the bank.

The processing options for the Create Auto Deposit Tape File program (R07235) enable you to add information organization-specific to the flat file. Do not add other information to the flat file. Including additional information in the flat file requires system customization.

Prerequisites

Before you complete the tasks in this section:

- Verify that the export folder exists, where package name is the name of the software environment and release (for example, PROD733). If the export folder does not exist, you must create it. Contact the system administrator or technical support for assistance with this task.
- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools 8.96 Interoperability Guide*
- Review the processing options for the Create Auto Deposit Tape File program (R07235), and set up payment types to use the correct payment programs.

  See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Payroll Cycle Information,” Setting Up Payment Information.
- Process pre-payroll.

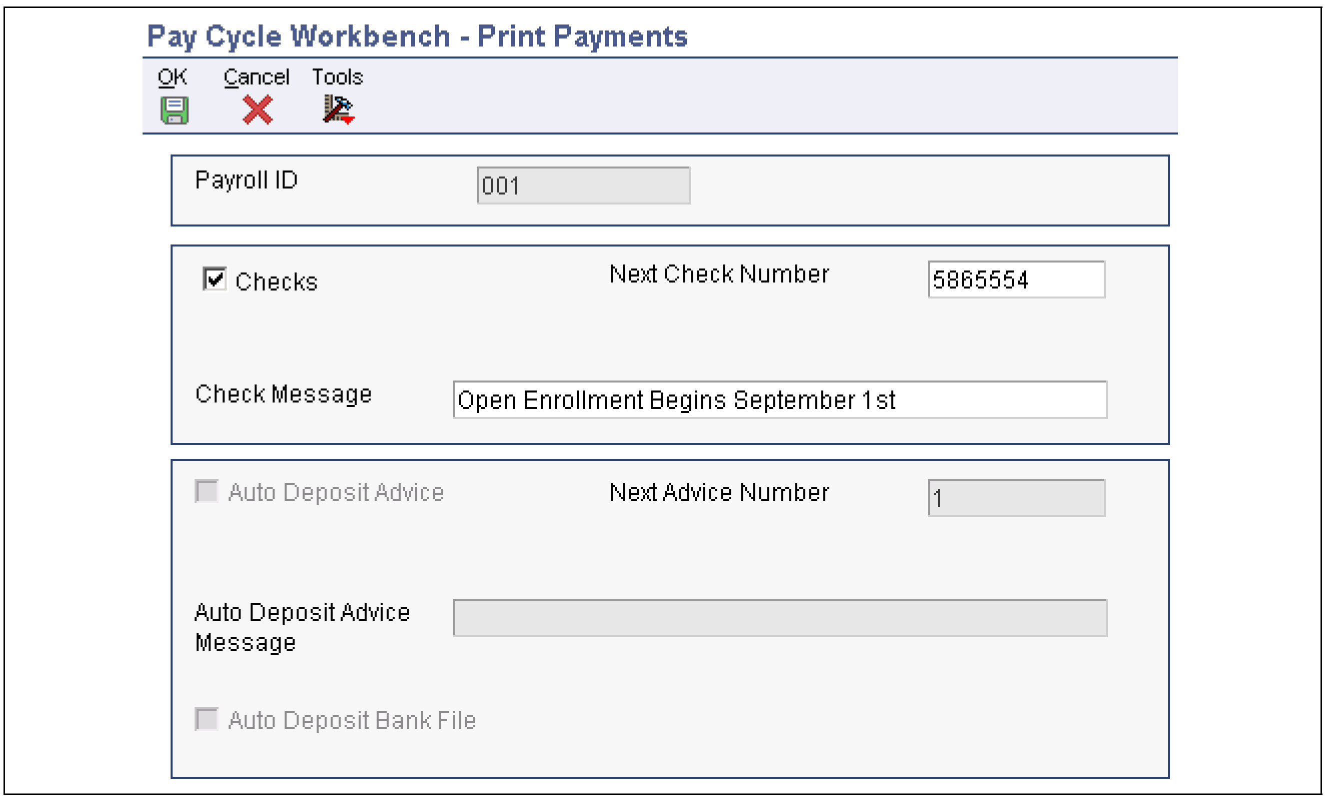
See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Working with the Payroll Cycle," Processing Pre-Payroll.

Forms Used to Create the Flat File for Automatic Deposits

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench menu (G07BUSP11), Pay Cycle Workbench	Access the payroll ID for which you want to create the flat file.
Print Payments	W07230A	On the Work With Pay Cycle Workbench form, select the payroll ID, and then select Payments, Print Payments from the Row menu.	Create the flat file for automatic deposits.

Creating the Flat File for Automatic Deposits

Access the Print Payments form.



Print Payments form

Reviewing Country-Specific Payroll Cycle Reports

This section provides an overview of U.S. payroll reports and discusses how to:

- Set processing options for the Employee Social Security Register (R073665).

- Set processing options for the Workers' Compensation Register (R073601).
- Set processing options for the General Liability Insurance Register (R073651).

Understanding U.S. Payroll Reports

During the payroll cycle, you can print reports from the Payroll Workbench. These reports include data for the payroll ID that you select when you process the reports. In addition to the reports that are available for the U.S., there are other reports that can be processed for all supported countries.

Reviewing the Federal Tax Distribution Summary Report (R073170)

You use the information on the Federal Tax Distribution Summary report (R073170) to determine the federal tax burden for a payroll cycle. Generating this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and for month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

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

Reviewing the State Tax Distribution Summary Report (R073162)

You use the information on the State Tax Distribution Summary report (R073162) to determine the state tax burden for this payroll cycle. The State Tax Distribution Summary report lists totals of taxable wages and state tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

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

Reviewing Social Security and Medicare Register Reports (R073665)

The Employee Social Security Register program (R073665) produces reports that list the employee and employer portions of taxes withheld for Social Security tax and Medicare. You can generate these reports during a payroll cycle only. You cannot generate reports from the Report Setup form. This table describes each report that is created when you run the Employee Social Security Register program:

Report	Description
Employee Social Security Register	This report lists the employee-paid portion of Social Security taxes. It includes this information: • Social Security number. • Current wages. • Any excludable wages or amounts paid in excess. • Taxable wages. • FICA rates. • Current tax amounts for the employee portion of Social Security taxes.

Report	Description
Employer Social Security Register	This report lists the employer-paid portion of Social Security taxes. It includes this information: • Social Security number. • Current wages. • Any excludable wages or amounts paid in excess. • Taxable wages. • FICA rates. • Current tax amounts for the employer portion of Social Security taxes.
Employee Medicare Register	This report lists the employee-paid portion of Medicare taxes. It includes this information: • Current and taxable wages. • Medicare rates. • Current tax amounts for the employee portion of Medicare taxes.
Employer Medicare Register	This report lists the employer-paid portion of Medicare taxes. It includes this information: • Current and taxable wages. • Medicare rates. • Current tax amounts for the employer portion of Medicare taxes.

Reviewing the Workers Compensation Register Report (R073601)

You can generate the Workers' Compensation Register report (R073601) to review the rates paid by the company per employee for workers' compensation insurance. The rates that an employer pays for workers' compensation insurance vary by job type. In some cases, employees, rather than employers, might be required to pay workers' compensation premiums. In such situations, the reports contain the employee-paid amounts.

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 work state and company.
- Grand totals for the report.

You can generate the report in either of these formats:

- Detailed report, which includes each line of time entry.

- Summary report, which consolidates the information by employee, company, tax area, workers' compensation code, job type, and job step.

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

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

Reviewing the General Liability Insurance Register Report

You can generate the General Liability Insurance Register report (R073651) to review the rates paid by the company per employee for general liability insurance. The employer pays one standard rate for general liability insurance for each employee. The General Liability Insurance Register report is identical to the Workers' Compensation Register report, except for the actual amounts that appear in the Workers' Compensation Amount field. The system bases the totals on the general liability rate.

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

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

Setting Processing Options for the Employee Social Security Register (R073665)

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

For programs, you can specify options such as the default values for specific transactions, the availability of fields on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify JD Edwards EnterpriseOne demo versions, which are identified by the prefix ZJDE or XJDE. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

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

1. Enter the FICA Maximum Wage Base

Use this processing option to specify the FICA maximum wage base that applies to the Employee and Employer FICA Register.

Setting Processing Options for the Worker's Compensation Register (R073601)

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

Employee

1. Select the employee number to print.

Use this processing option to specify the employee number that the system prints on the report. Values are:

1: Address Book number

2: Social Security number

3: Third employee number

Setting Processing Options for the General Liability Insurance Register (R073651)

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

General

Select the Employee number to Print.

Use this processing option to specify the employee number that the system prints on the report. Values are:

1: Address Book number

2: Social Security number

3: Third employee number

Entering Tax Overrides for an Interim Payment

This section provides an overview of interim payment tax overrides and discusses how to enter tax overrides for interim payments.

Understanding Interim Payment Tax Overrides

When you enter interim payments, you can override employee tax information so that the interim payment includes the amounts that you want to appear on the payment. You can override tax information on the Interim Entry form, or you can access the employee's current tax exemption and credit information from the Interim Workbench and override that information to calculate the interim payment.

Note. When you override tax information from the Interims Workbench, the employee's permanent tax information does not change. The overridden information is used only for the calculation of the interim payment that you are entering for the employee.

Also, if you are using the batch method to process interim payments, you must enter tax overrides using the Tax Overrides option from the Form menu, because the tax tabs on the Interim Entry form are disabled for batch processing.

Note. You cannot override state unemployment insurance rates on an interim payment. If you want the state unemployment insurance rate (tax type C) to calculate at a rate different than the Federal rate, you must set up records for tax type C at the state level using the Unemployment Insurance Rate Revisions program (P079221). However, if you calculated state unemployment insurance on past employee payments using the wrong rate, you can enter adjustment interim payments to correct those amounts.

See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Tax Information," Setting Up Unemployment Insurance Information.

To enter tax overrides, you must first complete the initial steps to enter an interim payment.

See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Working with Interim Payments”.

Forms Used to Enter Tax Overrides for Interim Payments

Form Name	FormID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Select the interim ID that includes the relevant interim payment.
Work With Interim Payments	W07350IA	On the Work With Interims Workbench form, select a record in the detail area and then select Review/Revise Int from the Row menu.	Select the interim payment.
Interim Entry	W070701E	On the Work With Interim Payments form, select a record and then click Select.	Enter tax overrides for an interim payment.

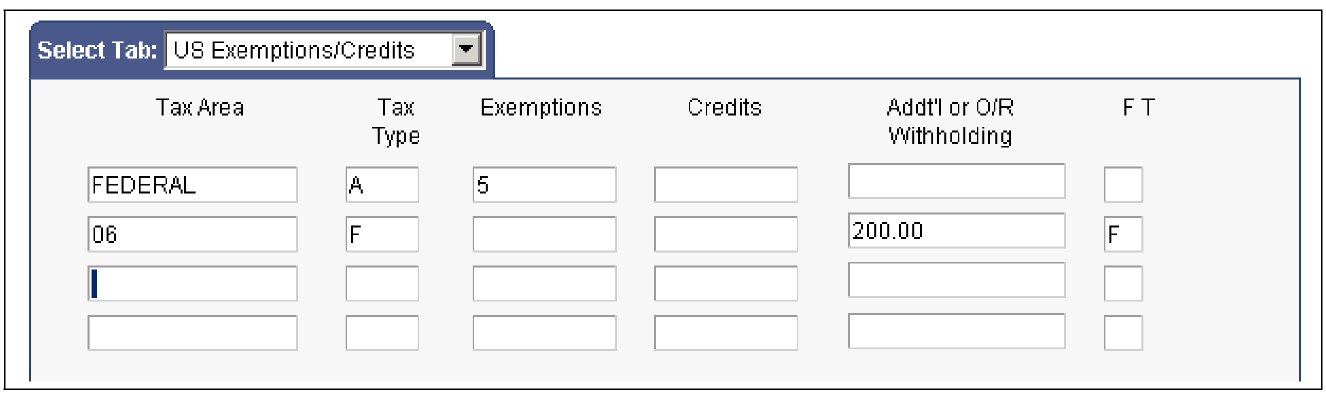
Entering Tax Overrides for Interim Payments

Access the Interim Entry form. Select the US Exemptions/Credits tab.

You can enter up to four tax overrides on the US Exemptions/Credits tab. To enter additional tax overrides for the interim payment, select Tax Overrides from the Form menu.

If you are using batch processing to enter interim payments, on Work With Interims Workbench, select the interim ID in the detail area, select Process Interims from the Row menu, and then select Process Single.

If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu and then select Process Multiple.



Interim Entry form: US Exemptions/Credits tab

CHAPTER 4

Integrating with ADP

This chapter provides an overview of the ADP integration and discusses how to:

- Set up ADP integration.
- Create the periodic flat file.
- File quarterly tax reports using ADP.

Understanding ADP Integration

Many companies hire outside consultants and service agencies to perform administrative activities. This strategy enables managers to concentrate on critical business functions and core competencies. The processing of payroll and related items is an administrative activity that companies often outsource. Some companies outsource all payroll processing, while others outsource only certain functions, such as tax preparation and filing. The largest provider of payroll outsourcing in North America is Automatic Data Processing (ADP).

ADP Integration enables you to outsource specified payroll functions to ADP. You can integrate the data that you create in JD Edwards EnterpriseOne Payroll with ADP. This combination enables you to process payroll using JD Edwards EnterpriseOne and have ADP report the associated payroll tax information to federal, state, and local taxing authorities.

ADP Tax Filing Service Standalone uses a flat file that contains JD Edwards EnterpriseOne payroll tax detail and summary information to process and file payroll taxes.

The JD Edwards EnterpriseOne system enables you to easily integrate payroll functions with ADP. You can process payroll internally and enable ADP to file tax information for the organization.

Using ADP in the Payroll Cycle

The JD Edwards EnterpriseOne system also enables you to send information that is created during the payroll cycle to ADP. This information enables ADP to file all of the payroll tax information for the organization. Like the journal entries, print payments, and reports steps of the payroll cycle, ADP integration must be performed after pre-payroll but before final update.

ADP Integration

Many companies hire outside consultants and service agencies to perform administrative activities. This strategy enables managers to concentrate on critical business functions and core competencies. The processing of payroll and related items is an administrative activity that companies often outsource. Some companies outsource all payroll processing, while others outsource only certain functions, such as payment printing or tax preparation and filing. The largest provider of payroll outsourcing in North America is Automatic Data Processing (ADP).

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ADP Tax Filing Service Standalone uses a flat file that contains JD Edwards EnterpriseOne payroll tax detail and summary information to process and file payroll taxes.

See Also

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Setting Up Payroll Cycle Information”

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Working with the Payroll Cycle”

Setting Up ADP Integration

This section provides an overview of ADP integration setup, lists prerequisites, and discusses how to:

- Convert Vertex GeoCodes to ADP codes.
- Convert PSFT company codes to ADP company codes.
- Complete the ADP PDBA Quarterly Table Setup table.
- Complete the ADP Employee Additional Information table.

Understanding ADP Integration Setup

You must set up ADP Integration to process payroll using JD Edwards EnterpriseOne and direct ADP to report the associated payroll tax information to federal, state, and local taxing authorities for you.

You set processing options in the Pay Cycle Workbench program (P07210) to indicate whether you are using ADP TaxService Filing. The data ADP uses from the JD Edwards EnterpriseOne system must be converted to a format that ADP recognizes. You complete tables to convert Vertex GeoCodes to ADP codes, and JD Edwards EnterpriseOne company codes to ADP company codes. The ADP PDBA Quarterly Table Setup table (F078505) indicates to ADP which pay types, deductions, benefits, and accruals are included in the payroll processing. If you operate in Missouri, Washington, Minnesota , or Michigan, you must also complete the ADP Employee Additional Information table (F078507).

Payroll Workbench Setup for ADP Integration

Before you can use ADP Integration with JD Edwards EnterpriseOne Payroll, you must set the processing option for the Pay Cycle Workbench program (P07210) to indicate that you are using ADP Integration. The processing option that you need to set appears on the ADP Files tab.

See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, “Setting Up Payroll Cycle Information,” Setting Processing Options for Payroll Cycle Workbench (P07210).

Converting Vertex GeoCodes to ADP Codes

Before ADP can process payroll taxes that are associated with the payroll information that you create with JD Edwards EnterpriseOne Payroll, you must complete the Vertex GeoCode to ADP Code table (F078504). This table converts Vertex GeoCodes that are used by JD Edwards EnterpriseOne into codes that are used by ADP Tax Filing Service Standalone.

You must enter every GeoCode that the company uses, as well as the associated ADP codes, into this table. If you process a payroll that includes employees who are associated with GeoCodes but who are not included in this table, ADP processes those employee records with invalid codes.

Note. Vertex and ADP might periodically change or add new GeoCodes or tax codes. You must ensure that the Vertex GeoCode to ADP Code table contains all of the current codes that you use to process payroll. For more information about Vertex GeoCodes, contact Vertex directly. For more information about ADP tax codes, refer to the documentation for ADP Tax Filing Service Standalone or contact ADP directly.

Converting PSFT Company Codes to ADP Company Codes

Before ADP can process payroll taxes using the payroll information that you create with JD Edwards EnterpriseOne Payroll, you must complete the PSFT Company Code to ADP Company Code table (F078506). This table converts company codes that are used by JD Edwards EnterpriseOne Payroll into company codes that are used by ADP Integration. You must enter every company code that the company uses, as well as the associated ADP codes, into this table. ADP provides the four-character alphanumeric codes for the ADP company codes.

Completing the ADP PDBA Quarterly Table Setup Table

Before ADP can process payroll taxes with the payroll information that you create using JD Edwards EnterpriseOne Payroll, you must complete the ADP PDBA Quarterly Table Setup table (F078505). This table indicates to ADP which pay types, deductions, benefits, and accruals (PDBAs) are included in the payroll processing.

This table includes all of the PDBA category codes that are tracked for the quarterly report:

Code	Description
ALL	Allowances (Puerto Rico only)
BER	Business Expense Reimbursement
COM	Commission Amounts 499R-2 (Puerto Rico only)
DEP	Dependent Care
ECT	Employee Contributions (future use)
FRB	Fringe Benefit
FRV	Fringe - ER Vehicle
GOV	Government Pension 414(h)
GRD	Gross Distribution (future use)
IMA	Individual Medical Account
ME3	Moving Expense 3^{rd}Party
MEC	Meals ER Convenience
MEX	Moving Expense (New York only)

Code	Description
MHC	Medical and Health Care (future use)
NEC	Non-employee Compensation (future use)
NQ4	Non Qualified Non 457
NQD	Nonqualified Pens Dist Sec 457
NQN	Nonqualified Pens Dist Non 457
NQP	Nonqualified Plan Income
PNS	Pension Amount (Puerto Rico only)
QTR	Qualified Transportation
REM	Reimbursed Expense Amounts (Puerto Rico only)
RET	Retirement Fund Amounts (Puerto Rico only)
RTD	1099 Rent Amounts (Future use)
RYT	1099 Royalties (Future use)
SON	Stock Options Nonstatutory
SPC	Sick Pay Employer Contributed (New York only)
SPY	Substitute Payments (Future use)
SVP	Severance Pay (New York only)

If the company does not use a particular PDBA category, you do not need to enter a value in the table for that category.

Completing the ADP Employee Additional Information Table

Missouri, Washington, Minnesota, and Michigan have special payroll reporting requirements. You supply this information to ADP by completing the ADP Employee Additional Information table (F078507).

Prerequisite

Set up the processing options for the Payroll Cycle Workbench program.

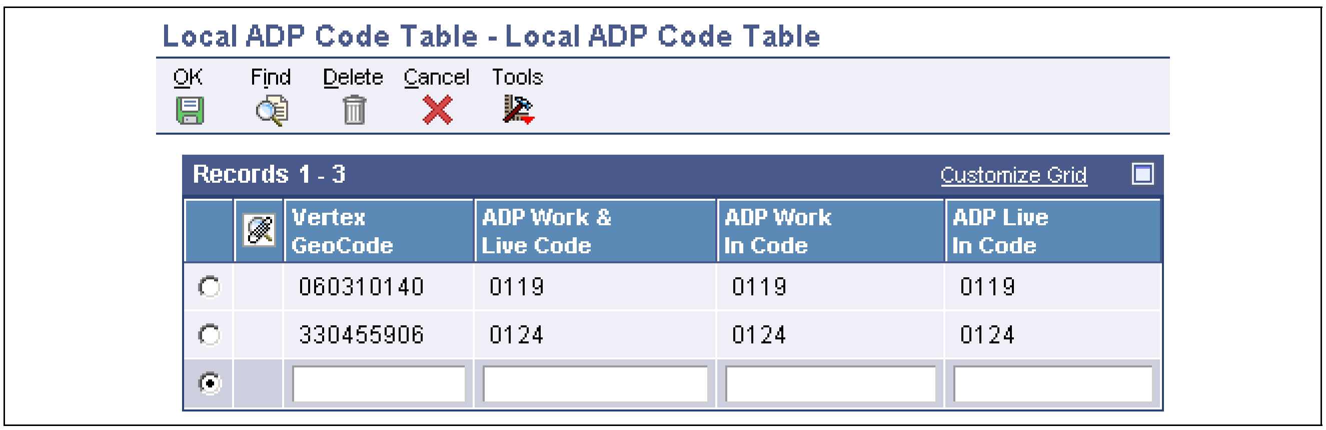
See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Payroll Cycle Information," Setting Processing Options for Payroll Cycle Workbench (P07210).

Forms Used to Set Up ADP Integration

Form Name	FormID	Navigation	Usage
Local ADP Code Table	W078504A	ADP Setup (G07ADP4), Local ADP Code Table	Convert Vertex GeoCodes to ADP Codes.
PSFT Company Code to ADP Company Code	W078506A	ADP Setup (G07ADP4), PSFT Company Code to ADP Company Code	Converting PSFT Company Codes to ADP Company Codes.
ADP PDBA Quarterly Table Setup	W078505B	ADP Setup (G07ADP4), ADP PDBA Quarterly Table Setup	Complete the ADP PDBA Quarterly Table Setup table.
ADP Employee Additional Info	W078507A	ADP Setup (G07ADP4), ADP Employee Additional Information	Complete the ADP Employee Additional Information table.

Converting Vertex GeoCodes to ADP Codes

Access the Local ADP Code Table form.



Local ADP Code Table form

Vertex GeoCode 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.

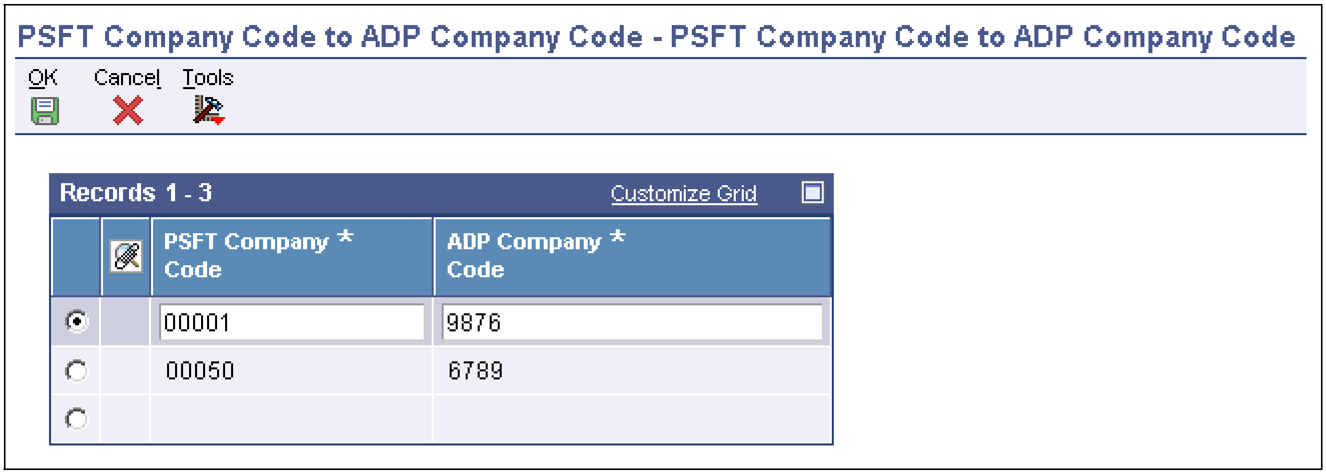
ADP Work & Live Code Enter a four-digit numeric code that indicates an employee both works and lives in the same location. This code is supplied by ADP.

ADP Work In Code Enter a four-digit numeric location code that indicates an employee works in the location. This code is supplied by ADP.

ADP Live In Code Enter a four-digit location code that indicates the employee lives in the location. This code is supplied by ADP.

Converting PSFT Company Codes to ADP Company Codes

Access the PSFT Company Code to ADP Company Code form.


PSFT Company Code to ADP Company Code - PSFT Company Code to ADP Company Code

OK Cancel Tools

Records 1 - 3 Customize Grid

		PSFT Company * Code	ADP Company * Code
		00001	9876
		00050	6789

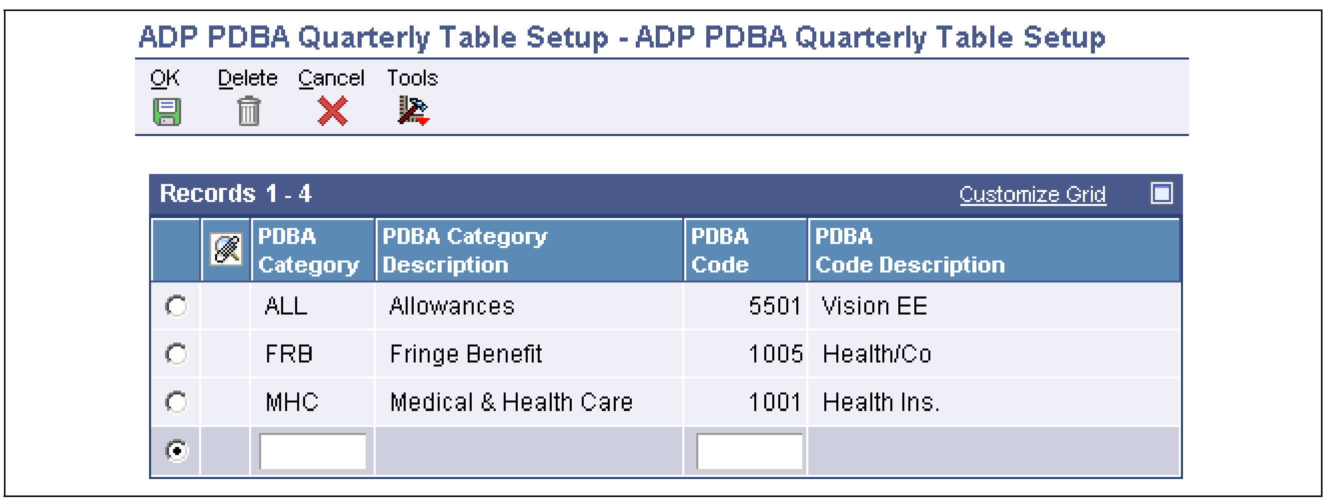
PSFT Company Code to ADP Company Code form

PSFT Company Code Enter the company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.

ADP Company Code Enter a four-digit alphanumeric code that specifies the company to which the employee is assigned. This code is supplied by ADP.

Completing the ADP PDBA Quarterly Table Setup Table

Access the ADP PDBA Quarterly Table Setup form.


ADP PDBA Quarterly Table Setup - ADP PDBA Quarterly Table Setup

OK Delete Cancel Tools

Records 1 - 4 Customize Grid

		PDBA Category	PDBA Category Description	PDBA Code	PDBA Code Description
		ALL	Allowances	5501	Vision EE
		FRB	Fringe Benefit	1005	Health/Co
		MHC	Medical & Health Care	1001	Health Ins.

ADP PDBA Quarterly Table Setup form

PDBA Category Enter a user-defined code (07Y/IP) that designates W-2 and 1099 box numbers.

PDBA Code 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.

Completing the ADP Employee Additional Information Table

Access the ADP Employee Additional Info form.

End Probation Date MO Only (end probation date, Missouri only)	Enter the calendar date (MM/DD/YYYY) on which an employee's probationary employment status ends. This field applies to the state of Missouri only.
Corp Officer Y/N WA Only (corporate officer yes/no, Washington only)	Enter a code that indicates whether an employee is an officer of the company. This field applies only to the state of Washington. Values are: Blank or *N:* No *Y:* Yes
Worksite Loc Code MN Only (worksite location code, Minnesota only)	Enter a code that specifies the location where the employee works a majority of the time. This field is required in the state of Minnesota only. Use this field when the company has multiple locations/worksites and when a State Unemployment Insurance agency needs to receive the Quarterly Wage Detail with a breakdown or subtotal by worksite/location.
Worksite Loc Code MI Only (worksite location code, Michigan only)	Enter a code that specifies the location where the employee works a majority of the time. This field is required in the state of Michigan only. Use this field when the company has multiple locations/worksites and when a State Unemployment Insurance agency needs to receive the Quarterly Wage Detail with a breakdown or subtotal by worksite/location.

Creating the Periodic Flat File

This section provides an overview of the periodic flat file, lists prerequisites, and discusses how to:

- Create the periodic flat file.
- Set processing options for the ADP TaxService Periodic Flat File TC program (R89078501).

Understanding the Periodic Flat File

The ADP Tax Filing Service Standalone is an automated system that enables you to outsource federal, state, and local payroll tax reporting. You can integrate the data that you create using JD Edwards EnterpriseOne Payroll with ADP Tax Filing Service Standalone. This combination enables you to process payroll with JD Edwards EnterpriseOne Payroll and have ADP report the associated payroll tax information to federal, state, and local tax authorities for you.

To process tax data that you generate using JD Edwards EnterpriseOne Payroll in ADP Tax Filing Service Standalone, you must create the Periodic flat file. Using information created during the payroll cycle, this flat file contains tax data in a format that ADP Tax Filing Service Standalone can read. This flat file contains data that the system extracts from these JD Edwards EnterpriseOne tables:

- Tax Detail File (F07353).
- Employee Master Information (F060116).
- Payroll Transaction Constants (F069116).
- Tax History (F06136).

To create this flat file, you must first set up a version of the ADP TaxService Periodic File TC program (R89078501). This version requires data selection that matches the data selection for the pre-payroll version. If you are using data selection over an item that does not exist in the data selection for the ADP TaxService Periodic File TC program (R89078501, you must set the data selection equal to the Payroll ID, because the fields selected on the pre-payroll version are not available in the table conversion.

After you create the version of the ADP TaxService Periodic File TC program that you want to process, you must create a version of the ADP TaxService Periodic File program (R078501). Both the ADP TaxService Periodic File TC program and the ADP TaxService Periodic File program can be accessed using the Batch Versions program (P98305).

Before you create the Periodic flat file, you must also create a folder called `export.` You create this folder so that it is subordinate to the folder that contains the JD Edwards EnterpriseOne version that you installed, in the same location as the res folder. These folders must exist before the system can produce the Periodic flat file.

After you set up versions of the ADP table conversion programs and create the export folder, you must run the pre-payroll step of the payroll cycle. Much of the data that you need to create the Periodic flat file is stored in workfiles that the system creates during pre-payroll. To ensure that the system uses the correct data to create the flat file, you must create the file after you successfully process pre-payroll and before you complete the final update step of the payroll cycle for which you want to process tax information. After you successfully create the Periodic flat file, a 1 appears in the ADP Tax Status field on the Work With Pay Cycle Workbench form (W07210A).

The flat file that you create is stored in the export folder and is named *CCCCMMDD*`.prl,` where *CCCC* is the ADP company code, *MM* is the month, and *DD* is the day of the payroll payment date. For example, if the ADP company number for Company A is 5555, the name of the Periodic flat file that the system creates for a payroll with a payment date of December 31, 2000 is 55551231.prl. See the system administrator for information about transferring this flat file to ADP Tax Filing Service Standalone.

Prerequisites

Before you complete the tasks in this section:

- Create the `export` folder.
- Successfully complete pre-payroll processing.
- Set up versions of the ADP TaxService Periodic File TC program (R89078501) and the ADP TaxService Periodic File program (R078501).

See Also

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Working with the Payroll Cycle,” Processing Pre-Payroll

JD Edwards EnterpriseOne Tools 8.96 Development Tools: Tables and Business Views Guide

JD Edwards EnterpriseOne Tools 8.96 Foundation Guide

Form Used to Create the Periodic Flat File

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a Payroll ID.

Creating the Periodic Flat File

Access the Work With Pay Cycle Workbench form.

To create the periodic flat file:

1. Select the payroll ID for which you want to create the Periodic flat file, and then select ADP Files, and then Periodic File from the Row menu.

   Note. This menu option is disabled if you do not set the processing option for the Payroll Workbench to indicate that you are using ADP Integration. The option is enabled only after pre-payroll has been run. You must create the Periodic flat file before you run the final update step of the payroll cycle.

   When you have successfully created the Periodic flat file, a *1* appears in the ADP Tax Status field. A *1* must appear in this field before you can run final update.
2. To bypass the process of creating the Periodic flat file, select Payroll Parameters from the Row menu, and enter a *1* in the ADP Tax Service Status field.

Setting Processing Options for the ADP TaxService Periodic File TC Program (R89078501)

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

Default

These processing options specify the default information that is used in the ADP table conversion process.

1. Processing Office Name — Use this processing option to specify the name of the office where the file will be created. The processing office name prints in the header record to help track the location where the file was generated. You can create an alphanumeric code up to 10 characters in length for this optional field.

2. FUTA/SUI Periodic Impound — Use this processing option to specify whether you have an agreement with ADP to send and process Federal Unemployment Tax Act (FUTA) and State Unemployment Insurance (SUI) information on the Periodic file. Values are:

0: Do not send FUTA/SUI information.

1: Do send FUTA/SUI information.

3. ADP Branch Code — Use this processing option to specify the two-character ADP Branch Code, which is supplied by ADP Tax/Financial Services. If you leave this option blank, the system uses the default value *ST*.

Filing Quarterly Tax Reports Using ADP

This section provides an overview of the quarterly tax filing process, lists prerequisites, and discusses how to:

- Run the ADP TaxService Quarterly File TC program (R89078502).
- Set processing options for the ADP TaxService Quarterly File TC program (R89078502).

Understanding the Quarterly Tax Filing Process

ADP Tax Filing Service Standalone is an automated system that enables you to outsource federal, state, and local payroll tax reporting. You can integrate the data that you create in JD Edwards EnterpriseOne Payroll with ADP Tax Filing Service Standalone. This combination enables you to process payroll using JD Edwards EnterpriseOne and have ADP report the associated payroll tax information to federal, state, and local taxing authorities for you.

To process tax data that you generate using JD Edwards EnterpriseOne Payroll in ADP Tax Filing Service Standalone, you must create the Quarterly flat file. This flat file contains tax information that the system creates after the final update step of the of the payroll cycle at the end of each quarter, and the information appears in a format that ADP Tax Filing Service Standalone can read.

To create this flat file, you must first set up a version of the ADP TaxService Quarterly File TC program (R89078502). This version requires data selection that includes all information that you need to process for the entire quarter.

The flat file that you create is stored in the`export`folder and is named *CCCCMMDD*`.qtr,` where *CCCC* is the ADP company code, *MM* is the month, and *DD* is the day of the quarter end date. For example, if the ADP company number for Company A is 5555, the name of the Quarterly flat file that the system creates for the quarter ending date of December 31, 2000 is 55551231.qtr.

After you create the version of the ADP TaxService Quarterly File TC program that you want to process, you must create a version of the ADP TaxService Quarterly File program (R078504). Both the ADP TaxService Quarterly File TC program and the ADP TaxService Quarterly File program can be accessed from the Batch Versions program (P98305).

You create the Quarterly flat file at the end of the quarter, after you run the final update for the last pay period of that quarter.

Note. To file the quarterly reports, ADP requires complete employee name information in Address Book. Complete the Alpha Name field for each employee in the payroll cycle using this format:

Last Name, comma, space, *First Name,* space, *Middle Name.*

For example: *Smith, John James*

If the employee has suffix information that you need to include (such as Jr. or II), use this format in the Alpha Name field:

Last Name, space, *suffix,* comma, *First Name,* space, *Middle Name.*

For example: *Smith Jr., John James*

See *JD Edwards EnterpriseOne Address Book 8.12 Implementation Guide*, "Entering Address Book Records".

Prerequisites

Before you complete the tasks in this section:

- Create the `export` directory.
- Set the processing options for the Pay Cycle Workbench program (P07210) to specify that you are using ADP Integration.
- Successfully complete pre-payroll processing.
- Complete the ADP PDBA Quarterly Table Setup table (F078505).

- Set up versions of the ADP TaxService Quarterly Filing TC program (R89078502) and the ADP TaxService Quarterly File program (R078504).
- Verify that the address book information for each employee is complete.
- Verify that the values for the W-2 IRS Defined Code field on the U.S. Legislative/Regulatory form (W059116UB) include all of the PDBAs in this table:

PDBA	IRS-Defined Code
Group Term Life	C
401(k)	D
403(b)	E
408(k)(6)	F
457	G
501(c)(18)(D)	H
Excess "Golden Parachute"	K
Uncollected FICA (GTL)	M
Uncollected Medicare (GTL)	N
Qualified Moving Expense	P
Medical Savings Account	R
408P	S
Adoption Benefit	T

See Also

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Working with the Payroll Cycle,” Processing Pre-Payroll

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, “Setting Up Tax-Deferred and Taxable PDBAs,” (USA) Setting Up Tax-Deferred Compensation Deductions for the U.S.

JD Edwards EnterpriseOne Tools 8.96 Development Tools: Tables and Business Views Guide

JD Edwards EnterpriseOne Tools 8.96 Foundation Guide

Running the ADP TaxService Quarterly File TC Program (R89078502)

Select Payroll Workbench (G07BUSP11), ADP TaxService Quarterly File.

Setting Processing Options for the ADP TaxService Quarterly File TC Program (R89078502)

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

Default

These processing options specify the default information that is used in the ADP table conversion process.

1. Processing Office Name

Use this processing option to specify the name of the office where the file will be created. The processing office name prints in the header record to help track the location where the file was generated. You can create an alphanumeric code up to 10 characters in length for this optional field.

2. Payroll Reference Code

Use this processing option to identify the internal payroll batch. This name can be a user-defined alphanumeric code that is up to six characters in length. This is an optional field that prints in the header record to help track the payroll batch used to generate the file.

3. Control-Non Employee Disbursements

Use this processing option to specify if the data selection for this version is for non-employee disbursements (1099/W-2G).

A separate version needs to be made for employees. Values are:

Blank or *N:* No

Y: Yes

4. Worksite Reporting

Use this processing option to specify if the company reports a breakdown of wages by worksite or location to any SUI agencies. Values are:

Blank or *N:* No

Y: Yes

5. Quarter to run over

Use this processing option to specify the quarter for which you are running the report. Values are:

1: First quarter (01/01 - 03/31)

2: Second quarter (04/01 - 06/30)

3: Third quarter (07/01 - 09/30)

4: Fourth quarter (10/01 - 12/31)

6. Year to run over

Use this processing option to specify the year the user wants processed on this file run. Use two digits to represent the year. For example, to select year 2005, enter 05.

7. Third-Party Sick Pay indicator

Use this processing option to specify whether the company is a third-party payer of sick pay that is filing a Form W-2 for an insured employee. Values are:

Blank or *N:* No

Y: Yes

8. ADP Branch Code

Use this processing option to specify the two-character ADP Branch Code, which is supplied by ADP Tax/Financial Services. If you leave this option blank, the system uses the default value *ST.*

CHAPTER 5

Reviewing U.S. Tax History

This chapter provides an overview of tax history, lists common fields, and discusses how to:

- Review tax history.
- Set processing options for the tax history reports.

Understanding Tax History

Each time that you process a payroll cycle, the system creates historical records of tax information associated with each payment. You use historical information to answer employees' questions, generate historical and government reports, and process year-end forms for employees. You can review this history to verify that it is correct. You can review these types of information:

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

Tax history includes detail and summary information for wages and taxes. To review tax history, you can use online review forms as well as reports. This table illustrates the tax summary tables and their corresponding detail tables:

Summary Table	Detail Table
Tax History table (F06136)	Pay Check History Tax Ledger table (F06166)
Pay Check History Summary table (F06156)	Pay Check History Tax Ledger table (F06166)

Common Fields Used in This Chapter

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 the GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

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 *MW* in this field. To do so, you must first add *MW* to user defined code (UDC) 07/TX. However, you should not change the codes and definitions that are provided with the system.

Reviewing Tax History

This section provides an overview of tax history review and discusses how to:

- Review summary tax history.
- Review detail tax history.

Understanding Tax History Review

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

When you review tax history, you might discover an error that you need to correct. If the user account has the necessary security permission, you can manually revise the history to correct the error. However, you generally use interim payments to correct tax history. Using interim payments to update history information creates an audit trail and ensures that all payroll and accounting history tables are updated correctly.

Important! Payroll history programs require the highest possible level of system security.

When you revise payroll history manually, be aware of these points:

- The system does *not* update the JD Edwards EnterpriseOne General Accounting system.
- You must manually enter the appropriate journal entries.
- The system does *not* create an audit trail of the changes that you enter when you revise history manually.
- The summary totals do *not* equal the detail totals unless you process repost programs to update summary tables.

Forms Used to Review Tax History

Form Name	FormID	Navigation	Usage
Work With Tax History	W070920A	U.S. History Inquiries (G07BUSP14), Tax History	Select a tax history record to review.
Tax Summary	W070920C	On the Work With Tax History form, select a record in the detail area, and then click Select.	Review summary tax history.
Tax Detail	W070920D	On the Work With Tax History form, select a record in the detail area, and then select Tax Detail from the Row menu.	Review detail tax history.

Setting Processing Options for Reviewing Summary Tax History (P070920)

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

Defaults

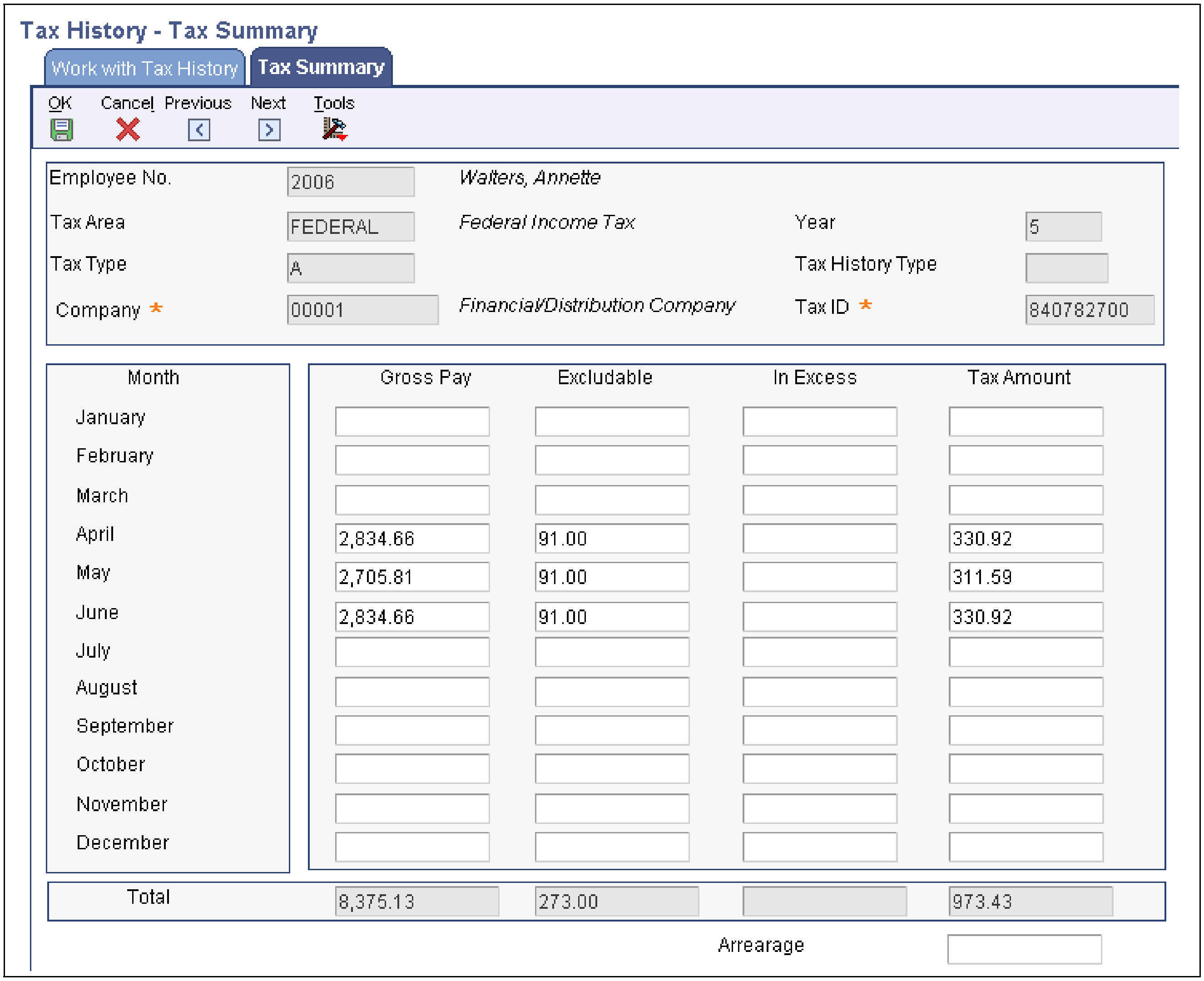
This processing option determines whether the system will display Calendar Year or Fiscal Year dates for the beginning and ending year dates.

1. Tax Detail History Begin and End Dates

Specify the default begin and end dates on the Tax Detail form. The dates can either be fiscal year or the calendar year. Fiscal year is the default.

Reviewing Summary Tax History

Access the Tax Summary form.



Tax History - Tax Summary

Work with Tax History | Tax Summary

OK Cancel Previous Next Tools

Employee No.	2006	Walters, Annette			
Tax Area	FEDERAL	Federal Income Tax	Year	5	
Tax Type	A		Tax History Type		
Company *	00001	Financial/Distribution Company	Tax ID *	840782700	

Month	Gross Pay	Excludable	In Excess	Tax Amount
January				
February				
March				
April	2,834.66	91.00		330.92
May	2,705.81	91.00		311.59
June	2,834.66	91.00		330.92
July				
August				
September				
October				
November				
December				
Total	8,375.13	273.00		973.43

Arrearage

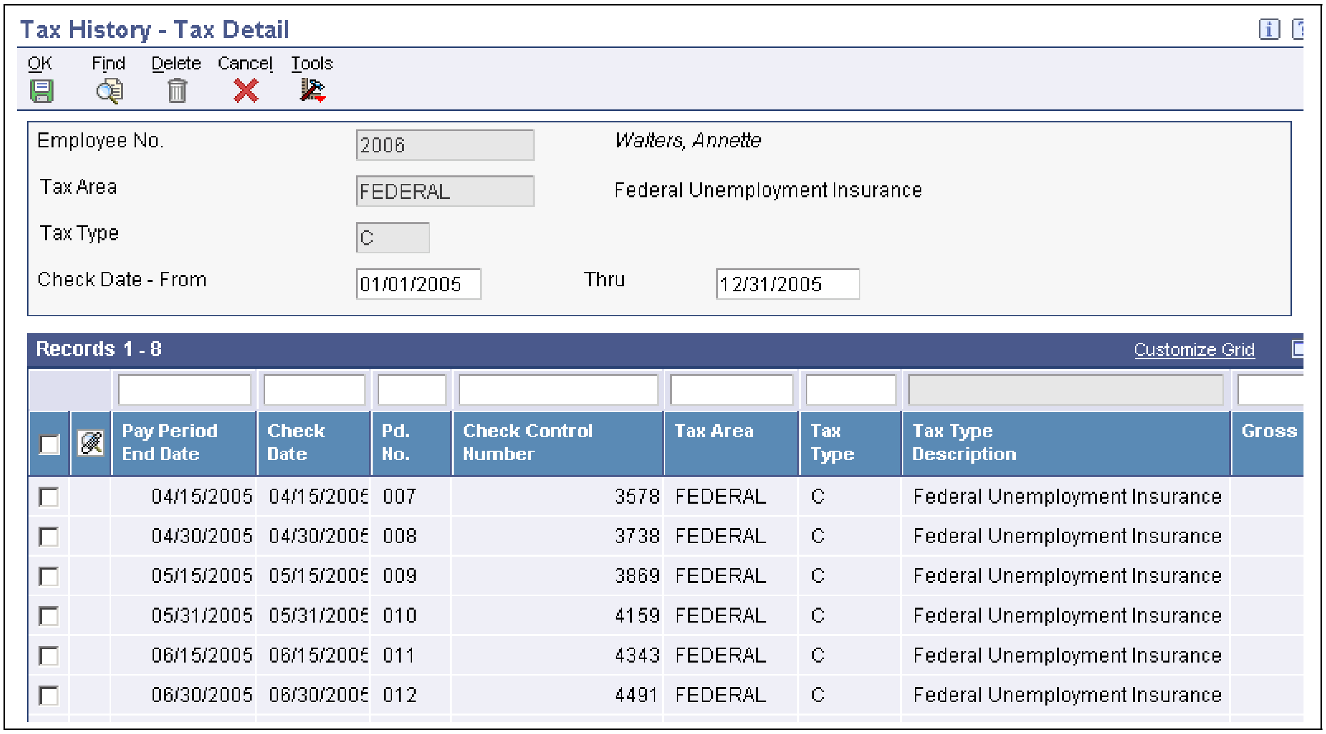
Tax Summary form

If the user account has the necessary security permission, you can correct any of the tax summary information.

Excludable Gross	Review the amount of monthly gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and other nontaxable accounts.
Excess Wage	Review the amount of wages earned, but in excess of the annual limit, for tax calculation.
Tax	Review the monthly amount of tax calculated.

Reviewing Detail Tax History

Access the Tax Detail form.



Tax Detail form

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

Pay Period End Date	Review the last day of a processing period (pay period, month, quarter or year).
Check Number	Review the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
Check Control Number	Review the number used to group 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.
Gross Pay	Review the gross pay that the system associates with the tax authority. For instance, if an employee earns wages in multiple states for the period, the gross pay would be apportioned to the tax authority for each state.
Excludable	Review the excludable gross amount. Based on tax regulations, the excludable gross can be different for each tax authority. For example, one authority might allow exclusion of 401(k) contributions, but another might not.
In Excess	Review the total amount of wages that exceed the annual limit for the respective payroll tax.
Tax Amount	Review the amount of tax withheld or paid to each tax authority.

Tax History Type — Review this code (07/TH) to determine the type of information being tracked for the employee in the US Taxation Summary History table (F06136) or the Canadian Tax History table (F0713). The value in this field determines the type of year-end form that the system generates.

Setting Processing Options for Tax History Reports

This section discusses how to:

- Set processing options for the Tax History by Company report (R07416).
- Set processing options for the Federal Taxation History report (R07347).
- Set processing options for the State/Local Taxation History report (R07348).

Setting Processing Options for the Tax History by Company Report (R07416)

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

Company

1. Company number — Specify the company number of the company for which you want to print the Tax History by Company report. If you leave this processing option blank, the system includes all companies on the report.

Year

1. Reported Year — Enter the last two digits of the calendar year for which you want to print the Tax History by Company report. For example, enter *05* for the year 2005.

Month

1. Reported Month — Specify the month for which you want to print the Tax History by Company report. Values are:

1: January

2: February

3: March

4: April

5: May

6: June

7: July

8: August

9: September

10: October

11: November

12: December

Format

1. Print Format of Report

Specify whether the report includes amounts that are greater than 100 million USD. Values are:

1: Amounts are less than 100 million USD.

0: Amounts are greater than 100 million USD (default).

Setting Processing Options for the Federal Taxation History Report (R07347)

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

Report

1. Type of Employee Number to Print

Specify the type of employee identification number that appears on the Federal Tax History report. Values are:

1: Address Book number (default).

2: Social Security number.

3: Third employee number.

Setting Processing Options for the State/Local Taxation History Report (R07348)

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

Defaults

1. Employee Number Format

Specify the employee number format that appears on the report. Values are:

Blank: Address Book number (default)

2: Social Security number

3: Third employee number

2. Company

Specify the company that the system uses for the report.

3. Tax Types to Print

Specify the type of payroll tax (UDC 06/TX) that the system processes for the report. You can specify up to five tax types. If all five tax types are left blank or if tax type *F* is among the tax types that you select, then all state and local taxes are reported regardless of the selection. If you do not want to report all state and local tax types, do not include tax type *F* and specify the specific tax types that you want to report.

4. Print Miscellaneous Tax Totals

Specify whether to print wage and tax totals for each tax type on the report. Values are:

Blank: Print tax totals.

1: Do not print tax totals.

5. Year Specify a two-digit number that identifies the applicable year for the report. If the field is left blank, the system uses the current year.

CHAPTER 6

Reporting State Unemployment Insurance (SUI) Information

This chapter provides an overview of the SUI reporting process, and discusses how to:

- Generate the Quarterly Weeks Worked report.
- Generate the workfile for SUI reporting.
- Process SUI reports and magnetic media files.

Understanding the SUI Reporting Process

To comply with federal and state government regulations, employers must file state unemployment insurance (SUI) reports. To create SUI reports, you must first process the Quarterly Weeks Worked report (R07810) to calculate the number of weeks that each employee works and to update tax history summary information. After you process this report, you must generate a workfile that contains all of the information that you want to include in the SUI reports. After you have generated the workfile, you can then produce reports for each state to which you are required to report.

Generating the Quarterly Weeks Worked Report

This section provides an overview of the Quarterly Weeks Worked report, lists prerequisites, and discusses how to:

- Run the Quarterly Weeks Worked report (R07810).
- Set processing options for the Quarterly Weeks Worked report (R07810).

Understanding the Quarterly Weeks Worked Report

To satisfy government reporting requirements regarding state unemployment insurance (SUI), you might need to report weeks worked information along with the regular SUI reports. The Quarterly Weeks Worked Report (R07810) calculates the number of weeks that an employee works, using the timecard history information that is stored in the Employee Transaction History table (F0618). The system then updates the Tax History table (F06136) for each employee's tax type Z record. You can run the report in proof mode to review the information before you run the report in update mode. When you run the report in update mode, the system updates the records in the F06136 table.

You can generate this report quarterly to satisfy government SUI reporting requirements, or you can generate the report more frequently to update tax history information. You must process this report before processing quarterly state unemployment insurance reports.

Note. Some states require companies to report this information based on amount rather than hours worked. To ensure accurate reporting for these states, you must enter timecards either daily or weekly. For example, if the employees are paid on a biweekly basis, you must enter at least two timecards for each employee so that the system can identify the amount that is associated with a week of work. If you enter one timecard for all of the time included in a biweekly payroll, the weeks-worked information that you report might not be accurate.

You can set the processing options for this report to generate information in a format that meets these reporting requirements.

Prerequisite

Enter the standard hours per day and days per week information in the company options setup.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, "Setting Up System Options," Setting Up Company Options.

Running the Quarterly Weeks Worked Report (R07810)

Select State Unemployment Reporting (G05BG2), Quarterly Weeks Worked Report.

Setting Processing Options for the Quarterly Weeks Worked Report (R07810)

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

Process

These processing options specify the processing information that the system uses to produce weeks-worked information.

1. Processing Mode

Specify whether you want to process the report in proof or update mode. Values are:

Blank: Proof

0: Proof. The system prints the report without updating the Tax History table (F06136).

1: Update. The system prints the report and updates the Z record in the Tax History table (F06136).

2. Enter appropriate values to specify weeks worked calculation:

Specify the weeks-worked calculation basis. Values are:

Blank: Calculate weeks worked based on hours.

1: Calculate weeks worked based on dollars.

2: Calculate weeks worked where any time card is equal to a week.

3. Enter the applicable year

Specify the applicable year.

4. Specify the calendar quarter to be included in this report:

Specify the calendar quarter to include in the report. Values are:

1: 1st quarter (January through March).

2: 2nd quarter (April through June).

3: 3rd quarter (July through September).

4: 4th quarter (October through December).

Dollar Basis

These processing options specify information that is used to calculate weeks-worked information on a monetary basis, rather than on an hourly basis.

1. Weekly Minimum Gross Pay

Specify minimum gross pay for weekly pay frequency, if weeks worked is calculated based on dollars.

Note. To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

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2. Biweekly Minimum Gross Pay

Specify minimum gross pay for biweekly pay frequency, if weeks worked is calculated based on dollars.

Note. To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

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3. Semi Monthly Minimum Gross Pay

Specify the minimum gross pay for semimonthly pay frequency, if weeks worked is calculated based on dollars.

Note. To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

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4. Monthly Minimum Gross Pay

Specify the minimum gross pay for monthly pay frequency, if weeks worked is calculated based on dollars.

Note. To accurately calculate weeks worked based on dollars, the user must enter weekly time cards. For all other pay frequencies, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

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5. Annual Minimum Gross Pay

Specify the minimum gross pay for annual pay frequency, if weeks worked is calculated based on dollars.

Note. To accurately calculate weeks worked based on dollars, user must enter weekly time cards. For all other pay frequency, weeks worked is an estimate. Enter minimum gross pay for every pay frequency to get a closer weeks worked estimate.

Generating the Workfile for SUI Reporting

This section provides an overview of SUI workfile generation, lists prerequisites, and discusses how to:

- Run the Prepare Data for SUI Reporting program (R078300).
- Set processing options for the Prepare Data for SUI Reporting program (R078300).

Understanding SUI Workfile Generation

Before you can produce state unemployment insurance (SUI) reports and generate the magnetic media for government reporting, you use the Prepare Data for SUI Reporting program (R078300) to generate the SUI Magnetic Media Workfile table (F07880). When you generate the workfile, the system uses the information in the Tax History table (F06136) to compile the most current SUI information for all states. You use a processing option to specify the calendar quarter for which you want to generate the workfile.

After you generate the workfile, you can then produce reports and magnetic media files for each state to which you are required to report.

Prerequisites

Before you complete the tasks in this section:

- Verify that the table conversion programs for each state that you want to process, along with the Government Reporting Report Driver program (R0740), are mapped to run in the local environment.

  Contact the system administrator for assistance with mapping programs to run in the local environment.

  See *JD Edwards EnterpriseOne Tools 8.96 Configurable Network Computing Implementation Guide*
- Verify that the export folder exists on the workstation.

  If the export folder does not exist, you must create it. Contact the system administrator or JD Edwards EnterpriseOne technical support for assistance with this task.
- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools 8.96 Interoperability Guide*
- Review the processing options for the SUI summary, continuation, and magnetic media programs that are associated with each state that you want to process.

  See Chapter 6, “Reporting State Unemployment Insurance (SUI) Information,” Setting Processing Options for State-Specific SUI Programs, page 45.

Running the Prepare Data for SUI Reporting Program (R078300)

Select State Unemployment Reporting (G05BG2), Create State Unemployment Workfile.

Setting Processing Options for the Prepare Data for SUI Reporting Program (R078300)

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

Process

1. Enter the applicable year.	Specify a two-digit number for the applicable year. If you leave this field blank, the program uses the system date.
2. Specify the calendar quarter to be included in this report:	Specify the quarter of the calendar year that the system includes in the report. Values are: *1:* 1st quarter *2:* 2nd quarter *3:* 3rd quarter *4:* 4th quarter
3. Enter the Address Book Number of the transmitter company.	Specify the Address Book Number of the person, company, or service that created and sent the magnetic media tape to the respective governmental agency.
4. Enter the Address Book Number of the Contact Person.	Specify the Address Book Number for the person who should be contacted if there should be a problem with the SUI information.

Processing SUI Reports and Magnetic Media Files

This section provides an overview of SUI reports and magnetic media files, lists prerequisites, and discusses how to:

- Produce SUI reports and magnetic media files.
- Set processing options for the Government Reporting - Reports Setup program (P074001R).
- Set processing options for state-specific SUI programs.

Understanding SUI Reports and Magnetic Media Files

After you generate the workfile for SUI reporting, you can create state-specific reports and magnetic media files. Although SUI reporting requirements vary among states, the workfile for SUI magnetic media includes information for all states. The state-specific programs that create the reports and files use the information from the workfile that is required for the specified states.

If you conduct business in more than one state, you might need to create reports for multiple states. You can process information for one state only, or you can process multiple states simultaneously.

You can generate reports only, generate the magnetic media files only, or perform these tasks simultaneously for each selected state. However you process SUI information, you should generate and review reports before you send the magnetic media files to the government. When you are satisfied that the information is correct, you can copy the files to magnetic tape and submit them to the appropriate government agency.

To simplify working with SUI reports for multiple states, you can use the Government Reporting - Report Setup program (P074001R) to access the SUI summary and continuation report versions and magnetic media programs for all states. When selecting the reports that you want to process for each state, you do not need to select the SUI continuation report. Depending upon the processing options in the SUI summary report, if necessary, the system automatically generates the SUI continuation report for the specified state.

Note. When you generate the magnetic media files, the system uses a table conversion program to create a flat file in the *export* folder on the workstation. The magnetic media programs must be mapped to run in the local environment, or the file will not be created. You can choose to run mag media reports on the server as long as the export folder is created in the correct directory on the server. You can generate reports locally or on the server. Contact the system administrator for assistance with mapping programs to run locally and copying files to magnetic media.

Prerequisite

Generate the SUI workfile.

See Chapter 6, "Reporting State Unemployment Insurance (SUI) Information," Generating the Workfile for SUI Reporting, page 42.

See Also

JD Edwards EnterpriseOne Tools 8.96 Development Tools: Tables and Business Views Guide

JD Edwards EnterpriseOne Tools 8.96 Development Tools: Report Design Aid Guide

JD Edwards EnterpriseOne Tools 8.96 Development Tools: Report Printing Administration Technologies Guide

Producing SUI Reports and Magnetic Media Files

Select State Unemployment Reporting (G05BG2), State Unemployment Report Setup.

To produce SUI reports and magnetic media files:

1. On the Report Setup form, to select the records that you want to process, double click the row header.

   You can select to process one state only, or you can select multiple records for simultaneous processing.

   When you select a record for processing, a check mark appears in the row header. Be aware that the amount of time required to process the reports might increase depending upon the number of states that you select to process. To deselect a record for processing, double click the row header to remove the check mark.
2. To select all records, select the Select All option.
3. To produce the report and the magnetic media detail file simultaneously, enter *1* in the Output Format field for each selected record.
4. To produce the report only, enter *0* in the Output Format field for each selected record.
5. To view only the records that you have selected for processing, select the Show Selected option.
6. To view all available SUI programs, select the Show All option.
7. To submit the selected records for processing, select Submit Reports from the Form menu.

Setting Processing Options for Government Reporting - Report Setup (P074001R)

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

Reporting Type

Reporting Type	Enter the code *S* to print the State Unemployment report.

Setting Processing Options for State-Specific SUI Programs

Before submitting SUI programs using the Government Reporting - Report Setup program (P074001R), you should review the processing options for the programs that are associated with all of the states that you select for processing. Each state has their own requirements. Set up the Processing Options for the state based on their requirements.

Do not modify JD Edwards EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security and processing options.

Setting Processing Options for the Alabama SUI Magnetic Media (01) - MMREF Program (R89078301)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Personal Identification Number (PIN)

Enter the Personal Identification Number (PIN) that has been assigned to the employee who is submitting the State Unemployment flat file.

2. Resub Indicator (resubmitted indicator)

Specify whether you are resubmitting the file. Values are:

Blank: Not Resubmitting

1: Resubmitting

3. Resub Wage File Identifier (WFID) (resubmitted wage file identifier)

Use this processing option to enter the Wage File Identifier (WFID), which is displayed on the notice sent by the Social Security Administration if you are resubmitting the file.

4. Method of Problem Notification

Specify the method of notification that the system uses if problems occur when the submission is processed. For example, if you want to be notified by email of any problems with the submission, enter *1* in this option. Values are:

1: email/internet

2: Postal Service

5. Preparer Code

Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Values are:

A: Accounting Firm

L: Self-Prepared

S: Service Bureau

P: Parent Company

O: Other

6. Type of Employment

Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military.

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular, all other (default)

7. Agent Indicator Code Specify the Agent or Common Pay Master status, if applicable. Values are:

1: 2678 Agent

2: Common Pay Master

8. Agent EIN (agent employment identification number) Enter the Agent Employment Identification Number (EIN). You need to complete this option only if you specified Agent in the previous option.

9. Other EIN (other employment identification number) Enter any other Employer Identification Number (EIN) that the company has used to submit tax information.

10. Terminating Business Indicator Specify whether the business has been terminated during this tax year. Values are:

Blank: Business Not Terminated

1: Business Terminated during this Tax Year

11. Contact E-Mail Address Specify the email address of the contact person.

12. Contact FAX Number Specify the fax number of the contact person, if applicable. Enter Numbers Only; no hyphens, spaces, and so forth.

Setting Processing Options for the Alabama SUI Magnetic Media (01) - Diskette Format Program (R89078301A)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer Specify the name of the computer manufacturer. Values are:

IBM: International Business Machines

2. Recording Code Specify the recording code used to create the flat file. Values are:

EBC: EBCDIC (default)

ASC: ASCII

Setting Processing Options for the Alaska SUI Continuation Report (02) (R078302C1)

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

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Occupational Code	Specify the number of the user-defined category code in which the system stores the employee's occupational code (11-20).
2. Geographic Location Code	Specify the number of the user-defined category code in which the system stores the employee's Geographic Location code (11-20).

Setting Processing Options for the Alaska SUI Summary Report (02) (R078302C)

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

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Wages were reported to other states:	Specify whether wages were reported to other states for the report. Values are: Blank: Wages were not reported. *1:*Yes, wages were reported.
2. Employer's Contribution Rate	Specify the tax rate used to determine the employer's contribution amount due for the current quarter.
3. Employee's Contribution Rate	Specify the tax rate used to determine the employee's contribution amount due for the current quarter.
4. Due date of the report	Use this processing option to specify the due date for submitting the report.
5. Occupational Code	Specify the number of the user-defined category code in which the system stores the employee's occupational code (11-20).
6. Geographic Location Code	Specify the number of the user-defined category code in which the system stores the employee's Geographic Location code (11-20).

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report	Specify whether employee wages appear on the summary report. If the total number of company employees exceeds the number of print lines available on the report, the continuation report will automatically run and generate the remaining employee records. Values are: Blank: Do not include wages on the summary report. *1:* Include wages on the summary report.

Setting Processing Options for the Alaska SUI Magnetic Media (02) Program (R89078302)

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

Default

1. Occupational Code Specify the number of the user-defined category code on the Employee Master Record in which the system stores the employee's occupational code (11-20).

2. Geographic Location Code Specify the number of the user-defined category code on the Employee Master Record in which the system stores the employee's Geographic Location code (11-20).

Setting Processing Options for the Arizona SUI Summary Report (03) (R078303S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Rate (unemployment insurance rate) Specify the Unemployment Insurance (UI) tax rate that you want the system to display on the report.

2. Job Training Tax Rate Specify the Job Training tax rate that the system uses to calculate the amount of Job Training tax due.

3. Interest Amount Due Use this processing option to specify the amount of interest due for late payments.

4. Penalty Amount Due Specify the amount of any penalties that are associated with late reporting.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report Specify whether employee wages appear on the summary report. If the total number of company employees exceeds the number of print lines available on the report, the continuation report will automatically run and generate the remaining employee records. Values are:

Blank: Do not include wages on the summary report.

1: Include wages on the summary report.

Setting Processing Options for the Arizona State Unemployment - MMREF Table Conversion (R89078303)

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

Default

1. Please Enter Arizona State UI Tax Employer Number: Specify the Arizona unemployment insurance tax-approved branch number.

Setting Processing Options for the Arkansas SUI Summary Report (04) (R078304S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Amount Due from Previous Quarters Report any unpaid contribution amounts that are due from previous quarters.

2. Credit Amount from Previous Quarters Specify any credit amounts from previous quarters that should be reported during this period.

3. Interest Accrued on Unpaid Contributions Specify the amount of accrued interest on unpaid contributions from previous quarters that should be reported during this period.

4. Penalty Amount Due Specify the amount of any penalties that are due from previous quarters.

5. Contribution Rate Specify the tax rate that the system uses to determine the total contribution amount due for the reporting period. Enter the amount in decimal format. For example, if the tax rate is 1.4 percent, enter *.014* in this processing option.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report Specify whether the system includes employees and employee wages on the summary report. If the total number of company employees exceeds the number of lines available on the report, the continuation report will automatically run and include the remaining employees. Values are:

Blank: Do not include employees and employee wages on the summary report.

1: Include employees and employee wages on the summary report.

Setting Processing Options for the Arkansas SUI Mag Media (04) - Tape Format Program (R89078304)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer	Specify the code from UDC (97/CM) for the computer manufacturer.
2. Tape Label	Specify the tape label for the file that the system creates. Values are: *SL:* Standard Label (default) *NL:* No Label *AL:* ANSI Standard Label
3. Tape Density	Specify the density of the tape that the system creates. Values are: *16:* 1600 CPI (default) *62:* 6200 CPI *38:* 3800 CPI
4. Tape Code	Specify the tape code that the system uses. Values are: *EBC:* EBCDIC (default) *ASC:* ASCII
5. Blocking Factor	Specify the block length that the system uses when copying data to tape. The maximum is *10* (default).
6. Type of Employment	Specify the type of employment. Values are: *M:* Military *H:* Household *A:* Agriculture *X:* Railroad *F:* Federal *Q:* Medicare Qualified Government Employment *R:* Regular, all other (default)
7. Other EIN	Specify the identification code that is required by various tax authorities. Such codes would include social security number, federal or state corporate tax IDs, sales tax number, and so on. If IRS form 941, 942, or 943 was submitted for the same tax year and the form used a different EIN than the EIN for which you are an agent, enter the other EIN. Enter numeric values only, no dashes, and so forth.
8. Limitation of Liability Indicator	Specify the limitation of liability. Blank: Payment year is 1987 or later *1:* Payment year is 1986 or earlier

Setting Processing Options for the Arkansas SUI Mag Media (04) - Diskette Format Program (R89078304A)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment

Specify the employment type. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular (default)

2. Limitation of Liability Indicator

Specify the limit of liability. Values are:

Blank: Payment Year is 1987 or Later

1: Payment Year is 1986 or Earlier

Setting Processing Options for the California SUI Continuation Report (05) (R078305C1)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Reporting Only Voluntary DI (reporting only voluntary disability insurance)

Specify whether the employees reported are covered by an employer sponsored Voluntary Plan for the payment of disability benefits. Values are:

Blank: No

1: Yes

2. No Payroll This Quarter

Specify whether you had no payroll this quarter. Values are:

Blank: No

1: Yes

3. Out of Business/Final Report

Specify whether this is the final report and you will not be reporting wages in any subsequent quarter. Values are:

Blank: No

1: Yes

4. Form Type

Specify which form type the system uses to create the report. Values are:

Blank: Preprinted Form DE-6 (default)

1: Alternate Form DE-6

5. Enter Alternate DE-6 form approval number.

Specify the approval number that the system prints on a blank DE-6 form.

Setting Processing Options for the California SUI Magnetic Media (05) Program (R89078305)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. California Branch Code

Specify the applicable branch code for each employee, if registered with the Department as a branch coded employer. The default value is *000.*

2. Number of User-Defined Category Code on the employee master where employee's Wage Plan Code is stored (11-20).

Specify which user-defined code (11–20) from the Employer Master Information table (F060116) is used to designate the employee's wage plan code.

Setting Processing Options for the Colorado SUI Continuation Report (06) (R078306C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Print employees who have no Taxable wages

Specify whether the system includes employees who have no taxable wages in the report. Values are:

Blank: No

1: Yes

2. Subtract Excludable from Gross for the Total Wages column

Specify whether the system subtracts excludable from gross for the total wages column. Values are:

Blank: No

1: Yes

Setting Processing Options for the Colorado SUI Summary Report (06) (R078306S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Corrected Federal ID Number

Specify the corrected Federal Identification Number for the organization.

2. Employee Wage Submit Method

Specify whether employee wages will be submitted using magnetic media or on paper. Values are:

Blank: On Paper

1: Magnetic Media

3. Contribution Rate

Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter *.014* in this processing option.

4. Interest Due

Specify the amount of any interest due for late payments.

5. Penalty Amount

Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

6. Credit Amount

Specify the amount of any previous credits that are to be deducted from the total amount due.

7. Debit Amount

Specify the amount of any previous debits that are to be added to the total amount due.

Setting Processing Options for the Colorado SUI Magnetic Media (06) Program (R89078306)

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

Default

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Seasonal Employees

Specify whether the system includes seasonal employees in the report. Values are:

Blank: Do not report seasonal employees.

S: Report seasonal employees.

Note. The business must have been granted seasonal status by the Colorado Division of Employment and Training to report seasonal employees.

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2. Version: Diskette Or Tape

Specify the reporting format. Values are:

0: Diskette (default)

1: Tape

Setting Processing Options for the Connecticut SUI Summary Report (07) (R078307S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce State Unemployment Insurance (SUI) reports for the organization.

1. Contribution Rate	Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter *.014* in this processing option.
2. Interest Amount Due	Specify the amount of any interest that is due for late payments.
3. Penalty Amount	Specify the amount of any penalties that are due because the report is being submitted after the penalty date.
4. Credit Amount	Specify the amount of any previous credits that are to be deducted from the total amount due.

Process

Use these processing options to specify information about how the system processes State Unemployment Insurance (SUI) reports for the organization.

1. Employee Wage Submit Method	Specify whether employee wages will be submitted using magnetic media or on paper. Values are: Blank: Paper *1:* Magnetic Media
2. Print Employee Wages on Summary Report	Specify whether employee wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are: Blank: No *1:* Yes

Setting Processing Options for the Connecticut SUI Magnetic Media (07) (R89078307)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment	Specify the company's type of employment. Values are: *M:* Military *H:* Household *A:* Agriculture *X:* Railroad *F:* Federal *Q:* Medicare Qualified Government Employment *R:* Regular, all other (default)
2. Blocking Factor	Specify the block length that the system uses when copying data to tape. Values are *1–25.* If left blank, the system provides a default value of *25.*

3. Remittance Amount Specify the remittance amount.

4. Format Type Specify the report format. Values are:

Blank: Diskette

1: Tape

Setting Processing Options for the Delaware SUI Summary Report (08) (R078308S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate Specify the Unemployment Insurance (UI) rate that appears on the report.

2. Approved Credit Amount Specify credit amounts that have been approved by the Division of Unemployment Insurance.

3. Interest Amount Specify the amount of interest due for late payments.

4. Penalty Amount Specify the amount due for any penalties that are associated with late reporting.

Setting Processing Options for the Delaware SUI Magnetic Media (08) Program (R89078308)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

Subtract Excludable from Gross for Total Wage Specify whether the system subtracts excludable from gross for total wage. Values are:

Blank: No (default)

1: Yes

Setting Processing Options for the District of Columbia SUI Summary Report (09) (R078309S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate Specify the unemployment insurance (UI) rate that you want to appear on the report.

2. Approved Credit Amount	Specify the amount of approved credits.
3. Interest Amount	Specify the amount of interest that is due for late payments.
4. Penalty Amount	Specify the amount due for any penalties that are associated with late reporting.

Setting Processing Options for the Florida SUI Summary Report (10) (R078310S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate	Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter .014 in this processing option.
2. Penalty Amount Due	Specify the amount of any penalties due because the report is being submitted after the penalty date.
3. Interest Amount Due	Specify the amount of any interest that is due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report	Specify if employee wages print on the summary report. If the total number of company employees exceed the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are: Blank: No *1:* Yes

Setting Processing Options for the Florida SUI Magnetic Media (10) Program (R89078310)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Agent ID Number	Specify the seven-digit identification number of the agent, if applicable.
2. Unit Code	Specify the two-digit unit code that is preassigned for the special mailing of claim information.
3. Contact E-Mail Address	Specify the email address of the company contact person.

4. Contact FAX Number	Use this processing option to enter the fax number of the company contact person, if applicable. Enter digits only. No hyphens, spaces, and so forth.
5. Contribution Rate	Specify your company's state unemployment contribution rate. Example: 1.4% = .0140.

Setting Processing Options for the Georgia SUI Summary Report (11) (R078311S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the contribution tax rate that the system uses to calculate the amount of unemployment tax due.
2. Administrative Assessment Tax Rate	Specify the tax rate that the system uses to calculate the amount of Administrative Assessment tax that is due.
3. Interest Amount Due	Specify the amount of interest that is due for late payments.
4. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
5. Prior Balance	Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

Setting Processing Options for the Idaho SUI Summary Report (13) (R078313S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the unemployment insurance (UI) tax rate that you want to appear on the report.
2. Administrative Reserve Rate	Specify the administrative reserve tax rate that you want to appear on the report.
3. Workforce Development Rate	Use this processing option to specify the workforce development tax rate that you want to appear on the report.
4. Prior Balance	Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

5. Penalty Amount	Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Illinois SUI Summary Report (14) (R078314S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate	Specify the company's state unemployment rate. For example, if the unemployment rate is 1.4 percent, enter .014 in this processing option.
2. Interest Due Amount	Specify the amount of any interest that is due for late payments.
3. Penalty Amount	Specify the amount of any penalties that are due because the report is being submitted after the penalty date.
4. Previous Underpayment Amount Plus Interest	Use this processing option to enter the amount of any previous underpayments that are to be added to the total amount due.
5. Previous Overpayment Amount	Specify the amount of any previous overpayments that are to be deducted from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report	Specify if employee wages print on the summary report. If the total number of company employees exceed the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are: Blank: No *1:* Yes

Setting Processing Options for the Illinois SUI Magnetic Media (14) Program (R89078314)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer	Specify the name of the computer manufacturer. Leave this processing option blank if you are using the diskette format.
2. Tape Label	Specify the tape label for the tape file that the system creates. Values are: *SL:* Standard Label (default)

	NL: No Label
	Leave this processing option blank if you are using the diskette format.
3. Tape Density	Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:
	16: 1600 CPI (default)
	62: 6200 CPI
	34: 34000 CPI
	38: 38000 CPI
	Leave this processing option blank if you are using the diskette format.
4. Tape Code	Specify the name of the tape device. Values are:
	EBC: EBCDIC (default)
	ASC: ASCII
	Diskette: ASCII
5. Number of Tracks	Specify the number of tracks on the tape.
	09: Reel Tape
	1: 32760 IBM 3480 Cartridge
	18: 38000 IBM 3480 Cartridge
	Leave this processing option blank if you are using the diskette format.
6. Blocking	Specify the tape volume name for the tape file that the system creates. Values are:
	Min: 1
	Max: 85
	Leave this processing option blank if you are using the diskette format.
Filing Type	Specify the type of method used to file Illinois contribution and wage reports. Values are:
	MC: Magnetic Cartridge
	D3: 3 1/2 Diskette
	ED: Modem

SUI Amounts

Use these processing options to specify the SUI amount information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

8. Enter Tax Type Code	Specify the tax type code. Values are:
	T: Taxable Employer (default)
	R: Reimbursable Employer
9. Enter Previous Underpayment Amount	Specify the amount underpaid from the previous filing.

10. Enter Interest Due	Specify the interest amount due.
11. Enter Penalty Due	Specify the penalty amount due.
12. Enter Previous Credit/Overpayment to be applied to the current balance due.	Specify the previous credit or overpayment amount to apply to the current balance due.
13. Enter the employer tax rate for the reporting period.	Specify the employer tax rate for the reporting period. Enter this rate as a decimal followed by 5 digits (3.1 percent = .03100).

Setting Processing Options for the Indiana SUI Summary Report (15) (R078315S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the unemployment insurance tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.
2. Interest Amount Due	Specify the amount of any interest that is due for late payments.
3. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
4. Prior Balance Amount	Specify the amount of any prior balance. To ensure that credit amounts are subtracted from the amount due, enter them as negative numbers. Otherwise, enter any prior balance as a positive amount to add to the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report	Specify whether you want the system to include employees and their wages on the summary report. If you include this information, and the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report that includes the remaining employees. Values are: Blank: Do not include this information. *1:* Include this information.

Setting Processing Options for the Indiana SUI Magnetic Media (15) Program (R89078315)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

Enter the code that represents seasonal employees.
Specify the code that represents seasonal employees. The state of Indiana assigns this code to the company. The code is a two-digit numeric number. The default value is *00*.

Setting Processing Options for the Iowa SUI Continuation Report (16) (R078316C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Form Type
Specify the type of form the system uses for a printed report. Values are:

Blank: Standard 8 1/2 X 11 White Paper.

1: Pre-Printed Form.

Setting Processing Options for the Iowa SUI Summary Report (16) (R078316S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate
Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Reserve Fund Rate
Specify the reserve fund tax rate used to calculate the tax amount due.

3. Surcharge Tax Rate
Specify the surcharge tax rate that the system uses to calculate the amount of surcharge tax that is due.

4. Interest Amount Due
Specify the amount of any interest that is due for late payments.

5. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

6. Amount Due from Previous Quarter
Specify the amount of any unemployment insurance tax that is due from previous quarters.

7. Credit Due from Previous Quarter
Specify the amount of any overpayment of unemployment insurance taxes from previous quarters.

8. Amount of pay which exceeds regular and recurring payments to employees
Specify the amount of any pay other than regular and recurring payments to employees. Examples of this type of pay include bonuses and severance pay.

9. Single Worksite County Number Specify the county number in which the worksite is located. Complete this processing option only if at least one business activity is conducted at this worksite during the quarter.

10. Taxable Wage Base Specify the maximum wage amount for each employee that is subject to tax for the calendar year.

11. Form Type Specify the form type. Values are:

Blank: Pre-Print Employer's Contribution Payroll Report (Default).

1: Alternative Employer's Contribution Payroll Report.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report Specify whether employee wages appear on the summary report. If the total number of company employees exceed the number of lines available on the report, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include the information.

1: Include the information.

Setting Processing Options for the Iowa SUI Magnetic Media (16) Program (R89078316)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

NL: No Label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:

16: 1600 CPI (default)

62: 6200 CPI

38: 38000 CPI

Leave this processing option blank if you are using the diskette format.

4. Tape Code

Specify the name of the tape device. Values are:

EBC: EBCDIC (default)

ASC: ASCII

Diskette: ASCII

5. Number of Tracks

Specify the number of tracks on the tape. Values are:

09: Reel Tape

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format.

6. Blocking Factor

Specify the block length that the system uses when copying data to tape. Values are:

Min: 1

Max: 85

Leave this processing option blank if you are using the diskette format.

7. Type of Employment Code

Specify the company's type of employment Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular, all other (default)

8. Iowa 3 digit Location Code

Specify the Iowa three-digit location code.

Setting Processing Options for the Kansas SUI Summary Report (17) (R078317S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate

Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. Prior Overpayment

Specify the amount of any overpayment of unemployment insurance tax from previous quarters.

3. Interest Amount Due

Specify the amount of interest that is due for late payments.

4. Penalty Amount Due Use this processing option to specify the amount of any penalties that are due for late reporting.

5. Prior Amount Due Specify the amount of unemployment insurance tax that is due from previous quarters.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceed the number of lines available on the report, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include the information.

1: Include the information.

Setting Processing Options for the Kansas SUI Magnetic Media (17) Program (R89078317)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

NL: No Label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density Specify the density of the tape that the system creates, for example, 1600, 6250, and so on. Values are:

62: 6250 BPI

38: 3480 Cartridge

Leave this processing option blank if you are using the diskette format. Blank is the default value.

4. Tape Code Specify the tape code used to create the flat file. Values are:

ASC: ASCII (default)

EBC: EBCDIC

	Diskette: ASCII
5. Number of Tracks	Specify the number of tracks on the tape. Values are: *09:* Reel Tape *18:* 38000 IBM 3480 Cartridge Leave this processing option blank if you are using the diskette format. Blank is the default value.
6. Blocking Factor	Specify the block length that the system uses when copying data to tape. Values are: Blank: Diskette (default) *1:* Minimum Factor *85:* Maximum Factor
7. Type of Employment	Specify the company's type of employment. Values are: *R:* Regular (default) *A:* Agriculture *H:* Household *M:* Military *Q:* Government *X:* Railroad

Setting Processing Options for the Kentucky SUI Summary Report (18) (R078318S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.
2. Service Capacity Upgrade Fund (SCUF) Rate	Specify the Service Capacity Upgrade Fund (SCUF) tax rate that the system uses to calculate the amount of SCUF tax that is due.
3. Interest Amount Due	Specify the amount of interest that is due for late payments.
4. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
5. Prior Balance	Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the Kentucky SUI Magnetic Media (18) Program (R89078318)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Reporting Period Tax Rate	Specify the tax rate for the reporting period. Enter as a decimal followed by 5 digits. Example: 1.4 percent = *.01400*

Setting Processing Options for the Louisiana SUI Continuation Report (19) (R078319C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Due Date	Enter a 6-character date (MM/DD/YY) to force a specific due date. The system uses this date until it is changed.

Setting Processing Options for the Louisiana SUI Summary Report (19) (R078319S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.
2. Tax Overpayment Amount	Specify the amount of any overpayments from previous quarters. The system subtracts this amount from the total amount due.
3. Prior Quarter Delinquency Amount	Specify the amount of any delinquency payments that are due from prior quarters.
4. Due Date	Specify the due date for submitting the report.
5. Interest Amount Due	Specify the amount of interest that is due for late payments.
6. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Louisiana SUI Magnetic Media (19) Program (R89078319)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor (1-25)

Specify the block length that the system uses when copying data to tape. The default value is *25*.

2. Multiple County Industry

Specify whether the employees work in multiple counties or industries. Values are:

0: Employees are in one county/industry (default).

1: Employees are in more than one county/industry.

3. Multiple Worksite Location

Specify whether the company includes employees at more than one location. Values are:

0: Employees are at one location (default).

1: Employees are at more than one location in same county.

4. Multiple Worksite Indicator

Specify whether the data on the flat file is from one or more worksites. Values are:

0: Include data for only one worksite on wage reporting magnetic media.

1: Include data for multiple worksites on wage reporting magnetic media in lieu of form BLS 3020.

If you enter a *1* you must also complete numbers 5, 6, and 7.

5. Enter the state assigned reporting number of the worksite where the employees worked during the quarter.

Specify the reporting number that identifies the worksite where the employees worked during the quarter. The state assigns this reporting number.

6. Enter the 3-digit numeric county code for the employees' worksite.

Specify a code that indicates the unit or plant. This code identifies wages by work site. The system uses this field for SUI magnetic media reporting.

7. Enter the 6-digit NAICS code assigned to the reporting unit where the employees were assigned.

Specify the six-digit NAICS code the identifies the reporting unit to which the employees are assigned.

Defaults Cont

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

8. Electronic Funds Transfer

Specify whether the company participates in the electronic transfer of funds. Values are:

0: Company does not participate (default).

1: Company does participate.

9. Terminating Business Indicator

Specify whether the business terminated during the tax year. Values are:

0: Business not terminated (default).

1: Business terminated during this tax year.

Setting Processing Options for the Maine SUI Continuation Report (20) (R078320C)

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

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Calendar quarter to be included in the payroll report:

Specify the calendar quarter the system includes in the payroll report. Values are:

1: 1st Calendar Quarter

2: 2nd Calendar Quarter

3: 3rd Calendar Quarter

4: 4th Calendar Quarter

2. Code to represent seasonal employees

Specify the user-defined code (06/ES) that the system uses for seasonal employees.

Setting Processing Options for the Maine SUI Summary Report (20) (R078320S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Wage Data Submit Method

Specify the method used to submit employee wage data. Values are:

Blank: Submit on Paper

1: Submit Magnetically

2. Amount of Semi-Weekly Payments

Specify the total amount of semi-weekly income tax payments that have been made for the current quarter.

3. Contribution Rate

Specify the tax rate that is used to determine the total contribution amount due for the current quarter. Only enter a value if you have been notified that the rate has changed. For example, if the rate is 1.4 percent, enter *.014*.

Setting Processing Options for the Maine SUI Magnetic Media (20) Program (R89078320)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer

Specify the name of the computer manufacturer.

Leave this processing option blank if you are using the diskette format.

2. Tape Label

Specify the tape label for the tape file that the system creates. Values are:

SL: Standard Label (default)

NS: Non-standard label

AL: ANSI standard label

Leave this processing option blank if you are using the diskette format.

3. Tape Density

Specify the density of the tape that the system creates. Values are:

16: 1600 CPI (default)

62: 6200 CPI

38: 38000 CPI

Leave this processing option blank if you are using the diskette format.

4. Number of Tracks

Specify the number of tracks on the tape. Values are:

09: Reel Tape

18: 38000 IBM 3480 Cartridge

Leave this processing option blank if you are using the diskette format.

5. Blocking Factor

Specify the block length that the system uses when copying data to tape. Values are:

1: Minimum Factor

85: Maximum Factor

Leave this processing option blank if you are using the diskette format.

6. Enter the recording code.

Specify the recording code used to create the flat file. Values are:

EBC: EBCDIC

ASC: ASCII

7. Enter the code that represents seasonal employees.

Specify the user-defined code (07/ES) that represents seasonal employees.

8. If no employees will be processed in this tape, enter a ’0’.

Specify whether the system processes employees for this report. Values are:

0: No employees will be processed in this tape.

1: Employees will be processed in this tape (default).

9. Total Amount Remitted	Specify the total amount remitted.
10. Amount of Tax Deposits Withheld during the Period	Specify the total amount of tax deposits withheld during this reporting period.
11. Total Amount of Income Tax Withholding Payments Made	Specify the total amount of income tax withholding payments made during the reporting period.
12. Income Tax Withholding Due	Specify the amount of income tax withholding due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Summary Report Submit Method	Specify the submission method for the summary report. Values are: Blank: Submit on Paper *1:* Submit Magnetically

Setting Processing Options for the Maryland SUI Summary Report (21) (R078321S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate	Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.
2. Interest Amount Due	Specify the amount of interest that is due for late payments.
3. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
4. Prior Balance Amount	Specify the amount of any unemployment insurance tax that is due from previous quarters.
5. Approved Credit Amount	Specify the amount of overpaid unemployment insurance taxes from previous quarters.

Setting Processing Options for the Massachusetts SUI Summary Report (22) (R078322S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Contribution Tax Rate (unemployment insurance contribution tax rate)

Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Workforce Training Fund Contribution Tax Rate

Specify the tax rate that the system uses to calculate the amount of Workforce Training Fund tax that is due.

3. Deferred Amount Due from Previous Quarter(s)

Specify the amount of any deferred contributions from previous quarters.

4. Optional Deferral Amount

Specify the amount of any contribution that you want to defer to a future quarter.

5. Credit Amount

Specify the amount of any credits that you want the system to subtract from the total amount due.

6. Print Address

Specify whether the system prints the address on the report. Values are:

Blank: No

N: No

Y: Yes

7. Print Account Numbers

Specify whether the system prints the account numbers on the report. Values are:

Blank: No

N: No

Y: Yes

8. Print Due Date

Specify whether the system prints the due date on the report. Values are:

Blank: No

N: No

Y: Yes

9. Print Contribution Rate

Specify whether the system prints the contribution rate on the report. Values are:

Blank: No

N: No

Y: Yes

Setting Processing Options for the Massachusetts SUI Diskette Magnetic Media (22) Program (R89078322A)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Filing Type	Specify the type of file you are submitting. Values are: Blank: Original Filing *1:* Amended Filing

Setting Processing Options for the Michigan SUI Continuation Report (23) (R078323C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Family Employment Flag	Specify the location of the user-defined code (11-20) on the Employee Master where the Family Employment Flag is stored. For this UDC, enter *Y* to designate the employee as a Family Member or *N* for non-Family Member.
2. Return By Date	Specify the return date.

Setting Processing Options for the Michigan SUI Summary Report (23) (R078323S)

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

Default

Tax Rate	Specify the rate that is used to calculate the amount of tax that is due.

Setting Processing Options for the Michigan SUI Magnetic Media (23) (R89078323)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Family Employment Flag	Specify the location of the user-defined code (11-20) on the Employee Master where the Family Employment Flag is stored. For this UDC, enter *Y* to designate the employee as a Family Member or *N* for non-Family Member.

Setting Processing Options for the Minnesota SUI Continuation Report (24) (R078324C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Corporate Officer Flag

Specify which user-defined code from the Employee Master Information table (F060116) is used as the Corporate Officer Flag. Values are *11* through *20*.

For this UDC, enter *Y* to designate the employee as a Corporate Officer or *N* for non-Corporate Officer.

2. Report Due Date

Specify the date when the continuation report is due.

Setting Processing Options for the Minnesota SUI Summary Report (24) (R078324S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Employee Wage Submit Method

Specify whether employee wages will be submitted using magnetic media or on paper. Values are:

Blank: Paper

1: Magnetic Media

2. Contribution Rate

Specify the company's state unemployment contribution rate. For example, if the rate is 1.4 percent, enter .014 in this processing option.

3. Interest Amount Due

Specify the amount of any interest that is due for late payments.

4. Penalty Amount Due

Specify the amount of any penalties that are due because the report is being submitted after the penalty date.

5. Prior Quarter Amount Due

Specify the amount of any prior quarter underpayments that are to be added to the total amount due.

6. Prior Quarter Credit Amount

Specify the amount of any previous credits that are to be deducted from the total amount due.

7. Report Due Date

Specify the date when the summary report is due.

Setting Processing Options for the Minnesota SUI Magnetic Media (24) Program (R89078324)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Officer Code	Specify the number of the user-defined code (11-20) on the Employee Master record where the Officer Code is stored. For Yes enter *Y* or for No enter *N* on the Employee Master record.

Setting Processing Options for the Missouri SUI Summary Report (26) (R078326S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.
2. Interest Assessment Due to Federal Advances	Specify the amount of interest that has been assessed for federal advances.
3. Interest Charges Per Month	Use this processing option to specify the amount of interest that is due for late payments.
4. Late Report Penalty of 10% or $100	Specify the amount of any penalties that are due for late reporting. If the report is filed after the due date but before the end of the next month, enter the greater of the these two amounts: Ten percent of the total contributions due One hundred USD
5. Late Report Penalty of 20% or $200	Specify the amount of any penalties for late reporting. If the report is filed after the last day of the second month after the due date, enter the greater of these two amounts: Twenty percent of the total contributions due Two hundred USD
6. Outstanding Amounts	Specify the amount of any outstanding balance on the account. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.
7. Prior Underpayments	Use this processing option to specify the amount of unemployment taxes that were previously underpaid. Use this processing option only if you are changing the amounts that you reported for a previous quarter.
8. Prior Overpayments	Specify the amount of unemployment taxes that were previously overpaid. Use this processing option only if you are changing the amounts that you reported for a previous quarter.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report that includes the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the Montana SUI Summary Report (27) (R078327S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the unemployment insurance (UI) tax rate that the system uses to calculate the amount of UI tax that is due.

2. UI Credit Amount (unemployment insurance credit amount)

Specify the amount of any account balances that result from overpaid unemployment insurance tax from previous quarters. If you have an existing account balance, the amount is preprinted on the form that you receive from the state unemployment insurance reporting agency.

3. UI Adjustments to Prior Quarters (unemployment insurance adjustments to prior quarters)

Specify the amount of any adjustments to unemployment insurance tax for a previous quarter. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

4. UI Penalty and Interest Amount (unemployment insurance penalty and interest amount)

Specify the penalty and interest amount that is due for late reporting or late payment of unemployment insurance taxes.

Process

1. Print Employee Wages on Summary Report

Specify whether the system prints employee wages on the summary report. Values are:

Blank: No

1: Yes

Setting Processing Options for the Montana SUI Magnetic Media (27) Program (R89078327)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer	Specify the computer model number. The system stores this value in user-defined table 97/CM.
2. Internal Tape Label	Specify the tape label for the tape file that the system creates. Values are: *SL:* Standard Label *NL:* No label *NS:* Non-standard label *AL:* ANSI standard label
3. Tape Density	Specify the density of the tape that the system creates. Values are: *16:* 1600 BPI Reel Tape *18:* IBM 3480 and 3490 Cartridges *62:* 6200 BPI Reel Tape
4. Recording Code	Specify the recording code used to create the flat file. Values are: *EBC:* EBCDIC *ASC:* ASCII
5. Number of Tracks	Specify the number of tracks on the tape. Values are: *09:* Reel Tapes *18:* IBM 3480 and 3490 Cartridges
6. Blocking Factor	Specify the block length that the system uses when copying data to tape.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Previous Quarter(s) Adjustments:	Specify the adjustment amount for the previous quarter or quarters.
2. Interest on Late Payments:	Specify the interest amount on late payments.
3. Penalty:	Specify the penalty amount.
4. Credit/Overpayment:	Specify the credit or overpayment amount.

Setting Processing Options for the Nebraska SUI Summary Report (28) (R078328S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the contribution tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. SUIT Tax Rate	Specify the tax rate that the system uses to calculate the amount of state unemployment insurance tax that is due.
3. Previous Overpayment	Specify the amount of overpaid unemployment insurance taxes from a previous quarter.
4. Adjustment Amount	Specify the amount of any adjustment that should be made to the total amount due. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the SUI Magnetic Media Template for Nebraska (28) Program (R89078328)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Calculate Wages from Gross - Excludable	Specify whether you want the system to subtract excludable wages from gross pay. Values are: *0:* No, do not subtract excludable wages (default). *1:* Yes, subtract excludable wages.

Setting Processing Options for the Nevada SUI Summary Report (29) (R078329S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Rate (unemployment insurance rate)	Specify the Unemployment Insurance (UI) rate that you want to appear on the report.
2. CEP Rate (career enhancement program rate)	Specify the Career Enhancement Program rate that you want to appear on the report.
3. Prior Credit	Specify the amount of any prior credits that should be subtracted from the total payment due.
4. Late Filing Charge	Specify the amount of any late filing charges that should be added to the total payment which is due.
5. Additional Charge for Late Filing	Specify the amount of any late filing charges that should be added to the total payment that is due.

6. Interest on Past Due UI Contributions (interest on past due unemployment insurance contributions)

Specify the amount of interest that has accrued on past-due Unemployment Insurance (UI) contributions and that should be added to the total payment that is due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to print on the summary report. Values are:

Blank: Do not print wages.

1: Print wages.

Setting Processing Options for the SUI Magnetic Media Template for Nevada (29) Program (R89078329)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Preparer Code

Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Valid values are:

A: Accounting Firm

L: Self-Prepared

S: Service Bureau

*P:*Parent Company

*O:*Other

2. Terminating Business Indicator.

Specify whether the business has been terminated during this tax year. Values are:

Blank: Business not terminated.

1: Business terminated during this tax year.

3. Contact E-Mail Address.

Specify the e-mail address of the person to contact regarding questions on the submitted file.

4. Contact FAX Number.

Specify the contact’s fax number, if applicable. Enter digits only. Otherwise, leave blank.

Setting Processing Options for the New Hampshire SUI Summary Report (30) (R078330S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. U.I. Tax Rate(unemployment insurance rate)

Specify the employer's tax rate used to calculate the Unemployment Insurance (U.I.) tax amount due.

2. Administrative Contribution Tax Rate

Use this processing option to specify the Administrative Contribution tax rate used to calculate the tax amount due.

3. Interest Amount Due

Specify the interest due for late payments.

4. Penalty Amount Due

Specify the penalty amount for late reporting.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether the system includes employees and their wages on the summary report. If the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Valid values are:

Blank: Do not include employees and wages.

1. Include employees and wages.

Setting Processing Options for the SUI Magnetic Media Template for New Jersey (31) (R89078331)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Tape Authorization Number

Specify the tape authorization number issued by the state.

Setting Processing Options for the New Jersey State Unemployment Diskette Report (R89078331A)

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

Default

1. NJ 3 Digit Suffix

Specify the three-digit suffix for New Jersey reporting. If left blank, the system uses *000*.

2. Magnetic authorization number

Specify the tape authorization number, which is assigned to your organization by the state.

Setting Processing Options for the New Mexico SUI Summary Report (32) (R078332S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due
Specify the amount of interest that is due for late payments.

3. Late Report Penalty Amount
Specify the amount of penalties that are due for late reporting.

4. Late Payment Penalty Amount
Specify the amount of any penalties that are due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report
Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the New York SUI Continuation Report (33) (R078333C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Last Return Filed for Calendar Year
Specify whether this is the last report that will be filed for the calendar year. Enter a value in this option only if you want to specify that a quarter other than the fourth quarter is the last report that will be filed for the year. If this is not the last report that will be filed, or if it is the fourth quarter, leave this option blank. Values are:

Blank: No, this is not the last report for the calendar year.

1: Yes, this is the last report to be filed for the calendar year.

2. Withholding ID Number Two-Digit Suffix	Specify the two-digit suffix for the withholding identification number.
3. Withholding ID Number Check Digit	Specify the check digit for the withholding identification number.
4. Filing Type	Specify whether the report that you are submitting is an original or an amended report. Values are: Blank: Original *1:* Amended

Setting Processing Options for the New York SUI Summary Report (33) (R078333S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.
2. Re-Employment Service Fund Tax Rate	Specify the tax rate that the system uses to calculate the amount of re-employment service fund tax that is due.
3. UI Previously Underpaid Amount (unemployment insurance previously underpaid amount)	Specify the amount of unemployment insurance tax that was previously underpaid. This amount will be added to the total tax amount that is due.
4. UI Previously Overpaid Amount	Specify the amount of unemployment insurance tax that was previously overpaid. This amount will be subtracted from the total tax amount that is due.
5. WT Credit from Previous Quarters (withholding tax credit from previous quarters)	Specify the amount of any withholding tax credits from the previous quarter's return.
6. NYS-1 Payments Made for the Quarter	Specify the amount of NYS-1 payments that were made for the quarter.
7. City of New York Tax Area	Specify the tax area for the City of New York. This tax area is used to retrieve the City of New York tax amount withheld for the quarter.
8. City of Yonkers Tax Area	Specify the tax area for the City of Yonkers. This tax area is used to retrieve the City of Yonkers tax amount withheld for the quarter.
9. Withholding ID Number Two-Digit Suffix	Specify the two-digit suffix for the withholding identification number.
10. Withholding ID Number Check Digit	Specify the check digit for the withholding identification number.

Setting Processing Options for the New York SUI Magnetic Media (33) Program (R89078333)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter an ’O’ for original tape or an ’A’ for amended tape.

Specify whether the report that you are submitting is an original or an amended report. Values are:

O: Original (default)

A: Amended

2. Enter an ’S’ for seasonal employers.

Specify the code that indicates whether the company employs seasonal workers. Values are:

Blank: No (default)

S: The company is a seasonal employer.

3. ’M’ tax area for Manhattan

Specify the tax area associated with Manhattan’s ’M’ tax type, if you want to report annual taxes paid in Manhattan. This processing option is only used when running New York magnetic media in the fourth quarter.

4. ’M’ tax area for Bronx

Specify the tax area associated with the Bronx’s ’M’ tax type, if you want to report annual taxes paid in the Bronx. This processing option is only used when running New York magnetic media in the fourth quarter.

5. ’M’ tax area for Brooklyn

Specify the tax area associated with Brooklyn’s ’M’ tax type, if you want to report annual taxes paid in Brooklyn. This processing option is only used when running New York magnetic media in the fourth quarter.

6. ’M’ tax area for Queens

Specify the tax area associated with Queens’ ’M’ tax type, if you want to report annual taxes paid in Queens. This processing option is only used when running New York magnetic media in the fourth quarter.

7. ’M’ tax area for Staten Island

Specify the tax area associated with Staten Island’s ’M’ tax type, if you want to report annual taxes paid in Staten Island. This processing option is only used when running New York magnetic media in the fourth quarter.

8. ’M’ tax area for Yonkers

Specify the tax area associated with Yonker’s ’M’ tax type, if you want to report annual taxes paid in Yonkers. This processing option is only used when running New York magnetic media in the fourth quarter.

9. Additional ’M’ tax area

Specify another tax area associated with an ’M’ tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

10. Additional ’M’ tax area

Specify another tax area associated with an ’M’ tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

11. Additional ’M’ tax area

Specify another tax area associated with an ’M’ tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

12. Additional ’M’ tax area Specify another tax area associated with an ’M’ tax type, if you want to report annual taxes paid in that tax area. This processing option is only used when running New York magnetic media in the fourth quarter.

13. Contact E-Mail Address Specify the email address of the contact for the report.

14. Contact FAX Number Use this processing option to specify the fax number of the contact for the report.

Enter numbers only. Do not enter hyphens, spaces, and so forth.

Setting Processing Options for the North Carolina SUI Summary Report (34) (R078334S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due Specify the amount of interest that is due for late payments.

3. Penalty Amount Due for Late Filing Specify the amount of any penalties that are due for late reporting.

4. Penalty Amount Due for Late Payment Specify the amount of any penalties that are due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation, which includes all of the remaining employees. Values are:

Blank: Do not include employee wages.

1: Include employee wages.

Setting Processing Options for the North Carolina SUI Magnetic Media (34) Program (R89078334)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the 6 digit Remitter Number supplied by the state of North Carolina.	Specify the six-digit remitter number provided by the state of North Carolina.
2. Print NCUI 101 Record (print North Carolina unemployment insurance 101 record)	Specify whether the system prints the NCUI 101 record. Inclusion of this record in the data submission eliminates the need for the NCUI 101 to be mailed to the North Carolina Employment Security Commission. Values are: Blank: Do not print *N* record *1:* Print *N* record

Setting Processing Options for the North Dakota SUI Summary Report (35) (R078335S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.
2. Interest Amount Due	Specify the amount of interest that is due for late payments.
3. Penalty Amount Due	Specify the amount due for penalties that are associated with late reporting.
4. Prior Balance Adjustments	Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

Setting Processing Options for the North Dakota SUI Magnetic Media (35) Program (R89078335)

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

SUI

Use these processing options to specify SUI specific information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter Provider ID assigned from Job Service North Dakota	Specify the provider ID that Job Service North Dakota assigns to the company.
2. Transport Media Type	Specify the submission method for the report. Values are: *T:* Magnetic Tape *D:* Diskette *I:* Internet

Worker's Compensation

Use these processing options to specify Workers' Comp specific information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter a 1 to create Worker's Compensation file

Specify whether the system creates the Worker's Compensation file. Values are:

Blank: The system does not create the file.

1: The system creates the file.

2. Enter Worker's Compensation Bureau Account Number

Specify the account number that the Worker's Compensation Bureau assigns to the company.

3. Enter period start date (MMDDYY)

Specify the start date for the reporting period.

4. Enter period end date (MMDDYY)

Specify the end date for the reporting period.

Setting Processing Options for the Ohio SUI Summary Report (36) (R078336S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate

Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.

2. Forfeiture Amount Due

Specify the amount of forfeiture that is due for late reporting.

3. Interest Amount Due

Specify the amount of interest that is due for late payments.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specifywhether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. This processing option is valid only if employee wages are reported using paper reports. Values are:

Blank: Do not include wages.

1: Include wages.

2. Employee Wage Submit Method

Specify the method that you use to report employee wages. Values are:

Blank: Paper reports

1: Magnetic tape or diskette

Setting Processing Options for the Ohio SUI Magnetic Media (36) Program (R89078336)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor	Specify the block length that the system uses when copying data to tape.
2. Enter the Media Transmitter/Authorization Number	Specify the Transmitter/Authorization number.
3. Enter the Unit, Division, Location, Plant Code	Specify the Unit/Division/Location/Plant code.
4. Enter the U.I. tax rate for the reporting period (decimal followed by 5 digits, for example 2.8% = .02800).	Specify the current UI tax rate for the reporting period.
5. Enter the interest due. Annual rate of 14 % compounded monthly at a rate of 1.167 % times the number of months late times the state QTR UI Taxes Due.	Specify the interest that is due. This is a manual calculation.
6. Enter the penalty due. .0025 times the state QTR UI Total wages for the employer.	Specify the penalty that is due. This is a manual calculation.

Setting Processing Options for the Oklahoma SUI Summary Report (37) (R078337S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that the system uses to calculate the amount of unemployment tax that is due.
2. Interest Amount Due	Specify the amount of interest that is due for late payments.
3. Late Report Penalty of 10%	Specify the penalty amount for late reporting. Enter a penalty charge of 10 percent of contributions due if the report is not filed within 15 days after date of delinquency.

4. Late Report Penalty of $100 Specify the penalty amount for late reporting. Enter a penalty charge of 100 USD if the report is not received within 15 days after the date of delinquency notice.

5. Previous Amount Due Specify the amount of any unemployment insurance taxes that are due from a previous quarter.

6. Previous Credit Amount Specify the amount of any credits from previous quarters.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Employee Wage Submit Method Specify the method that you use to submit employee wage information. Values are:

Blank: Paper report

1: Magnetic media

Setting Processing Options for the Oklahoma SUI Magnetic Media (37) Program (R89078337)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor Specify the block length that the system uses when copying data to tape.

Setting Processing Options for the Oregon SUI Continuation Report (38) (R078338C)

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

Pay Types

Use these processing options to specify the pay type information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the pay types that should be EXCLUDED when calculating the hours worked for each employee. Specify the pay types that the system excludes when calculating the hours worked for each employee. You can specify up to ten pay types.

Setting Processing Options for the Oregon SUI Summary Report (38) (R078338S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Prepaid this Quarter
Specify the amount of any unemployment insurance tax that has been prepaid for the current quarter.

2. Withholding Tax Prepaid this Quarter
Specify the amount of withholding tax that was prepaid for the current quarter.

3. Interest Amount Due
Specify the amount of interest that is due for late payments.

4. Penalty Amount Due
Specify the amount of any penalties that are due for late reporting.

5. Workers' Benefit Fund Assessment Rate
Specify the tax rate that is used to calculate the amount of Workers' Benefit Fund (WBF) Assessment tax that is due.

6. Assessment Tax Prepaid this Quarter
Specify the amount of Worker's Benefit Fund (WBF) Assessment tax that was prepaid for the current quarter.

7. Contribution Tax Rate
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

8. Tri-Met Transit District Tax Rate
Specify the tax rate that is used to calculate the amount of TriMet Transit tax that is due.

9. Lane Transit District Tax Rate
Specify the tax rate that is used to calculate the amount of Lane County Mass Transit District (LTD) tax that is due.

10. Tri-Met Transit Tax Prepaid this Quarter
Specify the amount of TriMet Transit tax that was prepaid for the current quarter.

11. Lane Transit Tax Prepaid this Quarter
Specify the amount of Lane County Mass Transit District (LTD) tax that was prepaid for the current quarter.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print State Withholding Tax Liability
Specify whether you want the system to include monthly summary amounts for state withholding tax liability on the report. Quarterly, semi-weekly, and one banking-day depositors should leave this option blank. Values are:

Blank: Do not include summary amounts.

1: Include summary amounts.

Setting Processing Options for the Oregon SUI Magnetic Media (38) Program (R89078338)

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

Pay Types

1. Enter the pay types that should be EXCLUDED when calculating the hours worked for each employee.	Specify up to ten pay types that the system excludes when calculating the hours worked for each employee.

Setting Processing Options for the Pennsylvania SUI Summary Report (39) (R078339S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.
2. Employee Contribution Tax Rate	Specify the tax rate that is used to calculate the amount of employee-paid unemployment insurance tax that is due.
3. Interest Amount Due	Specify the amount of interest that is due for late payments.
4. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Pennsylvania SUI Magnetic Media (39) Program (R89078339)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer's Name:	Specify the computer manufacturer's name.
2. Internal Tape File Label:	Specify the tape label for the tape file that the system creates. Values are: Blank: Diskette *SL:* IBM Standard Label *NS:* Non-standard label *NL:* No label *AL:* ANSI standard label
3. Tape Density:	Specify the density of the tape that the system creates. Values are: Blank: Diskette *16:* 1600 BPI Reel Tape *62:* 6250 BPI Reel tape

38: 38000 BPI IBM 3480 Cartridge

4. Recording Code (Character Set):

Specify the character set that the system uses to create the flat file. Values are:

EBC: EBCDIC

ASC: ASCII

5. Number of Tracks:

Specify the number of tracks on the tape. Values are:

Blank: Diskette

09: Reel Tapes

18: IBM 3480 Cartridge

6. Blocking Factor:

Specify the block length that the system uses when copying data to tape. The maximum factor is *85.* Leave this processing option blank if you are using a diskette.

7. Type of Employment:

Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Government

X: Railroad

R: Regular (default)

8. Corporate Officer Flag

Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a *1* or *Y* in the specified UDC; otherwise, enter *0* or *N* for regular employees. Values for this option are UDCs 11 through 20.

9. U.I. Tax Rate

Specify the tax rate that is used to calculate the amount of employer-paid unemployment insurance tax that is due.

10. Employee Assessment Rate

Specify the employee assessment rate that you want to insert into the flat file.

Setting Processing Options for the Rhode Island Continuation Report (40) (R078340C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Unemployment Insurance Tax Rate.

Specify the tax rate that is used to calculate the Unemployment Insurance tax amount. If left blank (default), the system retrieves the tax rate for the current tax period.

2. TDI tax rate. (temporary disability insurance tax rate)	Specify the tax rate that is used to calculate the Temporary Disability Insurance tax amount.
3. JDF tax rate. (job development fund tax rate)	Specify the tax rate that is used to calculate the Job Development Fund tax amount.

Setting Processing Options for the Rhode Island SUI Summary Report (40) (R078340S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

Setting Processing Options for the South Carolina SUI Summary Report (41) (R078341S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that the system uses to calculate the amount of unemployment insurance tax that is due.
2. Contingency Assessment Tax Rate	Specify the tax rate that is used to calculate the amount of contingency assessment tax that is due.
3. Interest Amount Due	Specify the amount of interest that is due for late payments.
4. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
5. Outstanding Credit	Specify the amount of any outstanding credit balance that should be subtracted from the total amount due.

Process

1. Print Employee Wages on Summary Report	Specify whether employees and their wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are: Blank: Employees and their wages do not print on the summary report. *1:* Employees and their wages do print on the summary report.

Setting Processing Options for the South Carolina SUI Magnetic Media (41) - Diskette Program (R89078341)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Preparer Code

Specify who prepared the State Unemployment flat file. Values are:

A: Accounting Firm

L: Self-Prepared

S: Service Company

P: Parent Company

O: Other

2. Employment Code

Specify the company's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employment

X: Railroad

R: Regular (default)

Setting Processing Options for the South Carolina SUI Magnetic Media (41) - Tape Format Program (R89078341A)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contact E-Mail Address

Specify the email address for the company contact.

Setting Processing Options for the South Dakota SUI Summary Report (42) (R078342S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due Specify the amount of interest that is due for late payments.

3. Penalty Amount Due for Late Filing Specify the amount of any penalties that are due for late filing.

4. Penalty Amount Due for Late Payment Specify the amount of any penalties that are due for late payments.

5. Adjustment from Prior Quarters Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

6. Investment Fee Rate Specify the rate that the system uses to calculate the amount of investment fee tax that is due.

Process

1. Print Employee Wages on Summary Report Specify if employees and their wages print on the summary report. If the total number of company employees exceeds the number of print lines available on the summary, the continuation report will automatically run and print the remaining employees. Values are:

Blank: No

1: Yes

Setting Processing Options for the Tennessee SUI Summary Report (43) (R078343S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Premium Rate Specify the unemployment premium rate that the system uses to calculate the premium amount that is due for the current quarter.

2. Interest Due Specify the amount of interest that is due for delinquent premiums.

3. Job Skills Fee Rate Specify the rate that is used to calculate the job skills fee amount.

4. Job Skills Fee Interest Due Specify the amount of interest that is associated with delinquent job skills fees that are due.

5. Penalty Due Specify the amount of any penalties that are due for submitting delinquent or incomplete reports.

6. Outstanding Debit or Credit Specify the amount of any over- or under-payment that should be included in the total amount that is due. Enter credits as negative amounts so that the amount is subtracted from the total amount that is due.

Setting Processing Options for the Tennessee SUI Magnetic Media (43) Program (R89078343)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Blocking Factor

Specify the block length that the system uses when copying data to tape.

Note. Do not use a value greater than *85*.

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2. Type of Employment

Specify the employer's type of employment. Values are:

A: Agriculture

H: Household

M: Military

Q: Medicare Qualified Government Employee

X: Railroad

R: Regular, All Others (default)

3. Other EIN (other employer identification number)

Specify another EIN that the company has used to submit tax information.

4. Computer Manufacturer's Name

Specify the manufacturer of the computer used to create the submitted file.

5. Internal Label

Specify the type of tape label used for the submitted file. Values are:

NL: No Label (default)

SL: IBM Standard Label

NS: Non-Standard Label

AL: ANSI Standard Label

6. Tape Density

Specify the tape density used for the submitted file. Values are:

Blank: Diskette

16: 1600 BPI Reel Tape

62: 6250 BPI Reel Tape

38: 38000 IBM 3480 Cartridge

7. Recording Code

Specify the recording code that the system uses to create the submitted file. Values are:

EBC: EBCDIC

ASC: ASCII

8. Number of Tracks

Specify the number of tracks that the system uses for the submitted file. Values are:

Blank: Diskette

09: Reel Tapes

18: IBM 3480 Cartridge

9. Media Authorization Number

Specify the media authorization number assigned to the entity transmitting the file for SUI reporting.

10. U.I. Tax Rate (unemployment insurance tax rate)

Specify the employer's tax rate used to calculate the U.I. tax amount due.

11. Corporate Officer Flag

Specify the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter *1* to designate the employee as a corporate officer, or enter *0* for non-corporate officer.

Setting Processing Options for the Texas SUI Continuation Report (44) (R078344C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Tax Area

Specify the employer's tax area. Enter a value in this option only if you did not complete the tax area box on the form.

2. Unit Number

Specify the employer's unit number. Enter a value in this option only if you did not complete the unit number box on the form.

3. NAICS Code

Specify the employer's NAICS code. Enter a value in this option only if you did not complete the NAICS code box on the form.

4. County Code

Specify the employer's county code. Enter a value in this option only if the county code box on the form was not completed.

5. Report Type

Specify whether the system prints the report on blank paper or on a preprinted form. The page header information appears only if this processing option is left blank. Values are:

Blank: Blank paper

1: Preprinted form

Setting Processing Options for the Texas SUI Magnetic Media (44) Program (R89078344)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the computer manufacturer's name.	Specify the computer manufacturer's name.
2. Enter tape density.	Specify the tape density used for the submitted file. Values are: *38:* 38000 BPI IBM 3480 cartridge *77:* 77000 BPI IBM 3490E cartridge
3. Enter recording code.	Specify the recording code that the system uses to create the submitted file. Values are: *EBC:* EBCDIC *ASC:* ASCII
4. Enter number of tracks.	Specify the number of tracks that the system uses for the submitted file. Values are: *18:* IBM compatible 3480 cartridge *36:* IBM compatible 3490E cartridge
5. Blocking factor.	Specify the block length that the system uses when copying data to tape.
6. Enter North American Industry Classification System (NAICS) Code.	Specify the employer's NAICS code.
7. Enter a Y if C-3 summary is reported for each employer account on this tape.	Specify whether the system reports the C-3 summary for each employer account on this tape.
8. Enter a Y if allocation list is reported on this tape.	Specify whether the system reports the allocation list on this tape.
9. If allocation list is reported on the tape, enter service agent ID number.	Specify the service agent ID number if you entered a *Y* on processing option number 8.
10. If allocation list is reported on the tape, enter total remittance amount.	Specify the total remittance amount if you entered a *Y* on processing option number 8.
11. If reporting BLS3020, and you have employees in more than one county/industry included in this report, enter a 1.	Enter a *1* if you are reporting BLS3020 and you have employees in more than one county or industry included in this report.

12. If reporting BLS3020, and you have employees at more than one location within the same county included in this report, enter a 1.	Enter a *1* if you are reporting BLS3020 and you have employees at more than one location within the same county included in this report.

Defaults Cont.

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

13. Enter the employers U.I. tax rate for this reporting period. ex. 2.8 = .02800 (5 digits).	Specify the employer's unemployment insurance tax rate for this reporting period. Enter the tax rate as a five-digit decimal. For example, enter 2.8 as *.02800*.
14. Enter the county code of county in which you had the greatest number of employees.	Specify the county code of the county in which you had the greatest number of employees.
15. If you had employees in more than one county, enter the number of employees outside of the county shown in the County Code field above.	Specify the number of employees outside of the county you specified in processing option 14, if you had employees in more than one county.
16. If reporting form BLS3020, enter the establishment ID assigned to identify wages by worksite.	Specify the establishment ID that identifies wages by worksite, if you are reporting form BLS3020.

Setting Processing Options for the Texas SUI Summary Report (44) (R078344S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate	Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.
2. Interest Amount Due	Specify the amount of interest that is due for late payments.
3. Penalty Amount Due	Specify the amount of any penalties that are due for late reporting.
4. Balance Due from Prior Periods	Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts.

Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

5. Tax Area

Specify the employer's tax area. Enter a value in this option only if you did not complete the tax area box on the form.

6. NAICS Code

Specify the employer's NAICS code. Enter a value in this option only if you did not complete the NAICS code box on the form.

7. County Code

Specify the employer's county code. Enter a value in this option only if you did not complete the county code box on the form.

8. Employees Outside County Specified in #7

Specify the number of employees that work outside of the employer's county. The employer's county is specified in the county code box of the preprinted form, or in the previous processing option. Enter a value in this processing option only if you have employees in more than one county.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employee wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include wages.

1: Include wages.

2. Report Type

Specify whether the system prints the report on blank paper or on a preprinted form. The system prints page header information only if this processing option is blank. Values are:

Blank: Blank paper

1: Preprinted form

Setting Processing Options for the Utah SUI Continuation Report (45) (R078345C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Total Wages from Contribution Report

Specify the total wages listed on the contribution report.

Setting Processing Options for the Utah SUI Summary Report (45) (R078345S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Interest Amount Due Specify the amount of interest that is due for late payments.

3. Penalty Amount Due Specify the amount of any penalties that are due from previous quarters.

4. Credit Amount Specify the amount of any approved credit that you want the system to deduct from the total amount due.

Setting Processing Options for the Utah SUI Magnetic Media (45) Program (R89078345)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Type of Employment Specify the employer's type of employment. Values are:

A: Agricultural

F: Federal

H: Household

M: Military

X: Railroad

R: Regular: All Others (default)

Setting Processing Options for the Vermont SUI Summary Report (46) (R078346S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Tax Rate Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Credit Adjustment Specify the amount of any credit adjustments that you want to subtract from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether you want employees and their wages to appear on the summary report. If the total number of company employees exceeds the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employees and wages.

1: Include employees and wages.

2. Print Employer Account Information

Specify whether you want employer account information to appear on the summary report. Employer account information includes the employer name, state account number, and quarter ending date. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the Vermont SUI Magnetic Media (46) Program (R89078346)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Authorization Code

Enter the authorization code that is required to submit the file for State Unemployment Insurance (SUI) reporting.

2. Computer Manufacturer

Enter the manufacturer's name of the computer that was used to create the file that you are submitting.

3. Tape Label

Specify the type of tape label that is used for the submitted file. Values are:

NL: No Labels (default)

SL: IBM Standard Label

4. Tape Density

Specify the tape density that is used for the submitted file. Values are:

16: 1600 BPI Reel

38: IBM 3480 Cartridge

5. Number of Tracks

Specify the number of tracks that are used to create the submitted file. Values are:

09: Reel Tapes

18: IBM 3480 Cartridge

Setting Processing Options for the Virginia SUI Summary Report (47) (R078347S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Account Balance

Specify an account balance amount. Enter any credit amount as a negative so that this amount is subtracted from the total amount due. Otherwise, enter a positive amount to add to the total amount due.

3. Interest Amount Due

Specify the amount of interest that is due for late payments.

4. Penalty Amount Due

Specify the amount of any penalties that are due for late reporting.

Setting Processing Options for the Virginia SUI Magnetic Media (47) Program (R89078347)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Personal Identification Number (PIN)

Enter the Personal Identification Number (PIN) that is assigned to the employee who is submitting the State Unemployment Insurance flat file.

2. Resub Indicator (resubmitted indicator)

Specify whether this file is being resubmitted. If you leave this option blank, the system does not mark this file as a resubmitted file. Values are:

Blank: Not resubmitting

1: Resubmitting

3. Resub TLCN (resubmitted tape library control number)

Enter the Tape Library Control Number (TLCN) that is displayed on the notice sent by the Social Security Administration if the file is to be resubmitted.

4. Method of Problem Notification

Specify the preferred method of notification if problems occur when the submission is processed. For example, if you want to be contacted by email if problems occur, enter *1* in this option. Values are:

1: Email/internet

2: FAX

3: Postal Service

5. Preparer Code

Specify who prepared the State Unemployment flat file. If more than one code applies, use the code that best describes who prepared the file. Values are:

	A: Accounting Firm
	L: Self-Prepared
	S: Service Bureau
	P: Parent Company
	O: Other
6. Type of Employment	Specify the company's type of employment. Values are:
	A: Agriculture
	H: Household
	M: Military
	Q: Medicare Qualified Government Employment
	X: Railroad
	R: Regular, All Others (default)
7. Agent Indicator Code	Specify the Agent or Common Pay Master status, if applicable. Values are:
	1: 2678 Agent
	2: Common Pay Master
8. Agent EIN (agent employer identification number)	Enter the Employer Identification Number (EIN) of the Agent if you specified an agent in the previous option.
9. Other EIN (other employer identification number)	Enter any other Employer Identification Number (EIN) that the company has used to submit tax information.
10. Terminating Business Indicator	Specify whether the business has been terminated during this tax year. Values are:
	Blank: Business not terminated.
	1: Business terminated during this tax year.
11. Contact E-Mail Address	Enter the email address of the company contact person.
12. Contact FAX Number	Enter the fax number of the company contact person, if applicable. Enter digits only. No hyphens, spaces, and so forth.

Setting Processing Options for the Washington SUI Continuation Report (48) (R078348C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the due date	Specify the due date.

2. Pay Types to Exclude from Hours Worked
Specify the pay types that the system excludes from the hours worked calculation. You can specify up to ten pay types.

Setting Processing Options for the Washington SUI Summary Report (48) (R078348S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)
Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. EAF Tax Rate (employment administration fund tax rate)
Specify the tax rate that is used to calculate the amount of Employment Administration Fund (EAF) tax that is due.

3. Corporate Officer Flag
Specify which user-defined code (from 11 to 20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. The UDC code field that you select must have a value of *1* to designate the employee as a corporate officer, or a value of *0* to designate an employee as a non-corporate officer. Values are *11* through *20.*

4. UBI Number (unified business identification number)
Specify the Unified Business Identification (UBI) number assigned by the state of Washington.

5. Late Payment Penalty
Specify the amount of penalties that are due for late payments.

6. Late Report Penalty
Specify the amount of penalties that are due for late reporting.

7. Interest Amount Due
Specify the amount of interest that is due for late payments.

8. Prior Balance
Specify the amount of any prior balances. To ensure that credit amounts are subtracted from the total amount due, enter them as negative amounts. Otherwise, enter any prior balance as a positive amount to add it to the total amount due.

9. Preparer's FAX Number
Specify the preparer's FAX number. Enter numerals only, and omit spaces, dashes, or other characters.

Setting Processing Options for the Washington SUI Magnetic Media (48) Program (R89078348)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer's Name	Specify the manufacturer of the computer used to create the submitted file.
2. Internal Label	Specify the type of tape label used for the submitted file. Values are: *NL:* No Label *SL:* IBM Standard Internal Label
3. Prior Balance Amount	Specify any prior balance amount owed by the employer.
4. Prior Credit Amount	Specify any prior credit amount to be subtracted from the total payment due.
5. Interest Amount Due for Late Payment	Use this processing option to specify any interest due for late payments.
6. Penalty Amount Due	Specify any penalty amount for late payment or late reporting.
7. Total Remittance Amount	Use this processing option to specify the amount remitted for the total amount due.
8. DBA Code for Exercised Stock Options	Specify the PDBA code used to record stock options exercised by employees.
9. Corporate Officer Flag	Enter the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter *1* to designate the employee as a corporate officer, or enter *0* for non-corporate officer.
10. Reason Code for Excess Wages	Specify the reason code for entering excess wages. Values are: *0:* Reasons do not apply *1:* Out of state wages *2:* Predecessor wages *4:* Branch account wages If more than one reason applies, enter the sum of the applicable reasons.
11. Transmitter Contact Email Address	Specify the email address of the person to contact regarding questions on the submitted file.
12. Pay Types to Exclude from Hours Worked	Specify pay types to exclude from the hours worked calculation for each employee. You can specify up to ten pay types.

Rates

Use these processing options to specify rates information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)	Specify the employer's tax rate that the system uses to calculate the U.I. tax amount due. Enter the rate as a percent: .0271 = *2.71.*
2. Employment Administration Fund (EAF) Tax Rate	Specify the employer's tax rate used to calculate the assessment amount due. Enter the rate as a decimal: .3 percent = *.003*

Setting Processing Options for the West Virginia SUI Continuation Report (49) (R078349C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Report Due Date

Specify the date on which the wage report is due. If left blank, the system uses the current date.

2. Print Employer Information

Specify whether you want employer account information to appear on the wage report. This information includes the employer name, address, state account number, and calendar quarter. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the West Virginia SUI Summary Report (49) (R078349S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Report Due Date

Specify the date on which the contribution report is due. If left blank, the system uses the current date.

2. Previous Overpayment Amount

Specify the amount of a previous overpayment that should be deducted from the total amount due.

3. Contribution Tax Rate

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

4. Penalty Amount Due

Specify the amount of any penalties that are due for reporting after the penalty date.

5. Interest Amount Due

Specify the amount of interest that is due for late payments.

6. Print Employer Information

Specify whether the system includes employer account information on the contribution report. This information includes the employer name, address, state account number, and calendar quarter. Values are:

Blank: Do not include employer account information.

1: Include employer account information.

Setting Processing Options for the West Virginia SUI Magnetic Media (49) Program (R89078349)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Computer Manufacturer	Specify the computer manufacturer's name.
2. Tape Code	Specify the medium used to transmit wage data. Values are: *C:* IBM 3480 cartridge (default) *D:* Diskette
3. Blocking Factor	Specify the block length that the system uses when copying data to tape. Do not exceed a value of *85.*

Setting Processing Options for the Wisconsin SUI Continuation Report (50) (R078350C)

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

Default Values

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the Report Due Date. Default is today's date.	Specify the due date for the report. The default value is the current date.

Setting Processing Options for the Wisconsin SUI Summary Report (50) (R078350S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Contribution Rate	Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.
2. Interest Amount Due	Specify the amount of interest that is due for late payments.
3. Penalty Amount Due for Late Filing	Specify the amount of penalties that are due for late reporting.
4. Electronic Fund Transfer Payment	Specify an Electronic Funds Transfer payment amount to subtract from the total amount due.
5. Credit Amount	Specify a credit amount to subtract from the total amount due.

Process

Use these processing options to specify information about how the system processes state unemployment insurance (SUI) reports for the organization.

1. Print Employee Wages on Summary Report

Specify whether the system includes employees and their wages on the summary report. If the total number of company employees exceed the number of lines available on the summary, the system automatically produces a continuation report, which includes the remaining employees. Values are:

Blank: Do not include employees and wages.

1: Include employees and wages.

Setting Processing Options for the Wyoming SUI Continuation Report (51) (R078351C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Workers' Compensation Employer Number

Specify the nine-digit employer number that was assigned to the organization by the Wyoming Workers' Safety and Compensation Division.

2. Corporate Officer Flag

Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a *1* or *Y* in the specified UDC; otherwise, enter *0* or *N* for regular employees. Values for this option are UDCs 11 through 20.

3. Workers' Compensation Average Corporate Officer Wages

Specify the average wage of corporate officers for the purpose of calculating workers' compensation for covered officers.

Setting Processing Options for the Wyoming SUI Summary Report (51) (R078351S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. UI Tax Rate (unemployment insurance tax rate)

Specify the tax rate that is used to calculate the amount of unemployment insurance tax that is due.

2. Outstanding Credit Amount

Specify the unemployment insurance credit amount to be subtracted from the total amount due.

3. Interest Amount Due

Specify the amount of interest that is due for late unemployment insurance payments.

4. Prior Amount Due	Specify the amount of unemployment insurance tax that is due from a previous quarter.
5. WC Interest Amount Due (worker's compensation interest amount due)	Specify the amount of interest that is due for late Workers' Compensation payments.
6. WC Prior Amount Due (worker's compensation prior amount due)	Specify the amount of Workers' Compensation tax that is due from a previous quarter.
7. WC Outstanding Credit (worker's compensation outstanding credit)	Specify the amount of Workers' Compensation credit to be subtracted from the total amount due.
8. Workers' Compensation Average Corporate Officer Wages	Specify the average wage of corporate officers, for the purpose of calculating workers' compensation for covered officers.
9. Corporate Officer Flag	Specify which user-defined code (11-20) from the Employee Master Information table (F060116) is used to designate employees as corporate officers. For each employee that you want to designate as a corporate officer, you must enter either a *1* or *Y* in the specified UDC; otherwise, enter *0* or *N* for regular employees. Values for this option are UDCs 11 through 20.

Setting Processing Options for the Wyoming SUI Magnetic Media (51) Program (R89078351)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Workers Compensation Employer Number	Enter the nine-digit employer number that is assigned by the Wyoming Workers' Safety and Compensation Division.
2. Corporate Officer Flag	Enter the location of the user-defined code (11-20) on the Employee Master where the Corporate Officer flag is stored. For this UDC, enter *Y* or *1* to designate the employee as a corporate officer or enter *N* or *0* for non-corporate officer.
3. Corporate Officer Title	Enter the location of the user-defined code (11-20) on the Employee Master Information table (F060116) where the Corporate Officer Title flag is stored. Values are: Blank = Regular employee *P:* President *V:* Vice President *S:* Secretary *T:* Treasurer *O:* Other

4. Workers' Compensation Average Corporate Officer Wages	Enter the average amount of Workers' Compensation wages for corporate officers.

Setting Processing Options for the State Unemployment Report (R07800)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Specify state you wish to process:	Specify a code (UDC 06/SC) for the two-character or three-character state or province code that prints on statutory reports.

Setting Processing Options for the Generic Continuation Report (00) (R078300C)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

Enter what to print on the Report	Specify the information that prints on the report. Values are: Blank: Weeks worked and term date. *B:* Excess wages and weeks worked. *T:* Termination date only. *W:* Weeks worked only. *X:* Excess wages only. *Z:* Leave blank.
Substitute Hours for Weeks Worked	Specify substitute hours worked for weeks worked. Values are: Blank: No (default) *1:* Yes
Subtract Excludable from Gross for gross Wages	Subtract excludable from gross for gross wages. Values are: Blank: No (default). *1:* Yes. *2:* Yes, and leave excludable column blank on total page.

Setting Processing Options for the Generic SUI Summary (00) Report (R078300S)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Summary Mode

Specify the summary mode for the report. Values are:

Blank: Employer SUI.

1: Employee / Employer SUI.

2: Employee SDI.

3: Employee / Employer SDI.

4: Employer SUI / Employee SDI.

5: Employer SUI / Employer SDI.

6: Employee / Employer SUI and SDI.

Setting Processing Options for the SUI Magnetic Media template - Generic Format Program (R89078300)

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

Defaults

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

1. Enter the computer manufacturer's name

Specify the computer manufacturer's name.

2. Tape File Label.

Specify the tape label for the tape file that the system creates. Values are:

SL: IBM Standard Label

NS: Non-Standard Label

NL: No Label

AL: ANSI Standard Label

Blank: Diskette

3. Tape Density

Specify the density of the tape that the system creates. Values are:

16: 1600 BPI reel tape

62: 6250 BPI reel tape

38: 38000 BPI IBM 3840 cartridge

Blank: Diskette

Defaults (cont)

Use these processing options to specify the default information that the system uses to produce state unemployment insurance (SUI) reports for the organization.

4. Enter Recording Code (Character Set)

Specify the character set that the system uses to create the magnetic media flat file. Values are:

EBC: EBCDIC

ASC: ASCII

ASC: Diskette

5. Enter the number of tracks

Specify the number of tracks on the tape. Values are:

09: Reel Tapes

18: IBM 3480 cartridge

Blank: diskette

6. Blocking Factor

Specify the block length that the system uses when copying data to tape. This value should not exceed *85.* Leave blank if you are using a diskette.

CHAPTER 7

Reporting New Hire Information

This chapter provides an overview of the new hire reporting process, and discusses how to:

- Enter insurance information for new hire reports.
- Generate the workfile for new hire reports.
- Process new hire reports and magnetic media files.

Understanding New Hire Reporting

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

- Locate non-custodial parents who are delinquent in their child-support payments.
- Establish child-support orders.
- Enforce existing child-support orders.
- Verify the legitimacy of employees' unemployment benefits or workers compensation payments.

Because reporting requirements vary from state to state, you might be required to generate a separate report for each state. For example, some states require that you submit information about whether employees and their dependents are eligible for medical insurance.

If the organization has employees in more than one state, you can fulfill the new hire reporting requirements in either of these ways:

- Generate a separate report for each state in which the organization has employees, and submit each report to the appropriate state.

  Because reporting requirements vary by state, we recommend using this method to ensure that each state receives the information that they require.
- Generate a new hire report for one of the states in which the employees work and include employees from multiple states on that report.

  Submit the report only to the state for which you generated the report.

When you generate only one report and include employees from multiple states, you must be sure that the report that you generate satisfies the reporting requirements for all of the states in which the organization has employees. The data selection for the report must include the work tax area code for each state with employees whom you want to include on the report.

To create new hire reports and magnetic media files, you must first enter all newly hired employees into the system. If necessary, you must also enter health insurance eligibility information for the employee and their dependents. After you have entered all employee information, you generate a workfile that contains all of the information that you are required to report. After you have generated the workfile, you can then produce reports and magnetic media files for each state to which you are required to report.

Considerations for New Hire Reporting

Before you create magnetic media files to submit to government agencies, you should print and review the reports to ensure that all of the information that you submit is correct. The new hire workfile build program includes a processing option that enables you to print the reports when you generate the workfile. However, you cannot generate magnetic media files while you are generating the workfile.

You can use the Government Reporting - Report Setup program (P074001R) to generate the reports and generate the magnetic media files. You can also use this program to produce extra copies of a new hire report for which you have already generated the workfile.

If you discover an error on the report, you must correct the employee record that is in error, regenerate the workfile, and then generate reports and magnetic media files again. If you generate a report without regenerating the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Entering Insurance Information for New Hire Reports

This section provides an overview of insurance information for new hire reporting, lists prerequisites, and discusses how to enter insurance information for new hire reports.

Understanding Insurance Information for New Hire Reporting

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

Although payroll contains no predefined fields for tracking health insurance eligibility for employees and their dependents, you can configure user-defined date fields to track this information. For example, you can set up the user-defined Date 01 field to track the date on which an employee becomes eligible for health insurance coverage.

Prerequisites

Before you complete the tasks in this section:

- Set up a user-defined date field (for example, user-defined Date 01) for entering the date on which an employee is eligible for health insurance. To clarify data entry, you can ask the system administrator to change the data dictionary override for the field to a more meaningful name, such as Health Insurance Eligibility Date.

  See *JD Edwards EnterpriseOne Tools 8.96 Interoperability Guide*
- For each newly hired employee, complete the steps for entering a new employee record.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, “Adding Employee Records One at a Time”.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, “Entering Additional Employee Information,” Entering User-Defined Information for Employees

Forms Used to Enter Insurance Information

Form Name	FormID	Navigation	Usage
Work With Organizational Assignment	W0801ORGF	Employee Management (G05BE1), Organizational Assignment	Select an employee for whom you want to enter insurance information.
Employee/Job User-Defined Dates 01-10	W0801ORGC	On the Work With Organizational Assignment form, select an employee and then select User Def Date 01-10 from the Row menu.	Enter insurance information for new hire reports.

Entering Insurance Information for New Hire Reports

Access the Employee/Job User-Defined Dates 01-10 form.

Generating the Workfile for New Hire Reports

This section provides an overview of the new hire workfile, lists prerequisites, and discusses how to:

- Run the Create New Hire Workfile program (R074001).
- Set processing options for the Create New Hire Workfile program (R074001).

Understanding the New Hire Workfile

Before you generate new hire reports and magnetic media files, you must build the New Hire Reporting Workfile - OneWorld Only table (F074001) that includes all of the employee information that you are required to report to state agencies. This workfile, which you generate using the Create New Hire Workfile program (R074001), contains all of the information that you need to create the reports and magnetic media for each state. You can use a processing option to specify whether you want to generate the reports when you build the workfile. If you do not generate the reports when you generate the workfile, you use the Government Reporting - Report Setup program (P074001R) to generate the reports. Regardless of whether you generate reports when you create the workfile, you use the Government Reporting - Report Setup program to create magnetic media files.

Prerequisites

Before you complete the tasks in this section:

- Verify that the export folder exists on the server. If the export folder does not exist, you must create it. Contact the system administrator or technical support for assistance with this task.

- Set up the conversion table that supports Unicode processing.

  See *JD Edwards EnterpriseOne Tools 8.96 Interoperability Guide*

- Review the processing options for any of the new hire program versions that you want to process.

  See Chapter 7, "Reporting New Hire Information," Setting Processing Options for State-Specific New Hire Programs, page 118.

- Map the magnetic media programs that you want to process to run locally on the workstation, or have the system administrator add the export directly to the server, and run the programs on the server.

  See *JD Edwards EnterpriseOne Tools 8.96 Configurable Network Computing Implementation Guide*

Running the Create New Hire Workfile Program (R074001)

Select New Hire Reporting (G05BG1), Create New Hire Workfile.

Setting Processing Options for the Create New Hire Workfile Program (R074001)

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

Defaults

1. Enter value to specify the date to be used for wages

Specify the date that the system uses for wages performed for the New Hire Reporting system. Values are:

1: Original Hire Date (DSI)

2: Date Started (DST)

2. From Date:

Specify the beginning date of the date range for which you are creating a new hire report. For example, to create a new hire report for the period of January 1 through January 15, enter *January 1* in this processing option.

2. Through Date:

Specify the ending date of the date range for which you are creating a new hire report. To ensure that the date is in the correct format, click the calendar button and then select the date that you want to enter in this processing option.

3. Enter Reporting Company Flag

Specify the company for the new hire report. Values are:

Blank: Employee home company

0: Employee home company

1: Parent company

4. Enter Address Book Number of the Transmitter:

Specify the address book number of the transmitter for the new hire reporting system.

5. Enter Address Number of the Payroll Contact Person:

Enter the address book number of the contact person for the new hire reporting system.

6. Enter Phone Number Type of the Payroll Contact Person:

Specify the type of phone number that you entered for the payroll contact person. For example, you might enter *HOM* if this is the contact person's home phone number. The system stores the values for this field in UDC table 01/PH.

7. Enter Fax Number Type of the Payroll Contact Person:	Enter the type of phone number that you entered in the Fax field for the payroll contact person. For example, you might enter *FAXO* if this is the contact person's office fax number. The system stores the values for this field in UDC table 01/PH.

Eligibility

1. Enter Period Number where Employee Medical Eligibility Date is stored	Enter the period number in which the system stores the medical eligibility date for the employee. Values are *01* to *10.*
2. Enter Period Number where Employee's Dependents Medical Eligibility Date is stored	Enter the period number in which the system stores the medical eligibility date for the employee's dependents. Values are *01* to *10.*

Run Reports

1. Enter value to submit New Hire Reports based on the New Hire Setup Table (F074001R)	Submit the new hire reports based on the New Hire Report Setup table (F074001R). Values are: Blank: Do not submit the reports. *0:* Do not submit the reports. *1:* Submit the reports.

Processing New Hire Reports and Magnetic Media Files

This section provides an overview of new hire reports and magnetic media files, and discusses how to:

- Produce new hire reports and magnetic media files.
- Set processing options for the Government Reporting - Reports Setup program (R074001R).
- Set processing options for state-specific new hire programs.

Understanding New Hire Reports and Magnetic Media Files

After you generate the workfile for new hire reporting, you can create state-specific reports and magnetic media files. Although new hire reporting requirements vary among states, the workfile that you create includes information for all states. The state-specific programs for creating the actual reports and magnetic media files use the information from the workfile that is required for the specified states.

If you conduct business in more than one state, you might need to create reports for multiple states. You can process information for one state at a time, or you can process multiple states simultaneously. You can process information for one state only, or you can process multiple states simultaneously.

To simplify working with new hire reports for multiple states, you can use the Government Reporting - Report Setup program (P074001R) to access the report versions and magnetic media programs for all states.

You can generate reports only, generate the magnetic media files only, or perform these tasks simultaneously. However you process new hire information, you generate and review reports before you send the magnetic media files to the government. When you are satisfied that the information is correct, you can copy the files to magnetic tape and submit them to the appropriate government agency.

Note. When you generate the magnetic media files, the system uses a table conversion program to create a flat file in the *export* folder on the workstation. To run the reports on the server, have the system administrator add the export directory to the server.

Producing New Hire Reports and Magnetic Media Files

Select New Hire Reporting (G05BG1), New Hire Report Setup.

To produce new hire reports and magnetic media files:

1. On the Report Setup form, to select the records that you want to process, double click the row header.

   You can process one state only, or you can select multiple records for simultaneous processing. When you select a record for processing, a check mark appears in the row header. Be aware that the amount of time required to process the reports might increase depending upon the number of states that you select to process. To deselect a record for processing, double click the row header, which removes the check mark.
2. To select all records, select the Select All option.
3. To produce the report and the magnetic media detail file simultaneously, enter *1* in the Output Format field for each selected record.
4. To produce the report only, enter *0* in the Output Format field for each selected record.
5. To view only the records that you have selected for processing, select the Show Selected option.
6. To view all available new hire programs, select the Show All option.
7. To submit the selected records for processing, select Submit Reports from the Form menu.

Setting Processing Options for Government Reporting - Report Setup (P074001R)

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

Reporting Type

Reporting Type

Enter the code for the type of report that you want to print. Values are:

N: New hire reporting

S: State unemployment reporting

Setting Processing Options for State-Specific New Hire Programs

Each state has their own requirements for reporting. Before submitting new hire programs using the Government Reporting - Report Setup program (P074001R), you should review the processing options for the programs that are associated with all of the states that you select for processing.

Setting Processing Options for the New Hire Report - Alabama (01) Program (R07401)

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

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

1. Enter the number of the user-defined category code on the employee master where the system stores the employee indicator. (11-20)

Enter the number of user-defined code fields on the employee master where the system stores the employee indicator (*N* = New Hire, *R* = Recall, *W* = Work Refusal). For example, if you enter the employee indicator code in user-defined code field 11, enter 11 in this processing option. Values are 11-20.

Setting Processing Options for the New Hire Detail File - Alabama (01) Program (R8907401)

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

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

1. Enter the number of user-defined code on the employee master where the system stores the employee indicator (11-20)

Specify which user-defined code from the Employee Master Information table (F060116) stores the employee indicator code. To ensure that the correct information appears on the report, you enter the employee indicator code, such as *N* for New Hire, *R* for Recall, or *W* for Work Refusal, in the user-defined code field that you specify in this processing option. Values are 11 through 20.

Setting Processing Options for the New Hire Detail-Arkansas (04) Program (R8907404)

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

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI) (default).

F: State Income Tax (SIT).

Setting Processing Options for the New Hire Detail - California (05) Program (R8907405)

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

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI) (default).

F: State Income Tax (SIT).

Setting Processing Options for the New Hire Report - Connecticut (07) Program (R07407)

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

Display

1. Enter Tax Type

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

Blank: Display State Unemployment Insurance (SUI).

H: Display State Unemployment Insurance (SUI).

F: Display State Income Tax (SIT).

Setting Processing Options for the New Hire Report - Florida (10) Program (R07410)

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

Default

Use these processing options to specify default information that the system uses to process new hire reports for the organization.

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 2

Specify the second line of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the employer address from the Address Book.

Address Line 3

Specify the third line of the employer address that the system uses for income deduction orders. If you leave this option blank, and you have not entered address information in the other processing options, the system uses the employer address from Address Book.

City

Specify the city of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the city from the employer address in Address Book.

State

Specify the state or province of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in Address Book.

Zip Code Specify the zip code of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code from the employer address in Address Book.

Zip Code +4 Specify the additional four-digit zip code extension of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code extension from the employer address in the Address Book.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name Specify the name of the employee that can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

2. Enter Contact Phone Area Code Specify the area code of the employee who can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

3. Enter Contact Phone Number Specify the phone number, excluding the area code, of the employee who can be contacted for additional information about income deduction orders. If you leave this option blank, the system uses the contact information for the specified company as it appears in Address Book.

Setting Processing Options for the New Hire Detail File - Florida (10) Program (R8907410)

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

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1 Specify the first line of the employer address where income deduction orders are to be sent.

Address Line 2 Specify the second line of the employer address where income deduction orders are to be sent.

Address Line 3 Specify the third line of the employer address where income deduction orders are to be sent.

City Specify the employer city associated with the address where income deduction orders are to be sent.

State Specify a code for the state or province, typically a postal service abbreviation where income deduction orders are to be sent.

Zip Code Specify the zip code where income deduction orders are to be sent.

+4 Zip Code (US Addresses Only)	Specify the +4 Zip Code where income deduction orders are to be sent. This is for US State and territories use only.
Country Code (For foreign address only)	Specify the country code where income deduction orders are to be sent. Use this field for foreign addresses only.
2. Enter Multi-State Indicator	Specify whether the organization is reporting as a multi-state employer. Values are: Blank: No, not reporting as a multi-state employer. *N:* No, not reporting as a multi-state employer. *Y:* Yes, reporting as a multi-state employer to Florida.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name	Specify the name of employer contact for income deduction orders.
2. Enter Contact Phone Area Code	Specify the contact phone area code for income deduction orders.
3. Enter Contact Phone Number	Specify the employer contact phone number for income deduction orders.
4. Enter Contact Phone Extension	Specify the employer contact phone extension for income deduction orders.

Setting Processing Options for the New Hire Report - Georgia (11) Program (R07411)

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

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid value for medical insurance coverage:	Specify whether medical insurance coverage is available. Values are: Blank: No, medical insurance coverage is not available. *N:* No, medical insurance coverage is not available. *Y:* Yes, medical insurance coverage is available.
Address Line 1	Specify the first line of the employer address where income deduction orders are to be sent.
Address Line 2	Specify the second line of the employer address where income deduction orders are to be sent.
Address Line 3	Specify the third line of the employer address where income deduction orders are to be sent.
City	Specify the employer city where income deduction orders are to be sent.

State Specify a code for the state or province, typically a postal service abbreviation, where income deduction orders are to be sent.

Zip Code Specify the zip code where income deduction orders are to be sent.

+4 Zip Code Specify the +4 zip code where income deduction orders are to be sent. Use this field for US state and territories use only.

Contact Detail

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Contact Name for Income Deduction Orders Specify the name of employer contact for income deduction orders.

2. Enter Contact Phone Area Code for Income Deduction Orders Specify the contact phone area code for income deduction orders.

3. Enter Contact Phone Number for Income Deduction Orders Specify the contact phone number for income deduction orders.

Setting Processing Options for the New Hire Detail - Georgia (11) Program (R8907411)

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

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter Multi-State Indicator Specify wether the organization is reporting to Georgia as a multi-state employer. Values are:

Blank: No, not reporting as a multi-state employer.

N: No, not reporting as a multi-state employer.

Y: Yes, reporting as a multi-state employer to Georgia.

2. Enter valid value for medical insurance coverage: Specify whether medical insurance coverage is available. Values are:

Blank: No, medical insurance coverage is not available.

N: No, medical insurance coverage is not available.

Y: Yes, medical insurance coverage is available.

Address Line 1 Specify the first line of the employer address where income deduction orders are to be sent.

Address Line 2 Specify the second line of the employer address where income deduction orders are to be sent.

Address Line 3 Specify the third line of the employer address where income deduction orders are to be sent.

City Specify the employer city where income deduction orders are to be sent.

State Specify a code for the state or province, typically a postal service abbreviation, where income deduction orders are to be sent.

Zip Code Specify the zip code where income deduction orders are to be sent.

+4 Zip Code Specify the +4 Zip Code where income deduction orders are to be sent. Use this field for US State and territories use only.

Setting Processing Options for the New Hire Report - Illinois (14) Program (R07414)

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

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1 Specify the first line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 2 Specify the second line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 3 Specify the third line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

City Specify the name of the city that is associated with the employer address. The system uses this when reporting information that is associated with child support wage withholding orders.

State Specify the name of the state or province that is associated with the employer address. Typically, this information is a postal abbreviation that the system uses when reporting information that is associated with child support wage withholding orders.

Zip Code Use this processing option to enter the zip code of the employer address. The system uses the zip code when reporting information that is associated with child support wage withholding orders.

+4 Zip Code Specify the +4 zip code of the employer address. The system uses the +4 zip code when reporting information that is associated with child support wage withholding orders.

Setting Processing Options for the New Hire Detail - Illinois (14) Program (R8907414)

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

Employer Detail

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

Address Line 2

Specify the second line of the employer address. The system uses the address when reporting information that is associated with child support wage withholding orders.

City

Specify the name of the city that is associated with the employer address. The system uses the city when reporting information that is associated with child support wage withholding orders.

State

Specify the name of the state or province that is associated with the employer address. Typically, this information is a postal abbreviation that the system uses when reporting information that is associated with child support wage withholding orders.

Zip Code

Specify the zip code of the employer address. The system uses the zip code when reporting information that is associated with child support wage withholding orders.

+4 Zip Code

Specify the +4 zip code of the employer address. The system uses the +4 zip code when reporting information that is associated with child support wage withholding orders.

Setting Processing Options for the New Hire Report - Indiana (15) Program (R07415NH)

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

Employer Detail

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

Address Line 2

Specify the second line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.

City

Specify the city of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the city from the employer address in the JD Edwards EnterpriseOne Address Book system.

State

Specify the state or province of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in the JD Edwards EnterpriseOne Address Book system.

Zip Code

Specify the zip code of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip

	code from the employer address in the JD Edwards EnterpriseOne Address Book system.
+4 Zip Code	Specify the zip code plus the additional four-digit zip code extension of the employer address that the system uses for income deduction orders. If you leave this option blank, the system uses the zip code and extension from the employer address in the JD Edwards EnterpriseOne Address Book system.
2. Enter employer contact E-Mail Address:	Specify the email address of the employer contact that the system uses for income deduction orders.
3. Enter valid values for medical insurance coverage:	Specify whether medical insurance coverage is available. Values are: Blank: No, medical insurance coverage is not available. *N:* No, medical insurance coverage is not available. *Y:* Yes, medical insurance coverage is available.

Setting Processing Options for the New Hire Report - Iowa (16) Program (R07416NH)

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

Process

1. User-defined date field used to specify employee medical eligibility	Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance. Values are *1-10*.
2. FEIN 3-digit suffix	Enter the 3-digit suffix that is included on the Iowa label or return.

Setting Processing Options for the New Hire Detail - Iowa (16) Program (R8907416)

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

Process

1. User-defined date field used to specify employee medical eligibility	Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance.
2. FEIN 3-digit suffix	Enter the 3-digit suffix that is included on the Iowa label or return.

Setting Processing Options for the New Hire Report - Kentucky (18) Program (R07418)

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

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1 Specify the first line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 2 Specify the second line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 3 Specify the third line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

City Specify the name of the city that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

State Specify the name of the state or province postal code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Zip Code Specify the zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

+4 Zip Code Specify the +4 zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

2. Employer Optional Contact Phone Number, 10-Digit Specify the telephone number (format = 999999999) of the contact person for income deduction orders. If you leave this option blank, the system uses the contact phone number from Address Book.

3. Employer Optional Contact Phone Extension Specify the telephone extension of the contact person for income deduction. orders.

4. Employer Optional Contact Name Specify the name of the contact person for income deduction orders. If you leave this option blank, the system uses the contact name from Address Book.

Setting Processing Options for the New Hire Detail - Kentucky (18) Program (R8907418)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1 Specify the first line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 2 Specify the second line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

Address Line 3	Specify the third line of the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.
City	Specify the name of the city that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.
State	Specify the name of the state or province postal code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.
Zip Code	Specify the zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.
+4 Zip Code	Specify the +4 zip code that is associated with the employer address for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.
Country	Specify the name of the country that is associated with the employer address for income deduction orders. Complete this option only if the country is not the United States.
2. Employer Optional Contact Phone Number, 10-Digit	Specify the telephone number (format = 9999999999) of the contact person for income deduction orders. If you leave this option blank, the system uses the contact phone number from Address Book.
3. Employer Optional Contact Phone Extension	Specify the telephone extension of the contact person for income deduction orders.
4. Employer Optional Contact Name	Specify the name of the contact person for income deduction orders. If you leave this option blank, the system uses the contact name from Address Book.

Setting Processing Options for the New Hire Report - Louisiana (19) Program (R07419)

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

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1	Specify the first line of the employer address for income deduction orders.
Address Line 2	Specify the second line of the employer address for income deduction orders.
Address Line 3	Specify the third line of the employer address for income deduction orders.
City	Specify the city that is associated with the employer address for income deduction orders.
State	Specify the name of the state or province postal code that is associated with the employer address for income deduction orders.
Zip Code	Specify the zip code that is associated with the employer address for income deduction orders.

+4 Zip Code Specify the +4 portion of a zip code that is associated with the employer address for income deduction orders.

Country Specify the country code that is associated with the employer address for income deduction orders if the address is outside of the United States.

First Name Specify the first name of the company contact person for income deduction orders.

Last Name Specify the last name of the company contact person for income deduction orders.

3. Employer Contact Phone Number, 10-Digit Specify the phone number (format = 9999999999) of the company contact person for income deduction orders.

4. Batch Number Specify a unique number, up to six characters, that identifies this submission.

Setting Processing Options for the New Hire Detail File - Louisiana (19) Program (R8907419)

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

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1 Specify the first line of the employer address for income deduction orders.

Address Line 2 Specify the second line of the employer address for income deduction orders.

Address Line 3 Specify the third line of the employer address for income deduction orders.

City Specify the city that is associated with the employer address for income deduction orders.

State Specify the postal code for the state or province that is associated with the employer address for income deduction orders.

Zip Code Specify the zip code that is associated with the employer address for income deduction orders.

+4 Zip Code Specify the +4 portion of a zip code that is associated with the employer address for income deduction orders.

Country Specify the country code that is associated with the employer address for income deduction orders if the address is outside of the United States.

First Name Specify the first name of the company contact person for income deduction orders.

Last Name Specify the last name of the company contact person for income deduction orders.

4. Batch Number Specify a unique number, up to six characters, that identifies this submission.

Setting Processing Options for the New Hire Report - Maine (20) Program (R07420)

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

Process

These processing options enable you to specify information about the organization's employees. The system uses this information to create new hire reports and records.

1. Enter Home Phone Number Type of the employee:

Specify the telephone type of the contact employee's home telephone number. For example, telephone types such as Home, Alternate, and Home Emergency might be set up.

2. Enter Work Phone Number Type of the employee:

Specify the telephone type of the contact employee's work phone number. For example, telephone types such as Direct, Main, and Work Emergency might be set up.

Setting Processing Options for the New Hire Detail - Maine (20) Program (R8907420)

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

Process

These processing options enable you to specify information about the organization's employees. The system uses this information to create new hire reports and records.

1. Enter Home Phone Number Type of the Employee

Specify the telephone type of the contact employee's home telephone number. For example, you might set up telephone types such as Home, Alternate, and Home Emergency.

2. Enter Work Phone Number Type of the Employee

Specify the telephone type of the contact employee's work phone number. For example, you might set up telephone types such as Direct, Main, and Work Emergency.

3. Enter the number of user-defined category code on the employee master where employee's action type ('N' - New Hire, 'R' - Re Hire, T - Termination) is stored.

Specify which user-defined category code in the Employee Master Information table (F060116) is used to store the employee's action type. Action types include codes such as *N* (new hire), *R* (rehire), and *T* (terminated).

Setting Processing Options for the New Hire Report - Maryland Program (R07421NH)

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

Process

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter appropriate values, if State Unemployment Insurance Number (SUIN) is not issued:	Specify the status of the organization's State Unemployment Insurance Number (SUIN). Values are: Blank: The SUIN has been issued and should be retrieved from Payroll Corporate Tax Identification table (F069086). *A:* The SUIN has been applied for but has not yet been issued. *E:* The organization is exempt from obtaining a SUIN.
2. Enter employer Fax Number type:	Specify the type of fax number for the employee. For example, you might set up fax types such as Main, Alternative, or Emergency.
3. Enter Contact E-mail	Specify the email address of the contact person.

Employer Address

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1	Specify the first line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.
Address Line 2	Specify the second line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.
Address Line 3	Specify the third line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.
City	Specify the name of the city that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from the JD Edwards EnterpriseOne Address Book system.
State	Specify the name of the state or province postal abbreviation that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
Zip Code	Specify the zip code that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Setting Processing Options for the New Hire Report - Minnesota (24) Program (R07424)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1

Specify the first line of the employer address that the system uses for income deduction orders. If this option is left blank, the system uses the employer address from Address Book.

Address Line 2

Specify the second line of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the employer address from Address Book.

City

Specify the city of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the city from the employer address in Address Book.

State

Specify the state or province of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the state or province code from the employer address in Address Book.

Zip Code

Use this processing option to specify the zip code of the employer address that is used for income deduction orders. If you leave this option blank, the system uses the zip code from the employer address in Address Book.

Setting Processing Options for the New Hire Detail - Montana (27) Program (R8907427)

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

Process

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: Use State Unemployment Insurance (SUI) (default).

F: Use State Income Tax (SIT).

2. Employee Med Eligibility (employee medical eligibility)

Specify the number of the user-defined date field that the organization uses to track the date on which employees are eligible for medical insurance.

Setting Processing Options for the New Hire Detail - New Hampshire (30) Program (R8907430)

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

Display

1. Tax Type Record

Specify the tax type that the organization uses to track the state employer identification number. Valid tax types include:

H: State Unemployment Insurance (SUI)

F: State Income Tax (SIT)

Setting Processing Options for the New Hire Report - Ohio (36) Program (R07436)

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

Process

Use these processing options to enter information about the person in the organization who can be contacted for information about new hire reporting.

1. Enter Employer Fax Number Type:	Specify the type of fax number for the employee. For example, you might set up fax types such as Main, Alternative, or Emergency.
2. Enter Contact Email:	Specify the email address of the contact person.

Employer Address

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

Address Line 1	Specify the first line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
Address Line 2	Specify the second line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
Address Line 3	Specify the third line of the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
City	Specify the name of the city that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
State	Specify the name of the state or province postal abbreviation that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.
Zip Code	Specify the zip code that is associated with the employer address. This information is used when reporting income withholding information. If you leave this option blank, the system uses the employer address from Address Book.

Setting Processing Options for the New Hire Detail File - Ohio (36) Program (R8907436)

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

Process

These processing options enable you to specify information about the organization that the system uses when creating new hire reports and records.

Address Line 1
Specify the first line of the employer address where income withholding orders should be sent.

Address Line 2
Specify the second line of the employer address where income withholding orders should be sent.

Address Line 3
Specify the third line of the employer address where income withholding orders should be sent.

City
Specify the employer city associated with the address where income withholding orders should be sent.

State
Specify a code for the state or province, typically a postal service abbreviation where income withholding orders should be sent.

Zip Code
Specify the zip code where income withholding orders should be sent.

Zip Plus 4
Specify the +4 Zip Code where income withholding orders should be sent. This is for US state and territories use only.

Setting Processing Options for the New Hire Detail File - South Dakota (42) Program (R8907442)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Employer offers Dependent Health Insurance:
Specify whether medical insurance coverage is available. Values are:

Blank: No, Medical Insurance Coverage is not available.

N: No, Medical Insurance Coverage is not available.

Y: Yes, Medical Insurance Coverage is available.

Setting Processing Options for the New Hire Report - Tennessee (43) Program (R07443)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid values for medical insurance coverage:
Specify whether medical insurance coverage is available. Values are:

Blank: Medical insurance coverage is not available.

N: Medical insurance coverage is not available.

Y: Medical insurance coverage is available.

Address Line 1
Specify the first line of the employer address that should be used for payroll-related communications.

Address Line 2	Specify the second line of the employer address that should be used for payroll-related communications.
Address Line 3	Specify the third line of the employer address that should be used for payroll-related communications.
City	Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.
State	Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.
Zip Code	Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.
+ 4 Zip Code	Specify the +4 zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Detail File - Tennessee (43) Program (R8907443)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter valid values for medical insurance coverage:	Specify whether medical insurance coverage is available. Values are: Blank: Medical insurance coverage is not available. *N:* Medical insurance coverage is not available. *Y:* Medical insurance coverage is available.
Address Line 1	Specify the first line of the employer address that should be used for payroll-related communications.
Address Line 2	Specify the second line of the employer address that should be used for payroll-related communications.
City	Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.
State	Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.
Zip Code	Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Report - Texas (44) Program (R07444)

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

Process

Use these processing options to specify information about the organization that the system uses when creating new hire reports and files.

1. Enter Employer's Fax Number Type:
Specify the type of phone number that you entered in the Fax field for the payroll contact person. For example, you might enter FAXO if this is the contact person's office fax number. Values for this field are stored in UDC table 01/PH.

Address Line 1
Specify the first line of the employer address that should be used for payroll-related communications.

Address Line 2
Specify the second line of the employer address that should be used for payroll-related communications.

Address Line 3
Specify the third line of the employer address that should be used for payroll-related communications.

City
Specify the name of the city that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

State
Specify the name of the state or province postal abbreviation that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Code
Specify the zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Zip Plus 4
Specify the +4 zip code that is associated with the employer address. If you leave this option blank, the system uses the address from Address Book.

Setting Processing Options for the New Hire Detail File - Washington (48) Program (R8907448)

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

Process

Use this processing option to specify the type of media that the organization uses to produce new hire workfiles.

1. Enter Reporting Media used:
Specify the type of reporting media that is used. Values are:

7: Cartridge

8: Diskette

9: Tape

CHAPTER 8

Verifying Tax History Integrity

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

- Identify tax history integrity errors.
- Correct tax history integrity errors.

Understanding Tax History Integrity

After you process a payroll cycle, you should verify the integrity of the tax history. You use this history for:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify tax history integrity, run the Tax History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Tax History table (F06136). You should regularly verify the integrity of the taxation history to ensure that the correct information appears on the quarterly tax reports and employees' year-end forms.

To identify taxation integrity errors, you first run the Tax History Integrity report in proof mode so that you can research errors and enter any manual corrections before you update the table. When you run the integrity report in proof mode, the system identifies possible errors, but does not change any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must take to correct integrity errors, review an explanation of the error code from the error code list found later in this chapter.

To correct taxation integrity errors, use history revision forms to enter manual corrections, and then run the Tax History Integrity report in update mode. When you run an integrity report in update mode, the system corrects information in the Tax History table and generates a report that indicates the errors that could not be corrected. Review all of the errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected. (Some entries on the report might reflect valid conditions for the data.)

To simplify the process of regularly verifying the payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

To complete the tax history integrity tasks, you must:

- Run the report first in proof mode to identify the errors.
- Run the report again in update mode to correct the errors.

- Run the report a final time in proof mode to verify that all updates were performed.

Employee Tax History Types

When you review employee tax history, note that each tax history record is assigned a tax history type. The tax history type that is assigned to tax history records is determined by the tax method that you assign to the employee during the employee setup process. The system uses the tax history type to determine the year-end form on which the employee's earnings are reported. For example, if an employee has a blank tax method (regular), the tax history type is also blank. All tax history records with a blank history type are reported on the W-2 form. This table lists the year-end form on which each type of tax history is reported:

Tax Method	Description	Tax History Type	Year-End Form
Blank	Regular	Blank	W-2
Not applicable	Third-Party Sick Pay	1	W-2 (separate)
C	Contract	C	1099-MISC
P	Pension	2	1099-R
4	Medicare Qualified	3	W-2
5	FICA/Medicare Exempt	4	W-2
R	Regular - Puerto Rico with Tax Area = 72	R	499R-2

U.S. Tax Histories

For U.S. payroll cycle processing, the Pay Check History Tax Ledger table (F06166) is the detail tax history table and the Tax History table (F06136) is the corresponding tax summary table.

The Tax History table contains the wage and tax history, which is based on this information:

- Tax area
- Tax type
- Company
- Tax ID
- Year
- History type

You can access this information from an online review form.

Identifying Tax History Integrity Errors

This section provides an overview of tax history integrity errors, lists prerequisites, and discusses how to:

- Run the Tax History Integrity report (R077011).
- Set processing options for the Tax History Integrity report (R077011).

Understanding Tax History Integrity Errors

You use the Tax History Integrity Report (R077011) to identify errors in the Tax History table (F06136). The system uses the information in this table to produce government year-end forms for employees. Keeping this table error-free simplifies the year-end processing tasks. The Tax History Integrity Report identifies three types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Irregularities that are not necessarily errors. For example, a situation in which no federal tax was withheld might be a valid condition for a low-wage earner.

The system also creates a backup table, Tax History Integrity (Temp) (F077011), of the summary history table when you delete records, such as invalid records that contain negative amounts. We recommend that you call customer support for help in restoring the backup table.

You run integrity reports in proof mode to identify possible errors without changing any of the information in the history tables. You also run integrity reports in proof mode so that you can research errors before correcting and updating the appropriate tables. You use processing options to specify that the Tax History Integrity Report run in proof mode.

Data Selection and Sequence for the Tax History Integrity Report

Enter the current year as a two-digit year in the data selection. Also, if all companies within the organization have the same paymaster, do not include the home company in the selection criteria.

Lastly, do not change the data sequence for this report. Changing the data sequence can produce undesirable results.

Reviewing Error Codes for the Tax History Integrity Report

After you run the Tax History Integrity Report in proof mode, you must research each error that appears on the report. The *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide* provides an error code list that describes each type of payroll-tax history integrity error. Use this error code list to determine the action, if any, that you must perform to correct each error. You must correct these errors so that the quarterly reports and year-end forms are accurate.

This table lists error codes that might appear on the report. These codes are defined in user-defined code table 06/IX:

Error Code	Description
0101 - Taxable wage less than tax	The amount of taxable wage [Gross minus (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings. Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or a voided check from a prior year. If an error occurs, you can disregard it, repost the information from the Pay Check History Tax Ledger table (F06166) to the Tax History table (F06136), or manually adjust the records in the F06136 using the Tax Summary form.

Error Code	Description
0102 - Sign mismatch on gross/tax	A mismatch exists between the taxable wages and tax. Either the taxable wages value is positive and the tax negative, or the taxable wages value is negative and the tax is positive. Determine the cause of the sign mismatch between the two numbers and decide which is correct. For example, someone might have entered the tax as a negative number. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0103 - Sign mismatch on earnings	A mismatch exists between the various wage fields in the Tax History table. One or more of the wage fields is positive, and the other is negative. Determine the cause of the sign mismatch between the earnings fields and decide which one is correct. For example, someone might have entered the wage as a negative number. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0104 - Mismatch on Social Security (OASDI) amount	A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch between the Federal/D record and the Federal/E record, and decide which is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0105 - Mismatch on Medicare	A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.

Error Code	Description
0106 - Mismatch on Tier I	A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the Pay Check History Tax Ledger table, or manually adjust the Tax History table by using the Tax Summary form.
0107 - Tax area not on record	No tax area exists on the Tax History record. Delete the erroneous transaction from the Tax History table. If you include this record when you build the workfile for the year-end form, the program ends abnormally with an array index error.
0108 - State wages greater than federal	The total of the wages for State/C Federal Unemployment Insurance (FUI) records is greater than the Federal/C wages. Review the transactions and each State/C record to determine whether these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, the system updates both records with total gross wages. You must manually adjust the discrepancy, using the Tax Summary form.
0109 - Invalid tax ID number	The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length. Verify that the corporate tax ID is set up on the Corporate Tax ID Revisions form located on the Taxes and Insurance menu (G07BPTI4). Then rerun the Tax History Integrity Report in update mode.
0110 - Employee number is invalid	The employee number does not exist or has been deleted from the Employee Master Information table (F060116). Add the employee number to the Employee Master Information table. Then run the Tax History Integrity Report in update mode.
0111 - Tax area does not exist	The tax area code on the record does not exist in the Payroll Tax Area Profile table (F069016). Add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G07BPTI4). Then run the Tax History Integrity Report in update mode.

Error Code	Description
0112 - Tax ID does not exist	The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification table (F069086). Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Tax History Integrity Report in update mode.
0113 - Tax ID does not match	The corporate tax ID on the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table. Verify that the tax ID on the Corporate Tax ID Revisions form is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Tax History Integrity Report in update mode. **Note.** Year-end forms do not print correctly when the Federal A Corporate Tax ID in the Tax Summary field contains punctuation or spaces. The Federal A tax area is the default federal tax area. If this tax area contains punctuation or spaces, you cannot print year-end forms for employees.
0114 - School district code missing	A school district code is not present in the school district tax history record. Currently, the system does not check for this error.
0115 - Uncollected taxes	Uncollected payroll taxes exist for the tax area and type. This condition, which is most common in an environment in which employees earn tips, could occur if you have requested the system to arrear taxes and it adjusted the tax to have net pay equal to zero. Determine whether you should be arrearing taxes. If so, this error message lets you know that uncollected taxes exist and that these amounts will be printed on the year-end form (in box 12) if the tax types are FICA or Medicare.
0120 - Social Security Over/Under-withheld	The amount of Social Security was either over-withheld or under-withheld based on the annual maximum defined by the Internal Revenue Service (IRS). To correct the over-withheld or under-withheld tax, enter an interim payment for the correct amount. The system changes the tax withheld to match the FICA taxable wage. Alternatively, you can report the amount on the employee's year-end form, and the employee is then responsible for recording an overpayment or underpayment on the tax return.

Error Code	Description
0121 - Medicare Over/Under-withheld	The amount of Medicare was either over-withheld or under-withheld. To correct the over-withheld or under-withheld tax, enter an interim payment for the adjustment amount. The system corrects the tax. Alternatively, you can report the amount on the employee's year-end form so that the employee becomes responsible for reporting an overpayment on the tax return.
0131 - Record contains no dollars ($)	All of the amounts in the F06136 table are blank (zero dollars). Delete each of these records from the table by using the Tax Summary form.
0140 - State taxable wage, no tax	Taxable wages exist for the employee, but no tax was withheld. This situation might have occurred because of reciprocal agreements between states or because the employee has claimed enough exemptions to prevent tax from being withheld. The system cannot identify which states have or do not have tax amounts. You must determine which records are valid. If you determine that the records are invalid, you must manually delete the records using the Tax Summary form.
0141 - Tax in non-taxing state	The state listed is a nontaxing state, as defined by user-defined code list 06/TA; but tax has been withheld due to an interim payment tax override. Remove the tax amount from the nontaxing state record or enter a tax refund through the interim payment facility. If you manually adjust the record, you should add the adjusted amount to another state that withholds state income tax.
0150 - Negative gross wage amount	The gross wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0152 - Negative excludable wage amount	The excludable wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If not, adjust the balance using the Tax Summary form. Run the Tax History Integrity Report to verify that no other problems exist.

Error Code	Description
0154 - Negative paid-in-excess wage amount	The paid-in-excess wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0156 - Negative tax paid amount	The tax withheld and paid amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity Report again to verify that no other problems exist.
0199 - History record deleted	The program deleted the tax history record from the Tax History table. Determine whether the record should have been deleted. If it should not have been deleted, restore the backup table.
0250 - No federal tax taken	Federal taxable wages exist for the employee, but no tax was withheld. This condition might have occurred because the employee has claimed enough exemptions to prevent tax from being withheld If you determine that the federal transactions are invalid, you must manually change the records, using the Tax Summary form.
0251 - Work state, county, city mismatch tax area	The tax area on the Tax Summary record does not match the work state, work county, or work city fields on the same record. Determine whether the tax area in the tax history record matches the Payroll Tax Area Profile table (F069016). If it is correct, run this report again in update mode to correct the WST, WCNT, and WCTY fields.
0252 - Invalid statutory code	The statutory code on the Tax Summary record does not match the statutory code in the Payroll Tax Area Profile table. Verify that the statutory code on the Tax Area Information form is correct. If it is not correct, correct it and then run the Tax History Integrity Report in update mode.
0253 - Invalid century field	The Century field in the Tax Summary record is blank. Run the Tax History Integrity Report in update mode to correct the Century field in the Tax Summary record.

Error Code	Description
0254 - Fed Tax Wages not equal to State Tax Wages	The amount of federal taxable wages does not equal the amount of state taxable wages. Verify that the taxable wages are correct for both federal and state. If you determine that the taxable wages are incorrect, you can change this information by using interim payments or you can manually update tax information by using the Tax Summary form.
999 - Invalid	The error code is not set up in user-defined code list 06/IX.

Prerequisites

Before you complete the tasks in this section:

- Back up the Tax History Integrity (Temp) table (F077011).

  The system does not create a backup of this table when you run the integrity report.
- Set the processing mode to *Proof* in the processing options to ensure that the system runs the report without updating data.
- Enter the appropriate tax earnings limitations and rates in the processing options.

  Without this information, the system cannot identify certain types of errors.
- On the Corporate Tax ID Revisions form, ensure that no dashes or spaces exist in the tax ID for the Federal A tax area.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, “Setting Up Tax Information,” Setting Up Corporate Tax IDs.

Running the Tax History Integrity Report (R077011)

Select Advanced and Technical Operations (G07BUSP3), Tax History Integrity Report.

Setting Processing Options for the Tax History Integrity Report (R077011)

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

Taxation

These processing options specify the mode in which to run the Tax History Integrity report, whether the system deletes certain information, and which error types the system displays on the report. You can also enter information that might vary from year to year, such as the tax rate and limit for Social Security.

1. Processing Mode

Specify whether you want to process the report in proof mode or update mode. Values are:

0: Proof mode. The system prints a report without updating the history tables. Use the report to review errors and to determine the information that you need to correct manually before you run the report in update mode.

1: Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

2. Tax History Records

Specify whether you want the system to delete the records in the Tax History table for which the company, tax area, and tax type have no corresponding records in the Corporate Tax ID table. In some situations, these records are valid and should not be deleted. For example, if you are waiting to receive a corporate tax ID from the government, you might have entered applied for in the Corporate Tax ID table. In this case, you would not want to delete the tax history records, even though they do not correspond to the records in the Corporate Tax ID table.

Warning! Deleting tax history records can cause significant loss of information that you might need for year-end processing. Before you set this processing option to 1, contact technical support for assistance.

3. Annual Wage Limit for Social Security

Specify a numeric value that represents the amount of wages on which employees must pay Social Security tax. For example, if the annual wage limit is 77,000 USD, employees pay Social Security tax until their wages for the year reach 77,000. After employees' wages reach the wage limit amount, any additional wages that they earn that year are free from Social Security tax. The annual wage limit might vary from year to year.

4. Tax Rate for Social Security

Specify a numeric value that represents the percentage of wages that employees must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 6.2 percent, enter 6.2 in this processing option.

5. Tax Rate for Medicare

Specify a numeric value that represents the percentage of wages that employees must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 6.2 percent, enter 6.2 in this processing option.

6. Error Codes to Omit

Specify the error codes that you do not want to print on the report. To print all error codes, leave all fields for this processing option blank. Enter 4 digits for each error code that you want to omit. Use leading zeros for codes that are less than 4 digits, for example, 0101. For a list of valid error codes, see UDC 06/IX.

Correcting Tax History Integrity Errors

This section provides an overview of correcting tax history integrity errors, lists prerequisites, and discusses how to correct tax history integrity errors manually.

Understanding Tax History Integrity Error Correction

After you run the Tax History Integrity Report (R077011) in proof mode and review the errors, you must correct these errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code. To correct other errors, such as an incorrect tax ID, you must manually revise the payroll data before you run the report in update mode. Some entries that appear on the report might not be errors for the data. For example, taxation error 0250 - No Federal Tax Taken might appear for a low-wage earner for whom no federal tax should be withheld.

After you run the Tax History Integrity Report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it generates only the cover page.

Note. If running the Tax History Integrity Report does not generate errors, the review form does not enable you to review information. This form is used only to review and revise errors that are generated by the report.

Back up the Tax History Integrity (Temp) table (F077011) after you run the Tax History Integrity Report in proof mode. The system does not create a backup of this table when you run the integrity report.

Correcting Tax History Integrity Errors Manually

After you run the Tax History Integrity Report (R077011) in proof mode and review the errors, you must correct these errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as negative tax paid amount, you must manually revise the payroll data before you run the report in update mode.

The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that appears on the Tax History Integrity Report. You might need to manually revise history records, tax area information, or corporate tax IDs before running another integrity report in update mode. For example, you might need to make these corrections:

- Delete a record that contains zero dollars.
- Change a tax ID number.

Correcting tax history ensures that the correct information appears on the quarterly tax reports and year-end forms.

Important! This program must have the highest possible level of system security. Be aware that when you revise payroll history manually:

The system does *not* update the JD Edwards EnterpriseOne General Accounting system.

You must manually enter the appropriate journal entries.

The system does *not* create an audit trail of the changes that you enter when you revise payroll history manually.

The summary totals do *not* equal the detail totals.

Correcting Tax History Integrity Errors Automatically

After reviewing the Tax History Integrity Report (R077011) and making any manual corrections, you run the report in update mode to update the Summary History table with the corrected information. Errors that are corrected automatically are corrected when you run an integrity report in update mode. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

Consult the payroll error code list for information that you might need to correct before running the integrity report in update mode.

You can correct these errors by running the Tax History Integrity Report in update mode after you have made any necessary corrections as instructed for each error on the error code list:

- 0109 - Invalid Tax ID number.
- 0112 - Tax ID does not exist.

- 0113 - Tax ID does not match.
- 0251 - Work State, County, City mismatch tax area.
- 0252 - Invalid Statutory Code.
- 0253 - Invalid Century Field.

Error codes 0251, 0252, and 0253 are for fields in the table only. The information is not visible from any review forms.

To correct errors automatically, set the processing mode to *Update* in the processing options for the Tax History Integrity report to print the report and update the table.

Prerequisite

Review the error codes that appear on the report.

See Chapter 8, “Verifying Tax History Integrity,” Identifying Tax History Integrity Errors, page 138.

See Also

Chapter 5, “Reviewing U.S. Tax History,” page 31

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Working with the Payroll Cycle,” Working with Pro Forma Journal Entries

JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide, “Working with Payroll History,” Voiding Payments

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, “Setting Up Tax Information”

Forms Used to Correct Tax History Integrity Errors

Form Name	FormID	Navigation	Usage
Work With Taxation History Review	W077001A	Advanced and Technical Operations (G07BUSP3), Tax History Integrity Review	Review tax history integrity errors.
Corporate Tax ID Revisions	W059081AB	On the Work With Taxation History Review form, select a record in the detail area and then select Corp Tax ID (Corporate Tax Identification) from the Row menu.	Enter or correct a corporate tax ID.
Work With Payment History	W070601C	On the Work With Taxation History Review form, select a record and then select Paycheck Review from the Form menu.	Void a payment.
Work With Tax Area Information	W069012C	On the Work With Taxation History Review form, select a record in the detail area and then select Tax Area Cnsts (Tax Area Constants) from the Form menu.	Access the Tax Area Revisions form.
Tax Area Revisions	W069012B	On the Work With Tax Area Information form, click Add or select a record and then click Select.	Enter or correct a tax area.
Work with Tax History	W070920A	On the Work With Taxation History Review form, select a record in the detail area and then select Tax History from the Row menu.	Review or revise an employee's tax history.

Correcting Tax History Integrity Errors Manually

Access the Work With Taxation History Review form.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Year

Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Error Code

Enter a 4-digit number assigned to all errors.

History Type	Enter a user-defined code (07/TH) that specifies the type of information being tracked for the employee in the US Taxation Summary History table (F06136) or the Canadian Tax History table (F0713). The value in this field determines what type of year-end form the system generates.

CHAPTER 9

Reporting State-Specific Workers' Compensation Information

This chapter provides an overview of state-specific Workers' Compensation requirements, lists common fields, and discusses how to:

- Set up Industrial Insurance information.
- Process the Washington Workers Comp Quarterly report (R073648).

Understanding State-Specific Workers' Compensation Requirements

The information included in this section discusses only the portion of Workers' Compensation reporting that deals with specific states within the United States.

Workers' Compensation Codes for Wyoming

Workers' compensation codes are four-digit alphanumeric codes that are stored in user defined code (UDC) 00/W. However, the state of Wyoming has issued several six-digit Workers' Compensation codes. To enter Workers' Compensation insurance information for Wyoming, you must first enter these codes into UDC 00/W.

Because UDC 00/W is a four-digit UDC table, to accommodate the six-digit codes for Wyoming, you must enter the six-digit code in the Second Description column of the UDC table. For example, to set up Workers' Compensation codes 123454 (management), 123455 (administrative), and 123456 (electrician), you might set up UDC 00/W as illustrated in this table:

Code	Description 1	Description 2
123A	Management	123454
123B	Administrative	123455
123C	Electrician	123456

Washington Industrial Insurance

To comply with government regulations, all employers must provide industrial insurance coverage for all of their employees who work within the state of Washington. Industrial insurance is similar to Workers' Compensation, and is calculated and tracked by using many of the Workers' Compensation programs, fields, and tables.

Typically, industrial insurance premiums are paid by employers and employees. However, employers have the option of paying the employee-paid portion of the premium for their employees. The amount of the premium is determined by the risk classifications that are assigned to the business by the state of Washington. There are approximately 300 risk classifications. Each classification represents a business activity and is associated with a state-specified rate. This rate is the composite rate and is comprised of these components:

- Accident fund premium, which is paid by the employer.
- Medical premium, which can be paid by the employer and the employee.
- Supplemental pension assessment, which can be paid by the employer and the employee.

The industrial insurance premium total for each employee is determined by multiplying the number of hours that the employee works by the composite rate that is associated with the employee's risk classification. An employee might work in multiple risk classifications during a pay period.

Only the hours that are actually worked by an employee should be used to calculate the industrial insurance premium. Sick, vacation, holiday, and other leave hours should not be included in the number of hours worked. Additionally, each hour of overtime that an employee works should be treated as one hour for calculation purposes. The employer has the option to pay both the employer and the employee portion of the premium.

The state of Washington issues rate notices to employers. The notice includes this information:

- The risk classification codes that are associated with the employer's business.
- The composite rates for each risk classification that is assigned to the employer's business.

Note. Industrial insurance coverage is mandatory for most employees who work in Washington. However, some occupations and circumstances might exempt some employees from coverage. Contact the local taxing authority for additional information about industrial insurance exemptions.

Common Fields Used in This Chapter

% H (percentage or hours)

Enter a user-defined code (07/DM) that specifies whether workers' compensation insurance is based on a percentage of employees' pay or on the number of hours that the employees work.

For this task, enter *H* in this field.

Begin Date

Enter the first date in a range of dates.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Ending Date

Enter the last date in a range of dates.

Gen Liability Earn Limit (general liability earn limit)

Enter the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit.

If a limit does not exist, leave this field blank and the system uses the default value *9,999,999.00.* For this task, leave the field blank, or enter *9999999.*

Pay Tbl (pay table)	Enter a code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes; such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation. Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user-defined code list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step. You must set up a step progression pay table if you are using the Hourly method for step progression processing. If you are using the Pieces method, you might want to set up pay types for individual pieces, and then enter the pieces pay types in the pay table. It is not necessary to set up a pay table if you are using the Days method.
Tax Authority	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. For task associated with industrial insurance, enter *48* in this field.
Trans. Class	Enter a code to specify whether the workers compensation premiums were employee or company paid. Values are: *E:* Employee Paid *C:* Company Paid
WCI Code (workers' compensation insurance code)	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. For this task, this field corresponds to the risk classification code, as provided by the state of Washington. You must enter these codes in UDC 00/W before you can enter them in this field.
Workers Comp Earn Limit (workers' compensation earn limit)	Enter the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value *9,999,999.00.* For these tasks, leave the field blank, or enter *9999999.*
Workers Comp Rate (workers' compensation rate)	Enter the rate as specified by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction. For risk classification tasks, enter the rate that is associated with the risk classification code.

Setting Up Industrial Insurance Information

This section provides an overview of Industrial Insurance setup, lists a prerequisite, and discusses how to:

- Enter employer-paid risk classification information.
- Enter employee-paid risk classification information.
- Set up the Industrial Insurance deduction.

Understanding Industrial Insurance Setup

For the system to accurately calculate premiums and produce reports for industrial insurance, you must set up industrial insurance information in the system. Setting up industrial insurance information includes these tasks:

- Entering risk classification codes in UDC table 00/W.
- Creating pay basis tables that include only the pay types that should be used in calculating industrial insurance premiums.
- Entering risk classification information for employer-paid industrial insurance premiums.
- Entering risk classification information for employee-paid industrial insurance premiums.
- Setting up the employee-paid industrial insurance deduction.
- Assigning risk classification codes to employee timecards.

After the organization receives a notice from the state of Washington that specifies the risk classification codes that are associated with the organization, you must add those codes to UDC table 00/W. This UDC table also holds Workers' Compensation codes.

Then, using the Workers Compensation Insurance Basis Table program (P079071), you must create pay basis tables that include only the pay types that should be included when determining the number of hours that an employee works. Because the industrial insurance premium is based only on hours that the employee actually works, you should not include sick, vacation, holiday, or other leave pay types in the pay basis tables that you use for industrial insurance calculations.

After you have entered risk classification codes and created pay basis tables, you must enter information about each risk classification code by using the Workers Compensation Insurance Revisions program (P079211). At a minimum, you must create an employer-paid record for each risk classification code and company combination within the organization. If the organization decides to deduct the employee-paid portion of the premium, you must also create a record for the employee-paid portion of the premium for each risk classification code and company combination.

If the organization decides to collect the employee-paid portion of the premium from the employees' pay, you must also set up a deduction to calculate this amount.

After you have entered all of the risk classification information into the system, you can assign risk classification codes to employee timecards and process those timecards through the payroll cycle. The history information that is created during the payroll cycle is used to generate the report that you submit to the state of Washington.

Risk Classification Codes

To calculate industrial insurance premiums correctly, you must enter information about the risk classification in which the employees work. Risk classification codes are defined by the state of Washington, and each code is associated with a specified rate. These codes are stored in UDC 00/W.

Using the Workers Compensation Insurance Revisions program (P079211), you must enter at least one record for each company and risk classification combination. The risk classification codes that you need to set up for each company are determined by the state of Washington.

Industrial Insurance premiums include an employee- and employer-paid portion. Employers must pay the employer-paid portion of the premium; however, employers can also pay the employee-paid portion of the premium for their employees.

If the organization decides to have the employee-paid portion of the premium deducted from each employee's pay, you must set up an employer and an employee record for each company and risk classification code. The employer record must have a C (Company) in the Trans. Class field, along with the employer risk classification rate in the Workers Comp Rate field. The employee record must have an E (Employee) in the Trans Class field, along with the employee risk classification rate in the Workers Comp Rate field. This table illustrates how you might enter information for risk classification code 8810 if the employee pays a portion of the premium:

Tax Auth	Co	Trans. Class	WCI Code	% H	WC Rate	WC Limit	GL Rate	GL Limit	Pay Table
48	00001	E	8810	H	.07	9999999.00	0	9999999.00	WA
48	00001	C	8810	H	.05	9999999.00	0	9999999.00	WA

If the organization pays both the employer and employee portions of the premium, you must set up only one record for each company and risk classification code combination. This record must have a C (Company) in the Trans. Class field, and the rate in the Workers Comp Rate field should be the total of the employer and employee risk classification rate. For example, if the rate for the employer portion of the premium is .07 and the rate for the employee portion is .05, you must enter .12 in the Workers Comp Rate field for this record. This table illustrates how you might enter information for risk classification code 8810 if the organization pays the entire premium:

Tax Auth	Co	Trans Class	WCI Code	% H	WC Rate	WC Limit	GL Rate	GL Limit	Pay Table
48	00001	C	8810	H	.12	9999999.00	0	9999999.00	WA

Before you can enter risk classification information, you must set up pay tables that include only the pay types that you want to include in the premium calculation. Because industrial insurance premiums are based on the number of hours that an employee actually works, you do not want to include leave pay types such as sick time, vacation time, or holiday time in the basis table.

The Industrial Insurance Deduction

If employees are responsible for paying the employee-paid portion of Washington Industrial Insurance premiums, you must set up a deduction to calculate and deduct the premium during the payroll cycle. If the organization pays this portion of the premium for the employees, you do not need to set up this deduction.

When you set up the deduction, you must specify this information to ensure that the employee-paid portion of the premium is calculated and deducted correctly:

- The deduction should calculate for all employees that work in the state of Washington.
- The source of calculation for the deduction should be set up as the current period.
- The deduction should use the Workers Comp. Ins. Table method of calculation.
- The deduction should be set up to calculate during every pay period.

Note. You can review the amounts that calculate for this DBA by processing the D/B/A Register (R073062) during the payroll cycle.

You cannot manually override the amount of this deduction using the One Time Override program (P07OTO1). Overriding amounts for DBAs that are set up with a Method of Calculation of 7 is prohibited because changing these amounts might cause the information on government reports to be incorrect.

If you feel that the amount that calculates for this deduction is incorrect, you can change any of this information and reprocess pre-payroll to recalculate the amount of the deduction:

The value in the Workers Comp Code field on any or all of the employee's timecards

The rates in the Workers Compensation Insurance tables that are associated with the values in the Workers Comp Code field on the employee's timecards

Assigning Risk Classification Codes to Employee Timecards

After you set up the system to calculate industrial insurance, you can begin to process industrial insurance premiums. For the system to accurately calculate these premiums, a risk classification code must be included in the Workers' Comp Code field on each timecard for employees who work in Washington.

You can populate employee timecards with risk classification codes by entering the codes in these ways:

- At the employee level
- At the job level
- At the timecard level

Employee Level

To assign risk classification codes at the employee level, you must enter a value in the Worker's Comp field on the National and Fiscal Data - USA form. You might assign risk classification codes at the employee level for employees who typically work in one risk classification area or for employees whose timecards are generated automatically during the pre-payroll process. Entering a risk classification code at the employee-level ensures that all of the timecards that are entered or created for the employee will include that risk classification code unless it is overridden at the job or timecard level.

Job Level

To assign risk classification codes at the job level, you must enter a value in the Worker's Comp. field on the Job Entry U.S. Legislative/Regulatory Data form. You might assign risk classification codes at the job level if employees change jobs frequently or if they work in multiple jobs within a pay period. When you enter a job code on an employee's timecard, the system disregards the employee-level risk classification code and automatically populates the Worker's Comp field on the timecard with the value that is in the Worker's Comp. field for that job. If this field is not populated, the system uses the code that was set up at the employee level. If necessary, you can then override this field on the timecard.

Timecard Level

To assign risk classification codes at the timecard level, you must enter a value in the WCI Code field on the timecard. You can use this method to enter risk classification codes for employees who do not have a code assigned to them at the employee or job level. Additionally, you can use this method to override codes that were entered at the employee or job level.

Prerequisite

Before you complete the tasks in this section:

- Enter all of the risk classification codes that the organization uses in UDC table 00/W.

  Contact the local taxing authority for information about which risk classification codes the organization uses.
- Create pay basis tables that include only the pay types that you want to include in the premium calculation.

  See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Setting Up Tax Information," Setting Up Workers' Compensation Insurance-Basis Tables.
- Verify that the employees have been entered into the system.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, "Adding Employee Records One at a Time".

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, "Setting Up Employee Information," Setting Up Job Information for Employees

JD Edwards EnterpriseOne Time and Labor 8.12 Implementation Guide, "Entering Timecards for Employees"

Forms Used to Set Up Industrial Insurance Information

Form Name	FormID	Navigation	Usage
Work With Workers Compensation Insurance Revisions	W079211A	Taxes and Insurance Setup (G07BPTI4), Workers Compensation Ins. Rates	Review Workers' Compensation rates.
Workers Compensation Insurance Revisions	W079211B	On the Work With Workers Compensation Insurance Revisions form, click Add.	Enter employer-paid risk classification information.
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Select pay type, benefit, deduction, or accrual.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Add.	Set up the Industrial Insurance deduction.

Entering Employer-Paid Risk Classification Information

Access the Workers Compensation Insurance Revisions form.

Complete this task for each company for which you need to enter employer-paid risk classification information.

Entering Employee-Paid Risk Classification Information

Access the Workers Compensation Insurance Revisions form.

Complete this task for each company for which you need to enter employee-paid risk classification information.

Setting Up the Industrial Insurance Deduction

Access the Basic DBA Information form.

To set up the Industrial Insurance deduction:

1. Complete the DBA Code and Paystub Text fields.
2. Enter *I* in the Print Method field to print this deduction on employee payments.
3. Enter *G* in the Source of Calculation field to specify that the deduction should calculate for the current period.
4. Enter *7* in the Method of Calculation field.
5. Enter *Y* in each of the Pay Period of the Month fields to ensure that the deduction calculates during each payroll cycle, and then click OK.
6. On the General Accounting/Arrearage Information form, complete any of the optional fields and then click OK.
7. On the Basis of Calculation form, click OK.
8. On the Advanced DBA Information form, select the Calculate for All Emp option.
9. To specify that the deduction must calculate for all employees who work in the state of Washington, enter *48* in the Tax Area (Work) field, and then click OK.

Paystub Text

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

Print Method

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:

Y: Print on paystub (default).

S: Print separate payment (one item per payment).

C: Print separate payment (C types combined).

N: Do not print on paystub.

Values for DBAs include:

Y: Print as total deductions (default).

S: Print separate payment (one item per payment).

C: Print separate payment (include detail).

N: Do not print on paystub.

I: Print individual DBA codes.

T: Print by DBA print group.

The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

Source of Calculation

Enter a user-defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. For wage attachments use one of these codes:

1-8 Garnishment, tax levy, wage assignment (child support and maintenance).

R: Loan, interest

0: Fees

Method of Calculation

Enter a user-defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.

The method values are pre set. If you use methods *0 - 6, 8, 9,* or *G*, you must also enter a value in the Table Code field.

For wage attachments use one of these methods:

C: Wage assignment (child support and maintenance).

G: Garnishment.

K: Loan.

L: Tax levy.

A: Fees

%: Interest

Pay Period of the Month:

Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Valid codes are:

Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.

Y: Take the DBA/auto deposit during the current period.

N: Do not take the DBA/auto deposit during the current period.

**:* Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.

M: Applies only to benefits based on gross hours or dollars. An *M* in the fifth field only tells the system to calculate the benefit during the special timecard post. An *M* implies a Yes for a weekly withholding frequency.

Effect on GL (effect on general ledger)

Enter a code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Values are:

N: Pass dollars only to the general ledger.

M: Do not pass dollars or hours to the general ledger. This code enables an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.

Generate A/P Voucher (generate accounts payable voucher)	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: *N:* No, do not generate a voucher. *Y:* Yes, generate a voucher.
Payee	Enter the address book number of the investment program.
Order To Adjust Ded (order to adjust deductions)	Enter the order in which deductions should be adjusted. If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.
When To Adjust Ded (when to adjust deductions)	Enter a code that specifies when the system adjusts, or backs an amount out of, deductions. Values are: 0: Adjust deductions marked with 0 before payroll taxes. *1:* Adjust deductions marked with 0, then adjust those marked with 1 before payroll taxes. *2:* Adjust payroll taxes before the deductions marked with 2. (This value is for future use.)
Calculate for all Emp (calculate for all employees)	Enter a code that specifies whether the DBA is required. Values are: *Y:* The DBA is required. *N:* The DBA is not required. For advance deductions, this field should be set to *N* (No). When you enter *Y* (Yes), the system automatically processes the DBA for all qualifying employees. When this field is set to *Y*, you reduce the information that you must maintain for DBAs that you set up for plans or employees. Information is reduced because you do not need to define the DBA at any level other than the DBA setup level. To define qualifying employees, complete these fields on the Advanced DBA Information form: Employee Pay Class - (SALY) Tax Area - (TARA) Home Company - (HMCO) When you leave any of these fields blank, the system includes all employees. **Note.** The system also uses Tax Area (TARA) and Home Company (HMCO) fields as screening criteria for DBAs that are not required. If either of these two fields contains a value, and the Calculate for All Employees option is selected, the system uses the tax areas and home companies to qualify employees for the DBA.
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.

Processing the Washington Workers Comp Quarterly Report (R073648)

This section provides an overview of the Washington Workers Comp Quarterly Report, lists a prerequisite, and discusses how to:

- Run the Washington Workers Comp Quarterly report (R073648).
- Set processing options for the Washington Workers Comp Quarterly report (R073648).

Understanding the Washington Workers Comp Quarterly Report

After you set up risk classification information and the deduction to calculate Industrial Insurance premiums, you can enter timecards for employees and process those timecards through a payroll cycle. For Industrial Insurance to calculate, each timecard must include a Workers' Compensation Code.

During pre-payroll, the system uses the Industrial Insurance deduction, along with the Workers Comp codes from the employees' timecards, to calculate employee-paid portions of the premium. The employer-paid portion of the premium is calculated during the journal entries step of the payroll cycle.

For each timecard that is processed, the system creates a record in the Employee Paid Workers Compensation Transactions table (F0728) to store the employee-paid portion of the premium, if necessary. These records remain in table F0728 after the final update step of the payroll cycle is completed.

The system also updates existing records in the Employee Transaction Detail table (F06116) during the journal entries step of the payroll cycle to store the employer-paid portion of the premium. These records are stored in the Employee Transaction History table (F0618) after the final update step of the payroll cycle is complete.

The system then uses the information in tables F0728 and the F0618 to produce the Washington Workers Compensation Quarterly Report (R073648). This report includes all of the information that is needed to satisfy reporting requirements for Industrial Insurance information in the state of Washington.

Prerequisite

Before you complete the tasks in this section:

- Enter or automatically generate employee timecards, ensuring that each timecard for employees who worked in Washington includes a valid risk classification code.

  See Chapter 9, "Reporting State-Specific Workers' Compensation Information," Entering Employee-Paid Risk Classification Information, page 157.
- Process employee timecards through a complete payroll cycle.

  See *JD Edwards EnterpriseOne Payroll 8.12 Implementation Guide*, "Working with the Payroll Cycle".

Running the Washington Workers Comp Quarterly Report (R073648)

Select Government Reporting (G05BG), Washington Quarterly Workers Comp.

Setting Processing Options for the Washington Workers Comp Quarterly Report (R073648)

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

Process

Use these processing options to specify the time period for which you want to process the report.

1. Specify the calendar quarter to be processed:

Specify the quarter for which earnings and taxes are accumulated for governmental reporting. Each calendar year has four quarters. Values are:

1: 1st quarter (January through March).

2: 2nd quarter (April through June).

3: 3rd quarter (July through September).

4: 4th quarter (October through December).

2. Enter the year to be processed:

Specify the two-digit year for which you want to produce the report. For example, if you want to produce the report for 2003, enter 03 in this processing option.

APPENDIX A

JD Edwards EnterpriseOne U.S. Payroll Reports

This appendix provides an overview of United States Payroll reports and enables you to:

- View a summary table of all reports.
- View details for selected reports.

JD Edwards EnterpriseOne U.S. Payroll Reports: A to Z

This table lists the U.S. Payroll reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07347 Federal Taxation History Report	Use the Federal Tax History report to review federal tax and wage amounts for individual employees. You can review total earned income credits, as well as the federal income, FICA, and Medicare wages and taxes for each employee. At year-end, you can use the Federal Tax History report to verify the information that you print on employees' year-end forms. The information on this report is stored in the Tax History table (F06136).	U.S. History Reports menu (G07BUSP15), Federal Tax History Report.

Report ID and Report Name	Description	Navigation
R07348 State/Local Taxation History Report	Use the State and Local Taxation History Report (R07348) to review totals of state and local taxes that employees paid. You can review the total state and local taxes that each employee paid and the total wages on which the taxes were based. At the end of the year, you can use the State and Local Taxation History Report to verify the information that you print on employees' tax forms. The JD Edwards EnterpriseOne U.S. Payroll system retrieves information from the Tax History table (F06136) for the earnings and tax history reports. Changing the data sequencing of this report could cause undesirable results. We recommend that you do not change the data sequencing.	U.S. History Reports menu (G07BUSP15), State/Local Taxation Report.
R07371 Certified Payroll Register Report	The Certified Payroll Register report (R07371) includes detailed information regarding certified jobs. Typically, government contracts are considered certified jobs. This report is essential for meeting government reporting requirements for union employees. You can identify combinations of job types and job steps that you want to print on the report.	Periodic Processing menu (G07UN2), Certified Payroll Register.
R074xx (xx refers to the two-digit state code) State-Specific New Hire Reports	These reports are used to report new hire information to state governments. Each state has a separate report, which meets the legislative requirements for that state.	New Hire Reporting (G05BG1), New Hire Report Setup.
R07416 Tax History By Company Report	Use the Tax History by Company report to review monthly tax history for an entire year for each company in the organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also includes totals of these amounts for all tax types. The information on this report is stored in the Tax History table (F06136).	U.S. History Reports menu (G07BUSP15), Tax History By Company.
R07810 Quarterly Weeks Worked Report	This report is used to create weeks worked information, which is used to report State Unemployment Insurance information to state governments.	State Unemployment Reporting, Quarterly Weeks Worked Report.

Report ID and Report Name	Description	Navigation
R073162 State Tax Distribution Summary Report	This report provides summary information about state tax amounts for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073170 Federal Tax Distribution Summary Report	This report provides summary information about Federal earnings tax amounts for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073601 Workers Compensation Register Report	This report provides detailed or summary Workers' Compensation information, depending upon the processing mode used, for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073648 Washington Workers Comp Quarterly Report	This report includes employer- and employee-paid Industrial Insurance information. This report meets the requirements of Washington state.	Government Reporting (G05BG), Washington Quarterly Workers Comp.
R073651 General Liability Insurance Register	This report provides detailed or summary general liability insurance information for each employee included in a payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R073665 Employee Social Security Register	Depending on processing mode, this report can include employee- or employer-paid social security or Medicare taxes for each employee in the payroll cycle.	This report cannot be produced from a menu. This report can be produced only during the Reports step of the payroll cycle.
R0783xxC (xx refers to the two-digit state code) State-Specific SUI Continuation Reports	SUI Continuation reports are used to print detailed SUI information if the number of employees included in the report exceeds the specified number of employees that can print on the Summary report.	State Unemployment Reporting, SUI Reports Setup.
R0783xxS (xx refers to the two-digit state code) State-Specific SUI Summary Reports	SUI Summary reports list summarized state unemployment information for an organization. If you print this report in detail mode, the system includes a specified number of employees on the Summary report. If there are more employees than the specified number, the system automatically produces the corresponding state-specific SUI Continuation report.	State Unemployment Reporting, SUI Reports Setup.

Report ID and Report Name	Description	Navigation
R078400 State Income Tax Report	The State Income Tax report (R078400) provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of the state. You can run this report as often as needed to satisfy government requirements.	Governmental Reporting menu (G05BG), State Income Tax Report.
R078401 Local Income Tax Report	The Local Income Tax report (R078401) provides a sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of the locality. You can run this report as often as needed to satisfy government requirements.	Governmental Reporting menu (G05BG), Local Income Tax Report.
R078433 New York State 45-CC Report	Some construction employers in the state of New York must file a quarterly report in addition to the NYS-45 that all employers must file. This report is called the New York Supplemental Return for Construction Employers (R078433), or the NYS-45-CC.	Governmental Reporting menu (G05BG), NYS-45-CC Construction Employers.
R078500 941 Detail Wage List Report	The 941 Detail Wage List report (R078500) contains the information for the employer's federal tax return. The report provides this information, which is required by the federal government: • Total wages • Federal income tax • Social Security and Medicare taxes	Governmental Reporting menu (G05BG), 941 Wage Detail List 1.
R078502 940 Quarterly Worksheet Report	The 940 Quarterly Worksheet report (R078502) contains the quarterly unemployment tax information for the selected company. This report is not required for government reporting. You can use this report to assist in the preparation of the federal 940 Annual Worksheet report. You can use the totals from each quarterly report to verify the quarterly totals generated by the annual report.	Governmental Reporting menu (G05BG), 940 Quarterly Worksheet.

Report ID and Report Name	Description	Navigation
R078506 Form 941 Schedule B Report	The Form 941 Schedule B report (R078506) is a supplement to the 941 Wage Detail List 1 report (R078500). The 941 Schedule B report summarizes the company's daily tax liability for these items: • Income tax withheld • Employer-paid Social Security tax withheld • Employee-paid Social Security tax withheld • Employer-paid Medicare tax withheld • Employee-paid Medicare tax withheld	Government Reporting menu (G05BG), 941 Wage Detail List 1.
R078507 940 Annual Worksheet Report	The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax, which requires using the Employer's 940 Annual Federal Unemployment Tax Return. The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.	Governmental Reporting menu (G05BG), 940 Annual Worksheet

JD Edwards EnterpriseOne U.S. Payroll: Selected Reports

These reports are listed alphanumerically by report ID in this appendix.

R07371 - Certified Payroll Register Report

The Certified Payroll Register report (R07371) includes detailed information regarding certified jobs. Typically, government contracts are considered certified jobs. This report is essential for meeting government reporting requirements for union employees. You can identify combinations of job types and job steps that you want to print on the report. The report lists this information, by employee:

- Total hours worked (regular, overtime, and other).
- Equal employment opportunity data.
- Employee payment information.
- Fringe benefits detail, if requested.
- Totals for each certified job.

The information provided in this report is based on these tables:

- Business Unit Master (F0006).
- Employee Tax Exemptions/Overrides (F06017).
- Pay Check History Summary (F06156).
- Pay Check History Tax Ledger (F06166).
- Benefit/Accrual Detail File (F0619).
- Employee Transaction History (F0618).
- Burden Distribution File (F0624).

Before you process the Certified Payroll Register, you must:

- Set up the job types and job steps that you need to print for reporting purposes.
- Set the Certified Payroll Register field to Y (Yes) for the business unit constants.
- Activate the Certified Flag field in the job classifications constants.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, “Setting Up Employee Information,” Setting Up Job Information for Employees.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide*, “Setting Up System Options,” Setting Up Business Unit Information.

Processing Options for Certified Payroll Register (R07371)

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

Defaults

These processing options are used to define the default information that is used to process the report.

1. Pay Period End Date (required)

Specify the pay period to use to generate the certified payroll register. This processing option is required.

2. Period Number (required)

Specify which pay period the pay period end date is from. This processing option is required. Pay Period End Date is a processing option for the certified payroll register.

3. Check Detail

Specify whether the certified payroll register includes detailed information about the deductions associated with each payment that appears on the register. Values are:

Blank: Print deductions in detail. The system prints one detail line in the Check Detail column for each deduction to a payment. This is the default.

1: Print deductions in total. The system will print one summary line in the Check Detail column for all deductions to a payment.

4. Fringe Detail

Specify whether to print fringe detail on the certified payroll register. If you print fringe detail, the information appears on the right side of the certified payroll register. Values are:

Blank: Do not print fringe detail. This is the default.

1: Print fringe detail.

5. Address Information

Specify whether to print the employee's address on the certified payroll register. For example, if the certified payroll register is circulated externally, you might decide not to print the employee's address information. Values are:

Blank: Print employee address information. This is the default.

1: Do not print employee address information.

R078400 - State Income Tax Report

The State Income Tax report (R078400) provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of the state. You can run this report as often as needed to satisfy government requirements. The system retrieves this information from the Tax History table (F06136):

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

Processing Options for State Income Tax Report (R078400)

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

Process

Use these processing options to specify which data the system uses to process the report.

1. Enter the quarter number being processed:

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Valid options are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Report inclusion/exclusions:

Specify whether to include contract and pension employees on the report. Values are:

1: Include pension employees only.

2: Include contract employees only.

3: Include all employees.

Blank: Do not include pension or contract employees. Blank is the default.

R078401 - Local Income Tax Report

The Local Income Tax report (R078401) provides a sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of the locality. You can run this report as often as needed to satisfy government requirements. The system retrieves this information from the Tax History table (F06136):

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

Processing Options for Local Income Tax Report (R078401)

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

Process

Use this processing option to specify the data that the system uses to process the report.

1. Enter the quarter number to be included in this report:

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

R078433 - New York State 45-CC Report

Some construction employers in the state of New York must file a quarterly report in addition to the NYS-45 that all employers must file. This report is called the New York Supplemental Return for Construction Employers (R078433), or the NYS-45-CC.

All contractors, owners, and their agents who provide covered services must file Form NYS-45-CC. Covered services include excavating, erecting, demolishing, repairing, altering, painting, and cleaning of a building or structure. However, covered services provided in the construction of one- and two-family houses are exempt from reporting.

When you select data for inclusion in this report, select only those employees who perform these covered services.

You can set up a version of the report that you can scan and transmit directly to the New York state employment tax offices. Alternatively, you can set up a version that compiles the necessary information that you use to manually complete the scannable hard-copy report provided by the tax employment office.

Processing Options for New York Supplemental Return for Construction Employees (R078433)

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

Process

1. Employer Legal Name

Specify the employer's legal name.

2. Withholding Tax Identification Number

Specify the number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.

This number has specifically been established for the JD Edwards EnterpriseOne Payroll system to handle the requirements of taxing authorities that require more than 9 positions for the tax identification number.

Do not enter hyphens (dashes), slashes, spaces, or other punctuation in the tax identification number.

3. Quarter number to be included in this report

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

4. Year to be included in this report (YYYY)

Specify the four-digit year of the reporting period.

5. Date of the first Saturday in the quarter (MM/DD/YY)

Specify the month, day, and year of the first Saturday in the fiscal quarter for which you are processing the report.

R078500 - 941 Detail Wage List Report

The 941 Detail Wage List report (R078500) contains the information for the employer's federal tax return. The report provides this information, which is required by the federal government:

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

You can generate a detailed wage list or a summary of the records in the 941 - Federal Tax History table (F068500). The information provided in the federal tax return reports is based on the Tax History table (F06136).

Processing Options for 941 Detail Wage List (R078500)

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

Process

These processing options are used to determine how the system processes data for this report.

1. Quarter (Required)

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Valid values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Year (Required)

Specify the two-digit year of the reporting period. If left blank, the report does not produce any output.

3. Print Employee Detail Wage List

Specify when you want to print the Employee Detail Wage List report. This report includes employee withholding for Social Security (FICA) and Medicare taxes. Values are:

Y: Yes, print the Detail Wage List report

*N:*No, do not print the Detail Wage List report. This is the default.

The withholding amounts are doubled on the 941 tax return to reflect both employee and employer taxes. For example, if the employee withholding amount for FICA is .62, the 941 report displays .124 for FICA.

4. F068500 Records.

Specify whether you want the report to create records in the 941 Federal Tax History table (F068500). Values are:

N: No, do not create records in the 941 Federal Tax History table. This value is the default.

Y: Yes, create records in the 941 Federal Tax History table.

5. Total Deposits for this Quarter

Specify your deposits for this quarter, including overpayment applied from a previous quarter.

6. Monthly Depositor

Specify if you were a monthly schedule depositor for the entire quarter.

Rates

Use these processing options to specify the rates the system processes for the report.

1. FICA Rate

Specify the FICA rate. Enter the rate as a decimal fraction. For example, enter .062 for 6.2 percent.

2. Medicare Rate

Specify the Medicare rate. Enter the rate as a decimal fraction. For example, enter .0145 for 1.45 percent.

Adjustments

Use these processing options to specify monetary tax adjustmentsthe system processes for the report.

1. Current Quarter's Adjustments for Tips and Group Term Life Insurance

Specify adjustments for any uncollected employee share of social security and Medicare taxes on tips and the uncollected employee share of social security and Medicare taxes on group-term life insurance premiums paid for former employees.

2. Current Year's Income Tax Withholding

Specify adjustments for the current year's income tax withholding. For example, if you made a mistake when withholding income tax from wages that were paid in earlier quarters of the same calendar year, you can enter the income tax withholding adjustment in this field. If the income tax withholding adjustment has already been included in tax history for the quarter, then you do not need to enter the same adjustment amount here.

3. Prior Quarter's Social Security and Medicare Taxes

Specify adjustments for prior quarters' social security and Medicare taxes. For example, if you made a mistake when reporting social security and Medicare taxes on previously filed Forms 941, you can enter the prior quarters' social security and Medicare taxes adjustment in this field. If you need to report both an underpayment and an overpayment, enter only the net difference.

4. Special Additions to Federal Income Tax

Specify special additions to federal income tax. This line is reserved for employers with special circumstances. Use this line only if the IRS has sent you a notice instructing you to do so.

5. Special Additions to Social Security and Medicare

Specify special additions to social security and Medicare. This line is reserved for employers with special circumstances. Use this line only if the IRS has sent you a notice instructing you to do so.

R078502 - 940 Quarterly Worksheet Report

The 940 Quarterly Worksheet report (R078502) contains the quarterly unemployment tax information for the selected company. This report is not required for government reporting. You can use this report to assist in the preparation of the federal 940 Annual Worksheet report. You can use the totals from each quarterly report to verify the quarterly totals generated by the annual report.

The 940 Quarterly Worksheet report includes this information:

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

The information provided in this report is based on the Tax History table (F06136).

Processing Options for 940 Quarterly Worksheet (R078502)

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

Process

Use these processing options to specify the data that the system uses to process the report.

1. Enter the Quarter number being processed.

Specify the number that corresponds to the fiscal quarter for which you are processing the report. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Enter the value for report inclusions/exclusions.

Specify whether to include contract and pension employees on the report. Values are:

1: Include pension employees only.

2: Include contract employees only.

3: Include all employees.

Blank: Do not include pension or contract employees. Blank is the default.

R078506 - Form 941 Schedule B Report

The Form 941 Schedule B report (R078506) is a supplement to the 941 Wage Detail List 1 report (R078500). The 941 Schedule B report summarizes the company's daily tax liability for these items:

- Income tax withheld.
- Employer-paid Social Security tax withheld.
- Employee-paid Social Security tax withheld.
- Employer-paid Medicare tax withheld.
- Employee-paid Medicare tax withheld.

Depending upon the industry in which the organization does business, the local taxing authority might require you to file this report along with the 941 Detail Wage List. Contact the taxing authority for additional information about 941 reporting requirements.

Processing Options for the Form 941 Schedule B Report (R078506)

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

Process

These processing options enable you to specify the time period that the system uses to generate the report.

1. Calendar Quarter

Specify the number that corresponds to the calendar quarter for which you are processing the tax liability. If left blank, the report does not produce any output. Values are:

1: First quarter

2: Second quarter

3: Third quarter

4: Fourth quarter

2. Year

Specify the four-digit year of the reporting period. If left blank, the report does not produce any output.

3. Prior Period Adjustment Amount

Specify a tax liability adjustment from a prior period. If the adjustment amount corrects an overreported liability, enter the liability adjustment as a negative amount. Otherwise, enter the liability adjustment as a positive amount to correct an underreported liability.

4. Liability Adjustment Discovery Date

Specify the date that the liability adjustment was discovered. The system will use the date entered to determine the entry space on the form that corresponds to the date that the error was discovered. This option is required if the Prior Period Adjustment Amount option is populated with an amount.

R078507 – 940 Annual Worksheet Report

The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax, which requires using the Employer's 940 Annual Federal Unemployment Tax Return. The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.

Processing Options for the 940 Annual Worksheet Report (R078507)

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

Process

Use these processing options to specify the data that the system uses to process the report.

1. Calendar Year

Specify the calendar year processed by the 940 Annual Worksheet report.

2. State Unemployment Contributions Paid

Specify if you paid all state unemployment contributions by January 31. Values are:

Blank: Yes (Default)

*Y:*Yes

*N:*No

3. All FUTA Wages Taxable for Sate UI Tax

Specify if all wages that were taxable for FUTA were also taxable for your state's unemployment tax. Values are:

Blank: No (Default)

*Y:*Yes

*N:*No

4. Wages Paid in New York

Specify if there were any wages paid in the state of New York for the calendar year reported on the 940 Annual Worksheet report. Values are:

Blank: No (Default)

*Y:*Yes

*N:*No

5. Worksheet for Credit Computation Amount

Specify the amount that was calculated by using the Worksheet for Credit Computation, which is included in the separate instructions for Form 940. Only taxpayers who made late contributions need to complete this worksheet.

Rates

Use these processing options to specify the rates the system processes for the report.

1. FUTA Tax Rate	Specify the tax rate used to calculate the quarterly Federal unemployment tax liability in part III of the 940 Annual Worksheet report. The default is .008.
2. Gross FUTA Tax Rate	Specify the tax rate used to calculate the gross FUTA tax amount. The default is .062.
3. Maximum Credit Rate	Specify the tax rate used to calculate the maximum credit amount. The default is .054.

Glossary of JD Edwards EnterpriseOne Terms

activity	A scheduling entity in JD Edwards EnterpriseOne tools 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 JD Edwards EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational 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	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. In JD Edwards 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.
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 JD Edwards 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 JD Edwards EnterpriseOne Supply Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to JD Edwards EnterpriseOne. In JD Edwards EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than JD Edwards EnterpriseOne to JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to JD Edwards EnterpriseOne.
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	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. See also direct connect and store-and-forward.
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-JD Edwards 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 JD Edwards EnterpriseOne application 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 JD Edwards 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 JD Edwards EnterpriseOne that appear on forms in the software.

connector
Component-based interoperability model that enables third-party applications and JD Edwards EnterpriseOne to share logic and data. The JD Edwards EnterpriseOne connector architecture includes Java and COM connectors.

contra/clearing account
A general ledger account in JD Edwards 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 JD Edwards EnterpriseOne Financial Management.

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 JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.

cost component
In JD Edwards EnterpriseOne Manufacturing, 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 JD Edwards 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 JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne.
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 JD Edwards 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. JD Edwards 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 "business unit."

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 users 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 JD Edwards EnterpriseOne.

in-your-face-error In JD Edwards EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

IServer service 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 JD Edwards EnterpriseOne appears 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 JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne file (or member for iSeries) that provides the runtime settings required for JD Edwards EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne.

JDENET — A JD Edwards EnterpriseOne 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 JD Edwards 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 JD Edwards EnterpriseOne software runs.

MailMerge Workbench — An application that merges Microsoft Word 6.0 (or higher) word-processing documents with JD Edwards 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 JD Edwards 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 JD Edwards 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 JD Edwards 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 that 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.

nota fiscal — In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

nota fiscal factura — In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

Object Configuration Manager (OCM)
In JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne data for summarization and report generation.

Output Stream Access (OSA)
An interoperability model that enables you to set up an interface for JD Edwards EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

package
JD Edwards 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 snapshot 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 JD Edwards 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.

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 JD Edwards EnterpriseOne environment used to test unaltered objects with JD Edwards EnterpriseOne 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 JD Edwards 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 JD Edwards EnterpriseOne software that your organization receives on magnetic tapes or disks.
project	In JD Edwards EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* 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.
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 JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested notification when certain transactions occur.
refresh	A function used to modify JD Edwards 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 JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order.

selection

Found on JD Edwards EnterpriseOne 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 JD Edwards 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

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.

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 JD Edwards EnterpriseOne systems.

table access management (TAM)

The JD Edwards 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 JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.

table conversion

An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne.

three-way voucher match — In JD Edwards 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 JD Edwards 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 JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, 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 JD Edwards EnterpriseOne 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 JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne Manufacturing, 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 JD Edwards EnterpriseOne transactions as they occur and then calls third-party software, end users, and other JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne for responses.

XML List — An interoperability capability that enables you to request and receive JD Edwards EnterpriseOne database information in chunks.

XML Service — An interoperability capability that enables you to request events from one JD Edwards EnterpriseOne system and receive a response from another JD Edwards EnterpriseOne system.

XML Transaction — An interoperability capability that enables you to use a predefined transaction type to send information to or request information from JD Edwards EnterpriseOne. XML transaction uses interface table functionality.

XML Transaction Service (XTS) — Transforms an XML document that is not in the JD Edwards EnterpriseOne format into an XML document that can be processed by JD Edwards EnterpriseOne. XTS then transforms the response back to the request originator XML format.

Z event — A service that uses interface table functionality to capture JD Edwards EnterpriseOne transactions and provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested to be notified when certain transactions occur.

Z table — A working table where non-JD Edwards EnterpriseOne information can be stored and then processed into JD Edwards EnterpriseOne. Z tables also can be used to retrieve JD Edwards 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 JD Edwards EnterpriseOne database.

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