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JD Edwards EnterpriseOne Australia/New Zealand Payroll 9.0 Implementation Guide

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JD Edwards EnterpriseOne Australia/New Zealand Payroll 9.0 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 downloading 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 Downloading Documentation

This section discusses how to:

- Obtain documentation updates.
- Download 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

Downloading Documentation

In addition to the complete line of documentation that is delivered on your implementation guide CD-ROM, Oracle makes JD Edwards EnterpriseOne documentation available to you via Oracle's website. You can download PDF versions of JD Edwards EnterpriseOne documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.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

Resource	Navigation
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + 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
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.
. . . (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 your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@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 Australia/New Zealand Payroll Preface

This preface discusses:

- JD Edwards EnterpriseOne products.
- JD Edwards EnterpriseOne application fundamentals.
- Common fields used in this implementation guide.

JD Edwards EnterpriseOne Products

This Implementation Guide refers to these JD Edwards EnterpriseOne products:

- JD Edwards EnterpriseOne Australia/New Zealand Payroll
- JD Edwards EnterpriseOne Payroll
- JD Edwards EnterpriseOne Time and Labor
- JD Edwards EnterpriseOne HCM Foundation

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 PeopleBook* . Additionally, you can find information about basic payroll setup and functionality in the *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "JD Edwards EnterpriseOne HCM Fundamentals Preface"

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "JD Edwards EnterpriseOne Payroll Preface"

Common Fields Used in This Implementation Guide

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Amount Rate 1

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Business Unit

Enter the number of the business unit in which the employee generally resides.

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.

Country Code

Enter a user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

Effect on GL (effect on general ledger)

Enter a code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Values are:

N: Pass amounts only to the general ledger.

M: Do not pass amounts or hours to the general ledger. This code enables an accrual to be tracked in employee payroll history and the amounts to be omitted from the general ledger.

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

Tax Scale

Enter a user-defined code (75/SC) that indicates an employee's taxation category. Tax scales are defined by the governmental taxing authority.

CHAPTER 1

Getting Started with JD Edwards EnterpriseOne Australia/New Zealand Payroll

This chapter discusses:

- JD Edwards EnterpriseOne Australia/New Zealand Payroll overview.
- JD Edwards EnterpriseOne Australia/New Zealand Payroll implementation.

JD Edwards EnterpriseOne Australia/New Zealand Payroll Overview

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

JD Edwards EnterpriseOne Australia/New Zealand Payroll Implementation

This section provides an overview of the steps that are required to implement JD Edwards EnterpriseOne Australia/New Zealand Payroll.

In the planning phase of the implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the *About This Documentation* 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 Tax Processing, 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 8.98 Software Update Guide

Global Implementation Steps

This table lists the suggested global implementation steps for JD Edwards EnterpriseOne Australia/New Zealand Payroll:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Organizations"
2. Set up accounts, and the chart of accounts.	*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Creating the Chart of Accounts"
3. Set up the General Accounting constants.	*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System"
4. Set up multicurrency processing, including currency codes and exchange rates.	• *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up General Accounting for Multicurrency Processing" • *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up Exchange Rates"
5. Set up ledger type rules.	*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting

Implementation Steps for the JD Edwards EnterpriseOne Australia/New Zealand Payroll System

This table lists the implementation steps for the JD Edwards EnterpriseOne Australia/New Zealand Payroll system.

Step	Reference
1. Set up automatic deposit information and coinage analysis.	Chapter 3, "Setting Up Payment Information," page 9
2. Set up organizational tax information.	Chapter 4, "Setting Up Tax Information," page 17
3. Set up employee leave for New Zealand.	Chapter 9, "(NZL) Processing Employee Leave in New Zealand," Setting Up Employee Leave Information for New Zealand, page 106
4. Set up employee leave for Australia.	Chapter 10, "(AUS) Processing Employee Leave in Australia," page 121

CHAPTER 2

Understanding Payroll Processing for Australia and New Zealand

This chapter discusses:

- JD Edwards EnterpriseOne Australia/New Zealand Payroll.
- Features of JD Edwards EnterpriseOne Australia and New Zealand Payroll.
- User-defined codes (UDCs) for JD Edwards EnterpriseOne Australia and New Zealand Payroll.

Australia/New Zealand Payroll

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

1. Processing pre-payroll.
2. Printing payments.
3. Adding journal entries.
4. Running payroll reports.
5. Running the final update.

To process employees in Australia and New Zealand through a payroll cycle, you must complete all of these steps. You should have a thorough understanding of the basic JD Edwards EnterpriseOne Payroll system before you set up or process payroll information for employees in Australia and New Zealand. This documentation discusses only the steps, features, and processes that are specific to processing payroll for employees in Australia and New Zealand, and is intended to be used in conjunction with the *JD Edwards EnterpriseOne 9.0 Payroll Implementation Guide.*

Features of Australia and New Zealand Payroll Processing

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

Country-Specific Process	Description
Processing Payments	The system supplies country-specific payment programs, which create payment information that meets the requirements of organizations in Australia and New Zealand. The system also provides programs that enable you to record reference data and trading bank information, which is used specifically in New Zealand payment processing. Additionally, if the organization pays employees in cash, you can set up coinage analysis information.
Tax Information	The system provides several programs for you to set up tax information so that all earnings are calculated according to the rules of the government taxing authorities under which the employees work. The system also provides reports to review tax setup.
Employee Leave	The system provides programs and reports that enable you to meet the leave requirements of the organization. You can: • Meet the requirements of the New Zealand Holiday Act. • Process Time Off In Lieu (TOIL). • Process Rostered Days Off (RDO) Leave. • Process Long Service Leave (LSL) Rollovers. • Use Leave Loading.
Superannuation Contributions	The system provides two methods for managing superannuation contributions. You can enter superannuation funds into the system, assign allocation percentages to each fund for each eligible employee, and automatically create superannuation payments during payroll processing. Alternatively, you can calculate superannuation contribution amounts during the payroll cycle and enter payments manually at the time the organization makes payment to the fund administrator. Whichever method you select, the system enables you to track and report superannuation data to comply with superannuation legislation, which is regulated by the Australian Tax Office (ATO).
Termination	The system provides programs that facilitate the complex tax calculations that are involved with employee terminations in Australia.
Governmental Tax Reporting	The system enables you to generate reports and files that are necessary to report year-end tax information to the Australian and New Zealand governments.

UDCs for Australia and New Zealand

To process payroll in Australia or New Zealand, you must set up the country-specific UDCs in addition to the UDCs for JD Edwards EnterpriseOne Payroll and for JD Edwards EnterpriseOne Human Capital Management Foundation.

Fund Allocation DBAs (07/FD)

To automatically create superannuation payments during the payroll process, you must define the deductions, benefits, and accruals (DBAs) that calculate superannuation benefits and deductions in this UDC table. You first set up the DBAs, then assign the DBAs to employees using benefits enrollment or manual entry. You then set up employee fund allocation information. The system calculates the DBAs during payroll processing. If any of the DBAs that calculate for an employee are located in this UDC table, the system searches for fund allocation information for the employee, and prorates the amount that is calculated for the DBA across all of the funds in which the employee is currently enrolled.

Fund Type (07/FA)

Use fund type codes to specify whether a superannuation fund is an employee deduction or an employer benefit. The system uses this code to ensure that employees are enrolled in only one superannuation benefit fund at a time.

KiwiSaver DBA Codes (75/KS)

You use this table to identify which DBA codes your organization uses to calculate the employee and employer contributions to the KiwiSaver retirement plan.

Level of Calculation (75/LC)

You use level of calculation codes to define how you want the system to calculate tax amounts. The level of calculation determines whether you want level breaks (which determine the tax rates for specified income levels), limits, and adjustment amounts to apply to weekly, monthly, or annual earnings.

The Description 2 field is used as a divisor to determine the number of periods in a year. The number in the Special Handling field is used to convert annual salary to the pay-period salary.

Leave Type (75/LT)

You use leave type codes to identify pay codes that are considered leave pay types for the calculation of average gross earnings. If you enter a timecard using a pay type that is stored in UDC 75/LT, the system automatically updates the information on the Average Gross Earnings Revisions form.

Payee Type (75/PT)

You use payee type codes to specify the type of person or entity that is receiving an eligible termination payment (ETP) when an employee in an Australian organization is terminated. The system uses these codes to determine the tax rate that is applied to the ETP. The tax rate partially depends upon the entity that is receiving the payment. For example, the ETP is taxed at one rate if payment is made directly to the employee, and at another rate if payment is made to a trustee.

Rate Code (75/RC)

You use rate codes to identify earnings in different tax categories. Examples of rate codes include *M* for earnings that are received in a main job and *S* for earnings that are received in a secondary job.

The Description 2 field contains the name of a data item. The Special Handling field contains a value that might be entered in the data item that is entered in theDescription 02 field. When the system calculates tax information for an employee, if this data item contains the value that is stored in the Special Handling field, the tax is to be calculated for the employee.

For example, you might want to set up a rate code that the system calculates only for employees whose work state is New South Wales. You might enter a rate code of *82* (for New South Wales) in UDC 75/RC. In the Description 02 field, you would enter WSKE (the data item for work state), and in the Special Handling field, you would enter NSW. In this example, the system would calculate the taxes that are associated with this rate code only for employees who have NSW in the Enter the State You Work In field on the Australian Tax Overrides form.

Rule Type (75/RT)

You use rule type codes to determine how to calculate payroll taxes for specified earnings. The way that the system calculates taxes for a particular payment, deduction, benefit, or accrual (PDBA) depends on the rule type code that is associated with that PDBA code. Examples of rule type codes include LL for leave loading and LSL for long service leave payments.

Tax Scales (75/SC)

You use tax scale codes to identify the tax category in which an employee belongs. The appropriate tax scale is automatically derived if accurate tax information is entered into the JD Edwards EnterpriseOne Payroll system, or you can override the derived tax scale.

Type of Leave (75/TL)

You use type of leave codes to identify the leave category in which a PDBA belongs. Examples of type of leave codes are ANN for annual leave, and LSL for long service leave. This UDC table is reserved for future use.

Tax Factor (75/TO)

You use tax factor codes when you want to pay an employee for more or less than a full pay period by using an interim payment. For example, if an employee begins working midway through a monthly pay period, you can set up a tax factor that is equal to .50. When you enter this tax factor on the interim payment that you create to pay the employee for the portion of the pay period in which that employee worked, the system automatically calculates the employee's taxes using the tax factor. This enables the system to annualize the employee's salary and tax the amount of the payment accordingly.

You can also set up tax factors to use when calculating interim payments that cover more than one pay period. For example, if you want to pay an employee for one and one-half pay periods, you could set up a tax factor that is equal to 1.5. When you enter this tax factor on an interim payment, the system annualizes the employee's salary and taxes the earnings accordingly.

You can use codes A through Z to define tax factor codes. The number that you enter in the Special Handling field is the numeric value that represents the portion of the pay period that the employee works. For example, if you want to create a tax factor to represent half of a pay period, you enter *.5* in the Special Handling field for the specified code. This table illustrates how you might set up the .50 and 1.5 tax factor codes in UDC 75/TO:

Code	Description 01	Special Handling	Hard-Coded
A	*Tax Factor .50*	*.5*	*N*
B	*Tax Factor 1.5*	*1.5*	*N*

Termination Type (75/T1)

You use termination type codes to identify the reason for an employee termination. These codes are used to calculate eligible termination pay (ETP) for employee terminations in Australia. Because the Australian Tax Office has different tax regulations for each type of termination, the ETP calculations differ for each termination type. The system uses the value in the Special Handling column of the UDC to determine the tax calculation method that should be used. This table illustrates the special handling code that should be used for each type of termination:

Termination Type	Special Handling Code
Normal Resignation or Retirement	*1*
Redundancy	*2*
Post 94 Disability	*3*
Death	*4*

CHAPTER 3

Setting Up Payment Information

This chapter provides an overview of payment information, and discusses how to:

- Enter automatic deposit information for Australia.
- Enter automatic deposit information for New Zealand.
- Set up coinage analysis.

Understanding Payments Information

Before you print payment advices and create automatic deposit files for the first time, you must identify which payment programs and versions you want to use. JD Edwards EnterpriseOne includes these Australian- and New Zealand-specific payment programs:

- Create Auto Deposit File (Australia/New Zealand) (R75A0004).
- Create Bank File for Australia (R75A0005).
- Generic Payment Advice for Australia & New Zealand (R75A0013).
- Copy Payroll Payments to Bank File (Australia/New Zealand) (P75A0006).

You enter the program IDs and version names that the system uses to create payment information on the Payment Setup form. However, you cannot print payment advices or create automatic deposit files from this form. You can create payment information during a payroll cycle using the Pay Cycle Workbench only.

If you pay employees using cash payments, you must also set up coinage analysis information.

See Also

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Setting Up Payroll Cycle Information," Setting Up Payment Types

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Setting Up Payroll Cycle Information," Setting Up Debit Account Information for Automatic Deposits

(AUS) Entering Automatic Deposit Information for Australia

This section provides an overview of automatic deposits for Australia, and discusses how to enter trading bank information.

Understanding Automatic Deposits for Australia

Before you can create automatic deposit information, you must enter information about the bank accounts and programs that you want the system to use when creating automatic deposit files. You must complete these tasks before you create automatic deposit files for employees in Australia:

- Enter information in UDC 06/BC for each trading bank that the organization uses.
- Attach version XJDE0005 of the Copy Payroll Payments To Bank File program to the menu option that you use to access this program.
- Set up the Create Bank File for Australia program to run locally.
- Set the processing options for the Copy Payroll Payments to Bank File and Create Bank File for Australia programs to include the appropriate information.

When you enter information in UDC 06/BC, you must create a separate entry for each trading bank that you use when paying out employee automatic deposit payments. The six-digit code that you create should represent the bank's Bank/State/Branch number, and should be entered as xxx-xxx. For example, you might create code 123-456 to represent one trading bank. Contact the trading banks directly to identify their individual Bank/State/Branch codes.

We recommend that you attach version XJDE0005, or a copy of that version, to the menu option that you use to access the Copy Payroll Payments to Bank File program. The purpose of this version is to ensure that the payment information in the bank file is formatted using the Australian Banking Association standard. Contact the system administrator for assistance with attaching a program version to a menu option.

Note. When you set up the processing options for the version of the Copy Payroll Payments to Bank File program that you attach to the menu, you must use .aba as the file extension when you enter the target file name in the processing options. If you do not use this file extension, the bank might not accept the automatic deposit file.

You must set up the Create Bank File for Australia program to run locally. If this program runs on the server, the user will not have access to the file that the system creates. Contact the system administrator for assistance with setting up a program version to run locally.

See Also

JD Edwards EnterpriseOne Tools 8.98 Configurable Network Computing Implementation Guide

JD Edwards EnterpriseOne Tools 8.98 Foundation Guide

Forms Used to Set Up Automatic Deposit Information for Australia

Form Name	FormID	Navigation	Usage
Work With User-Defined Codes	W0004AA	System Administration Tools (GH9011), User-Defined Codes	Access the User-Defined Codes form.
User-Defined Codes	W0004AI	On the Work With User-Defined Codes form, access UDC 06/BC, and then click Add.	Enter trading bank information.

Entering Trading Bank Information

To enter trading bank information:

1. Access the User-Defined Codes form and enter the bank's Bank/State/Branch code, using the xxx-xxx format, in the Codes field in a blank row.
2. On the same row, enter the name of the bank in the Description 1 field.
3. On the same row, enter the bank's address in the Description 2 field.
4. Complete steps 1 through 3 for each trading bank, and then click OK.
5. On the Work With User-Defined Codes form, click Find to review the new entries in the table.
6. Click Close to exit.

(NZL) Entering Employee Automatic Deposit Information for New Zealand

This section provides an overview of automatic deposit information for New Zealand, and discusses how to set up reference data for employee DBAs.

Understanding Automatic Deposit Information for New Zealand

In New Zealand, employees have the option of depositing earnings into several different types of accounts. For example, employees can have their earnings deposited into a checking or savings account, into a credit union account, or they can pay their credit card account directly through automatic deposit.

Depending on the type of account into which an employee wants to deposit earnings, and the requirements of the organization with which the account is held, you might need to enter reference information in addition to the employee's automatic deposit instructions. You enter this additional information into the system using DBAs, automatic deposit instructions, bank transit codes, and DBA instructions.

The JD Edwards EnterpriseOne Payroll system supports three methods of automatically depositing earnings.

Method One

Method one is the standard banking scenario, whereby employees deposit earnings into standard bank accounts. The organizations with which these accounts are held do not require any reference information other than the information that is set up in the employee's automatic deposit instructions. Therefore, after you enter the employee's automatic deposit instructions, no additional setup is required to create the employee's automatic payments.

Method Two

Method two requires that more information be reported to the holder of the account to correctly process the automatic deposit. For example, an employee might want to deposit earnings into a credit union account, or pay a credit card balance directly through an automatic deposit. These organizations typically require that a reference number be attached to the transaction to ensure that it is posted to the correct account.

In instances in which payments are made to organizations that require only one reference number, you can use method two to create automatic deposit transactions. For each organization to which you want to deposit earnings, you must enter a bank transit code in UDC 06/BC. The code that you enter in this table should include the account number of the organization in the Description 2 column of the UDC table.

For example, if several employees want to make automatic deposit payments into accounts that are associated with Smith's Mortgage Company, New Zealand Mortgage, and United Visa, you could set up these codes in UDC 06/BC:

Code	Description	Description 2
(The value that you enter in the Bank Trnst No. field on the Automatic Bank Deposit Instruction form for the employee)	(The name of the organization)	(The full account number for the organization. This account number is the same for all of the employees who deposit funds into accounts associated with this organization.)
MG1	*Smith's Mortgage Company*	*12345678901234567*
MG2	*New Zealand Mortgage*	*45612378909876541*
VS1	*United Visa*	*74185296374185296*

After you set up the Bank Transit Codes in UDC 06/BC, you can then enter employee automatic deposit instructions for employees who want to deposit earnings into accounts that are held by these organizations.

You enter the employee's reference number that is associated with that banking organization in the Bank Account Number field on the Employee Auto Deposit Instructions form. You then enter the bank transit code that is associated with the organization in the Bank Trst No. field.

The example illustrates how you might set up automatic deposit instructions for an employee whose automatic deposit preferences require method two.

Employee A wants to deposit earnings into these accounts:

- 300 NZD into the employee's account that is held with United Visa.
- 900 NZD into the employee's account that is held with New Zealand Mortgage.
- The remainder of earnings should be deposited into the employee's standard checking account.

To accommodate these deposits, you might set up these automatic deposit instructions for employee A:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
7854774	*VS1*	*$*	*22*	*300.00*
87632522	*MG2*	*$*	*22*	*900.00*
522632115	*060287*	*R*	*22*	*Blank*

In this example, the system uses the employee-specific account reference numbers that you entered in the Bank Account fields, along with the organization's account number, which you entered in the Second Description column of UDC 06/BC, to create automatic deposit instructions that include the reference information that is required by each organization to which funds are being deposited.

Method Three

You use method three if employees want to deposit earnings into accounts that are held by organizations that require multiple reference numbers to process transactions. To enter these additional reference numbers, you must set up a DBA, add that DBA to the employee's DBA instructions, and then attach the reference numbers to the employee's DBA instructions. You must also add the DBA to UDC 06/BC, and to the employee's automatic deposit instructions.

Using DBA reference data (which you access from the employee's DBA instructions), you can attach as many as three reference numbers to each DBA instruction. These reference data fields can be used to enter name, code, and reference numbers for the employee's account.

This example illustrates the steps that you must take to process payments for an employee who requires a method-three automatic deposit:

Employee B must deposit 200 NZD into a District Court account each pay period. The court requires that three reference numbers are attached to the deposit transaction for it to be processed correctly. To accommodate this scenario:

- Set up deduction 1516 for the District Court.

  This is a zero-amount deduction that has no effect on the employee's earnings.
- Add DBA 1516 to UDC 06/BC, leaving the Description 2 column blank.
- Add DBA 1516 to the employee's DBA instructions.
- Attach reference numbers to the employee's District Court DBA instruction.
- Add the District Court record to the employee's automatic deposit instructions, entering the full bank account number of the organization that the employee is depositing in, in the Bank Account field.

  This table illustrates how you might set up the automatic deposit instructions for this employee:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
11222999999999	*1516*	*$*	*22*	*200.00*
86225411	*060287*	*R*	*22*	*Blank*

The number of DBAs that you set up depends upon the organization's preferences, and the number of method-three deposits that the employees need to make. If no employees within the organization require more than one deposit to an organization that requires multiple references, you can set up only one DBA.

To determine the minimum number of DBAs that you must set up, you must determine the maximum number of deposits that any employee must make to an organization that requires multiple reference numbers. For example, if one employee in the organization must make five separate deposits to different organizations, and all of those organizations require multiple reference numbers, you must create five separate deductions. This is necessary so that the employee has five different DBA instructions, each with a unique DBA, to which the account-specific reference numbers are attached.

Reference Data for Employee DBAs

In Australia and New Zealand, employers can associate employees' non-cash benefits and deductions with third-party reference numbers.

For example, you might want to enter an employee's superannuation number, as provided by the third-party administrator of the superannuation scheme, for a particular DBA. This number can be printed on the Superannuation Contribution by Employee for Australia report (R75A0007). By printing the DBA reference data on these reports, you can use them to report information to third-party administrators.

You might also need to enter reference data for employees whose automatic deposit instructions require additional information. These reference numbers are attached to the employees' DBA instructions, and are included in the files that are sent to the banking organization when automatic deposits are created.

See Also

JD Edwards EnterpriseOne Tools 8.98 Foundation Guide

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Entering Employee Instructions"

Chapter 3, "Setting Up Payment Information," Setting Up Reference Data for Employee DBAs, page 14

Forms Used to Set Up Automatic Deposit Information for New Zealand

Form Name	FormID	Navigation	Usage
Work With Employee DBA Instructions	W050181A	Employee Management (G05BE1), Employee DBA Instructions	Select an employee.
Employee DBA Instructions	W050181C	On the Work With Employee DBA Instructions form, select the employee for whom you want to enter information, and then click Select.	Select an employee DBA.
Employee DBA Instructions (Ref Data)	W050181C	On Employee DBA Instructions, select the DBA to which you want to add reference data, and then select DBA Instructions from the Row menu.	Enter reference data for employee DBAs.

Setting Up Reference Data for Employee DBAs

Access the Employee DBA Instructions (Ref Data) form.

DBA Reference Data #1 Enter a code that stores reference data associated with an employer's use of a particular PDBA. For example, this field might be used to store a reference number for a deduction that is payable to a third-party. Typically, this number is supplied by the third-party organization that holds the account to which the employee wants to automatically deposit funds.

You can also use this field to enter reference data that is used for automatic deposit processing.

Setting Up Coinage Analysis

This section provides an overview of coinage analysis, and discusses how to:

- Set up coinage allocation parameters.
- Run the Coinage Analysis report.
- Set processing options for the Coinage Analysis report.

Understanding Coinage Analysis

In Australia and New Zealand, some organizations pay their employees in cash. To ensure that each employee receives the correct number of coins and notes for their amount of earnings, you must set up coinage analysis parameters. After you process the cash payments through a payroll cycle, you can then generate the Coinage Analysis Report (R75A0003) to review the number of coins and notes received by each employee with a cash payment.

Coinage Allocation Parameters

You set up coinage allocation parameters to specify the minimum number of coins and notes to be issued for a cash payment. Coinage allocation parameters must be set up for each payment range. For example, if an employee makes between 50 AUD and 100 AUD, you might specify that they must receive a minimum of five ten-dollar (AUD) notes. Contact the local taxing authority for information about current coinage allocations for specified payment ranges.

Coinage Analysis Report

When you use cash payments to compensate employees, you must be sure that you pay them with the appropriate monetary denominations. After you process pre-payroll, you can generate the Coinage Analysis Report. This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.

Note. You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench. Typically, this report is run during the payments step of the pay cycle. You can optionally set the report to run during any step other than pre-payroll or final update, however, you cannot process this report before you create payments.

Forms Used to Set Up Coinage Allocation Parameters

Form Name	FormID	Navigation	Usage
Work With Coinage Allocation Parameters	W75A0007B	Australia/New Payroll Setup (G07BUSP41), Maintain Coinage Allocation Parameters	Access the Coinage Allocation Parameters form.
Coinage Allocation Parameters	W75A0007A	On the Work With Coinage Allocation Parameters form, click Add.	Set up coinage allocation parameters.

Setting Up Coinage Allocation Parameters

Access the Coinage Allocation Parameters form.

Effective Thru Date Enter the date when the course is no longer offered.

Begin Payment Range Enter the lowest amount of earnings used to associate an employee with a particular earnings range. The employee must receive at least this amount of earnings to be included in this earnings range.

End Payment Range Enter the highest amount of earnings used to associate an employee with a particular earnings range. If the employee receives more earnings than this amount, he or she is included in the next larger earnings range.

Min Num 1 Dollar Enter the minimum number of one dollar notes that an employee in the specified earnings range can receive.

Running the Coinage Analysis Report

Select Australia/New Zealand Reports (G07BUSP17), Coinage Analysis report.

Setting Processing Options for the Coinage Analysis Report (R75A0003)

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

Print Options

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

1. Print Employee Name. Specify whether the system prints the employee name on the report. Values are:

0: Do not print.

1: Print.

2. Cash Payment Method. Specify how remainder cash is created. Values are:

A: Auto deposit

C: Cash

CHAPTER 4

Setting Up Tax Information

This chapter provides an overview of tax setup and discusses how to:

- Set up organizational tax information.
- Review tax reports.
- Set up employee tax information.

Understanding Tax Setup

Before you can process employees through a payroll cycle, you must set up information so that the taxes that are associated with earnings are calculated and withheld correctly. Contact customer support to request the latest copy of the Standard Australia and New Zealand Tax parameters.

Prerequisites

Before you complete the tasks in this section:

- Verify that tax area information and corporate tax IDs for Federal A tax are set up.

  Additionally, you must set up state tax areas J and W for each Australian state in which you do business and set up corporate tax ID information for each state tax.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Tax Information".

  Note. You should use tax areas 80 through 89 for setting up Australian state tax areas.

- Set up company options.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up System Options," Setting Up Company Options.

Setting Up Organizational Tax Information

This section provides an overview of organizational tax information and discusses how to:

- Set up tax fiscal date patterns.
- Set up tax calculation parameters.

- Set up tax calculation rules.
- Set up tax information for PDBAs.
- (AUS) Set up tax calculation options for Australia.
- (NZL) Set up tax calculation options for New Zealand.
- Set up cash rounding for cash payments.

Understanding Organizational Tax Information

Before you can process employees through a payroll cycle, you must define the rules, information, and processes that the system uses to calculate tax amounts for each organization.

Note. Australian organizations are also required to set up state tax information. Instructions for setting up and processing state tax information are discussed in a later chapter.

See Chapter 5, "(AUS) Processing State Payroll Taxes for Australia," page 43.

Tax Fiscal Date Patterns

For each payroll company that has a date pattern that is based on a noncalendar year, you must set up noncalendar fiscal periods. These fiscal date patterns must be set up for each tax year. After you set up fiscal date patterns for one year, you can use the Copy function to create fiscal date patterns for subsequent years. Setup of noncalendar fiscal date patterns ensures that the system posts history summary records to the correct month, which ensures the accuracy of history inquiries and reports.

Tax Calculation Parameters

You set up tax calculation parameters to define the rates that are associated with each tax scale that the system uses for calculating employee payroll taxes. You set up tax calculation parameters using the Australian Tax Parameters program (P75A0001). Because the limits, rates, and adjustment amounts differ for each tax scale, you must set up tax calculation parameters for each tax scale.

Tax rates, limits, and adjustment amounts might change periodically. To accommodate changes in these amounts, tax calculation parameters are date-specific. If the rates, limits, or adjustment amounts change, you can enter a stop date for the outdated tax calculation parameters and set up new parameters, entering the date that the tax change becomes effective. For example, if you know that tax rates are going to change on a specified date, you can set up tax calculation parameters in advance, and use start and stop dates to ensure that employee payroll taxes are calculated using the rates, limits, and adjustment amounts that are current at the time the employee is paid. To obtain current tax calculation information, contact the local taxing authority.

To ensure that the system calculates employee payroll taxes correctly, you must assign a tax scale to each employee. This table shows simplified examples of tax parameters and demonstrates how tax rates might be calculated for a New Zealand employee with a tax scale of M:

Limit Number	Limit Amount	Rate Number	Rate Amount	Adjustment Number	Adjustment Amount
Limit 1	9500.00	Rate 1	.1500	Adjustment 1	0.00
Limit 2	38000.00	Rate 2	.2100	Adjustment 2	570.00
Limit 3	999999999.00	Rate 3	.3300	Adjustment 3	5130.00
Limit 4	0.00	Rate 4	0.00	Adjustment 4	0.00

Limit Number	Limit Amount	Rate Number	Rate Amount	Adjustment Number	Adjustment Amount
Limit 5	0.00	Rate 5	0.00	Adjustment 5	0.00
Limit 6	0.00	Rate 6	0.00	Adjustment 6	0.00
Limit 7	0.00	Rate 7	0.00	Adjustment 7	0.00
Limit 8	0.00	Rate 8	0.00	Adjustment 8	0.00

- If the employee earns more than 9,500.00 but less than 38,000.00, the entire amount is taxed at a rate of 21 percent.

  Then the adjustment value of 570.00 is deducted from the calculated tax amount.
- If an employee earns more than 38,000.00, the entire amount is taxed at the rate of 33 percent.

  Then the adjustment amount of 5,130.00 is deducted from the calculated tax amount.
- In addition, earner premium tax would be calculated on all applicable pay.

  In most cases, regular pay is always subject to earner premium tax.

Note. For purposes of the example, actual earner premium tax calculations were not included. However, earner premium tax would be calculated on all pay types that are not set up to be excluded from the earner premium tax calculation. For more information about tax calculations and tax regulations, contact the local taxing authority.

Tax Calculation Rules

You set up tax calculation rules to define the information that the system uses when calculating employee taxes. Tax calculation rules are used to define various taxation components that make up the total tax calculation scheme for a specified employee tax scale. You can set up tax calculation rules for different types of earnings, including regular pay, leave pay, or termination payments. These rules enable the system to correctly identify the different types of earnings in each tax scale, and to calculate taxes accordingly.

The system uses input and output numbers to calculate and store tax information. You must assign input numbers to all pay types, taxable benefits, and pretax deductions that employees receive. When calculating taxes, the system uses the input numbers that are assigned to the PDBAs, along with the employee's country and tax scale, to determine which tax rule to use to calculate the tax on a particular type of earnings. Nine inputs are available.

Calculated tax amounts are stored in the Tax Detail File table (F07353) by output number, tax area, and tax type. After all tax calculations for an employee are complete, the system totals each record in the table to determine the total tax amount for the employee.

Note. For any tax rules with the same country and tax scale, output numbers must be unique. The use of the same output number can cause existing tax records in the Tax Detail table (F07353) to be overwritten and can cause tax calculations to be incorrect. For example, each tax rule that you set up for New Zealand for tax scale M should use a different output number.

You can assign an override rate to a tax rule or you can set up the tax rule to calculate the tax amount by retrieving the rate from the tax parameters. When you assign an override rate, the taxes that are associated with all earnings that use the tax rule are calculated using the override rate. To use the rates that are set up in the tax parameters, you must enter the tax parameter code in the Rate Code field.

Important! To ensure that the system correctly calculates tax amounts, you must create a tax rule of *TX* for every tax scale that you set up. If the organization pays employees Annual Leave Loading payments, you must create a tax rule of *LL* for every tax scale. You enter the tax-free threshold for Annual Leave Loading in the LL tax rules. Additionally, if you distribute lump sum payments during employee terminations, you must set up tax rules *LA, LB, LC, LD,* and *LE.*

For specific instructions about the values that you must enter when setting up tax rules, contact the account representative. Because tax calculations periodically change, the account representative can provide you with the most current information for setting up tax rules.

You should also be aware of special requirements for calculating pretax deductions and excludable pay types and benefits.

See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Tax Information".

Before you can set up tax calculation rules, you must verify that all of the tax scale codes that you need to accurately calculate tax amounts are entered in user-defined code (UDC) table 75/SC. Contact customer support for information about which codes to use.

See Chapter 2, "Understanding Payroll Processing for Australia and New Zealand," UDCs for Australia and New Zealand, page 5.

Set up tax rates, limits, and adjustment amounts for each tax scale.

See Chapter 4, "Setting Up Tax Information," Setting Up Tax Calculation Parameters, page 26.

Tax Information for PDBAs

For the system to identify different types of earnings, and to accurately calculate taxes on those earnings, you must add tax information to PDBAs. Specifically, you must assign each type of earnings an input number and a tax reporting code.

The system uses the input number to identify the type of earnings that the PDBA represents. The tax reporting code identifies the tax rule that the system uses to calculate the tax amount that is associated with the PDBA. The tax reporting code is also used for tax reporting. Specific types of earnings must be reported in specified places on the Payment Summary forms. To identify which types of earnings should appear in each section of the Payment Summary form, you must add tax-reporting codes to all PDBAs that the organization reports to the governing organization.

Note. When processing information about payment summaries, the system does not include any PDBAs that do not include a Payment Summary reporting code. Valid tax reporting codes are stored in UDC 06/S2.

The system uses the input numbers and tax reporting codes that are associated with the PDBAs, tax rules, and tax area information to accurately calculate tax amounts. For example, each PDBA that you use to distribute regular earnings should be set up with an input number *1* and a tax reporting code of *TX.* In addition, you must ensure that tax area information and corporate tax IDs have been set up for Federal A. This table provides several examples of how you might set up the system for specific types of earnings:

Type of Earnings or Payments (PDBAs)	Mark the Input number for all PDBAs associated with the type of earnings	Set up a tax reporting code and a tax rule for the tax reporting code	Set up tax area information and corporate tax IDs for these tax types
PAYG regular earnings.	1	TX	Federal A.
Lump Sum A payments.	2	LSA	LA (for each Australian state in which the organization does business).
Lump Sum B payments.	3	LSB	LB (for each Australian state in which the organization does business).
Lump Sum C payments for employees who are older than 55.	4	LSO	LC (for each Australian state in which the organization does business).
Lump Sum E payments.	5	LSE	LE (for each Australian state in which the organization does business).
Pretax deductions, or excludable earnings.	6	GRN	No additional tax type setup is required.
Leave loading payments.	7	LL	No additional tax type setup is required.
Lump Sum C payments for employees who are 55 and younger.	8	LSC	LC (for each Australian state in which the organization does business).

Note. Because tax regulations periodically change, contact the local account representative for specific values and setup information that is necessary to ensure that the tax rules are set up correctly.

Excludable Earnings and Pretax Deductions

The Tax History table (F06136) stores a summary of the tax calculations that are required to produce Payment Summary forms at the end of the tax year. Payment summaries must include an employee's taxable salary. In Australia and New Zealand, taxable salary is calculated in this way:

(Taxable Salary) = (Gross Earnings) − (Excludable Earnings)

To ensure that the system reports the correct taxable salary on Payment Summary forms, all pretax deductions and excludable earnings (which can be benefits or pay types) must be set up correctly. To specify that a pay type or benefit is excludable, or that a deduction is a pretax deduction, you must set up the PDBA to use input number 6.

When you set up PDBAs, you should set up all excludable benefits, regardless of whether they are taxable, as taxable cash benefits. You can then use Tax Calc Input number 1 to determine whether the benefit is taxable. This table provides several examples of how you might set up tax information for PDBAs:

PDBA Type	Set Input 1	Set Input 6	Notifiable
ETP Nontaxed (pay type)	No	Yes	No
ETP Deceased (pay type)	No	Yes	No
Termination Lump Sum D (pay type)	No	Yes	No
Superannuation Sacrifice (deduction)	Yes	Yes	No
Union Deduction (deduction)	No	No	Yes
Pretax Car Deduction (deduction)	Yes	Yes	Yes
Meal Monies (benefit)	No	Yes	No
Bonus (benefit)	Yes	No	No
Nontaxable Car Allowance (benefit)	No	Yes	Yes
Tool Allowance (benefit)	Yes	Yes	Yes
Uniform Allowance (benefit)	Yes	Yes	Yes

Note. All termination lump sum PDBAs except Lump Sum D are subtracted from taxable salary when the Payment Summary is printed. Therefore, you do not need to set up PDBAs for these payments as excludable.

Before you can set up tax information for a PDBA, you must set up any PDBAs that the organization uses to create employee DBAs.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals".

Tax Calculation Options for Australia

The Australian Tax Office (ATO) provides the Formulae for form, which contains several variable values that are used to calculate payroll taxes. Using the information on this form, you set up tax calculation options for Australia, which ensures that the system uses accurate data to calculate payroll taxes for employees.

Note. To ensure that the system calculates tax amounts correctly, you must update the tax calculation options whenever the ATO issues a new Formulae for Calculating Income Tax Installments form.

Tax Calculation Options for New Zealand

Inland Revenue provides employers in New Zealand with information that explains how to calculate tax information. You enter this information in the tax calculation options to ensure that the system correctly calculates payroll taxes for New Zealand employees.

Note. Inland Revenue periodically changes tax calculation amounts. To ensure accurate tax calculations, you should update the tax calculation options to reflect the most current Inland Revenue tax amounts.

Cash Rounding for Cash Payments

For employees who receive cash payments, you can use cash rounding to pay the employees in specified monetary increments. In the tax calculation options, you specify the cash rounding increment and identify the DBAs that are used to administer cash rounding. These examples illustrate the effects of the cash rounding process on employee cash payments.

Without cash rounding, an employee's payment might look like this:

- Gross: 1000
- Tax: 300.95

Therefore, the gross to net calculation is:

699.05 net = 1000 gross − 300.95 tax

Using cash rounding with a cash-rounding increment of 1.00, which forces the employee's net amount to the next whole amount, the same payment might look like this:

- Gross: 1000
- Tax: 300.95
- Cash rounding benefit: .95

Therefore, the gross to net calculation is:

700 net = 1000.95 gross − 300.95 tax

The system added a cash benefit (using the DBA that you specify in the tax calculation options) of .95 so that the net payment is increased to the next whole amount.

During the next payroll cycle, the employee would have a deduction (using the cash rounding deduction that you enter in the tax calculation options) for .95. After all of the deductions, including the cash rounding deduction and taxes, are satisfied, the system determines whether an additional benefit is needed to make this payment a whole amount. The employee's next payment might look like this:

- Gross: 1000
- Cash rounding deduction: .95 (created during the previous payroll cycle)
- Tax: 300.95
- Total deductions (300.95 + .95): 301.90
- Cash rounding benefit: .90

Therefore, the gross to net calculation is:

699 net = 1000.90 gross − 301.90 total deductions

If you set the cash rounding increment to 5.00, the system would add a cash rounding benefit that would increase the net amount to the next increment of 5.00. If you are using a cash rounding increment of 5.00, the calculations for the previous example might look like this:

- Gross: 1000
- Cash rounding deduction: .95

- Tax: 300.95
- Total deductions 300.95 + .95 = 301.90
- Cash rounding benefit: 1.90

Therefore, the gross to net calculation is:

700 net = 1001.90 gross − 301.90 total deductions

Note. You do not need to use cash rounding for employees who receive payments through automatic deposit. Cash rounding is used only for employees who receive cash payments.

Earner Premium Taxes

Earner premium tax that is calculated for each pay type, and for each employee, is stored in the New Zealand Tax History Tag Table (F75Z0010). Earner premium tax history is added to the table during the final update step of payroll processing. You can access the history records using the NZ Tax Detail row exit from the Tax History (P070920) program located on menu G07BUSP14.

When an employee has met the annual tax limit for earner premium, a 1 is added to the F75Z0010 EPLMF field. The system uses the *EP* tax scale information to determine the wage limit, tax rate and annual tax limit when performing calculations.

Note. To create earner premium tax history records for payrolls that were processed before the creation of the F75Z0010 table, a user with payroll authority must run the Create EP Tax History Records program (R75Z0010). After the records are created, you can verify, using the Tax Rules (P75A0004) program, that for Rule Type *EP,* Input Used *1*, that the Level Calc field is set to *A*. Subsequent payroll runs will properly calculate the Earner Premium tax and verify that the Earner Premium annual tax limit has not been exceeded.

See Also

Chapter 4, "Setting Up Tax Information," Setting Up Employee Tax Information, page 35

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

Forms Used to Set Up Organizational Tax Information

Form Name	FormID	Navigation	Usage
Work With Company Options	W05001CH	HRM Setup (G05B4), Company Options	Access company options.
Company Options	W05001CA	On the Work With Company Options form, select a company and click Select.	Select a company.
Work With Non Calendar Tax Fiscal Date Patterns	W07900A	To add a new date pattern, on the Company Options form, select Non Calendar Tax from the Form menu. To copy an existing date pattern, select the existing pattern that you want to copy, and then click Copy.	Access the form to set up a new fiscal date pattern, or select an existing fiscal date pattern to copy.

Page Name	Definition Name	Navigation	Usage
Non Calendar Tax Fiscal Patterns Revisions	W07900B	On the Work With Non Calendar Tax Fiscal Date Patterns form, to add a new fiscal date pattern, click Add.	Set up tax fiscal date patterns.
Work With Aus/NZ Tax Parameters	W75A0001A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Parameters	Access the tax calculation parameters forms.
Australian/New Zealand Tax Parameter Revisions	W75A0001B	On the Work With Aus/NZ Tax Parameters form, click Add.	Set up tax calculation parameters.
Work With Tax Rules	W75A0004A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Rules	Access the tax rules forms.
Tax Rule Revisions	W75A0004B	On the Work With Tax Rules form, click Add.	Set up tax calculation rules.
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Select a PDBA to which you want to add tax information.
Tax Instructions - Australia and New Zealand	W75ATAXB	On the Work With PDBAs form, select a record in the detail area and then select Tax Exemptions from the Row menu.	Set up tax information for PDBAs.
Work With Tax Options	W75A0002B	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Options	Access the Australian Tax Options form.
Australian Tax Options	W75A0002A	On the Work With Tax Options form, click Add. The user's country code must be set to Australia to access the Australian Tax Options form.	Set up tax calculation options for Australia.
New Zealand Tax Options	W75A0002C	On the Work With Tax Options form, click Add. The user's country code must be set to New Zealand to access the New Zealand Tax Options form.	Set up tax calculation options for New Zealand.

Setting Up Tax Fiscal Date Patterns

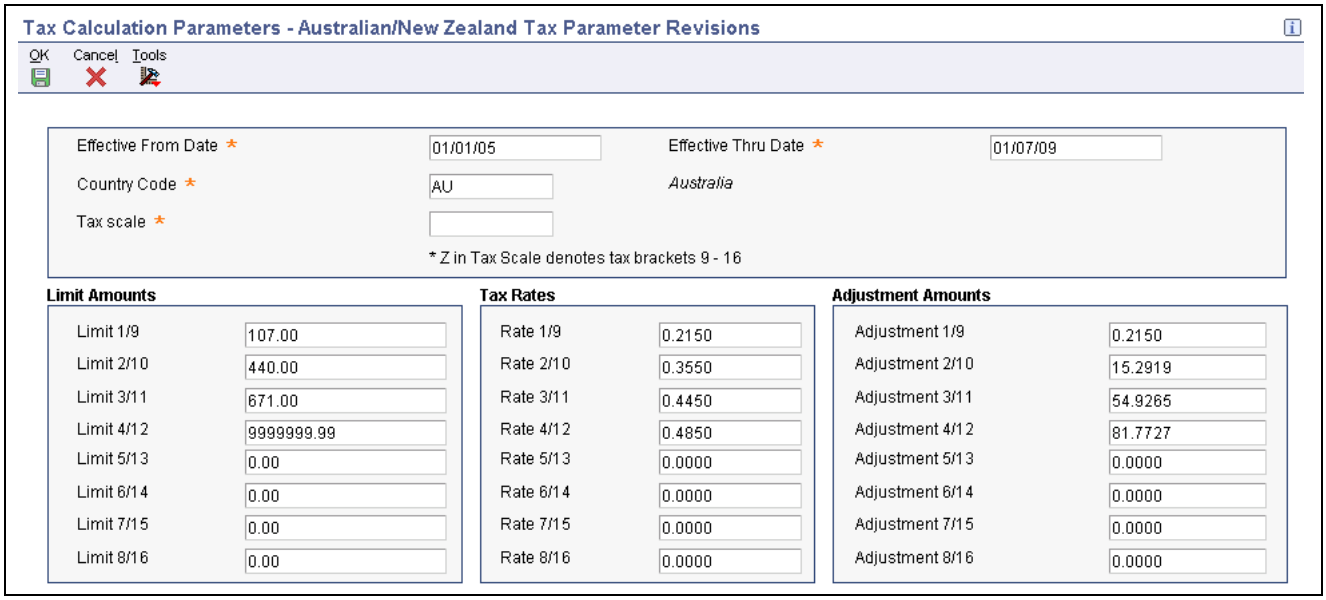
Access the Non Calendar Tax Fiscal Patterns Revisions form.

Begin Year Enter the first day of the fiscal year. A fiscal year spanning 1998–1999 and beginning September 1 would be entered as 090198 (US date format).

End Of Per 01 (end of period 01) Enter the month end date in 12-period (monthly) accounting. Enter the period end date in 13-period, 52-period, or 4-4-5 period accounting.

Setting Up Tax Calculation Parameters

Access the Australian/New Zealand Tax Parameter Revisions form.



Australian/New Zealand Tax Parameter Revisions form

Limit 1/9 Enter a monetary limit that defines how the employee's taxes are calculated. All of the pay that an employee receives that is at or below the Limit 1/9 amount is taxed using the rate in the Rate 1/9 field. This amount is defined by the governmental taxing authority.

Note. If a value of *Z* is in the Tax scale field, this field denotes the value for limit 9. For example, if tax scale *B* has 12 limits, you enter tax parameters for limits 1 through 8 for tax scale *B,* and enter limits for tax parameters 9 through 12 for tax scale *ZB*.

Rate 1/9 Enter the rate that is used to calculate taxes for all monetary amounts that are at or below the amount in the Limit 1 field. This amount is defined by the governmental taxing authority.

Note. If a value of *Z* is in the Tax scale field, this field denotes the value for rate 9. For example, if tax scale *B* has 12 rates, you enter tax parameters for rates 1 through 8 for tax scale *B,* and enter rates for tax parameters 9 through 12 for tax scale *ZB*.

Adjustment 1/9 Enter the amount that is subtracted from the tax that is calculated for level 1 for this tax scale. The adjustment is made only if the employee's pay reaches the Limit 1 amount. This amount is defined by the governmental taxing authority.

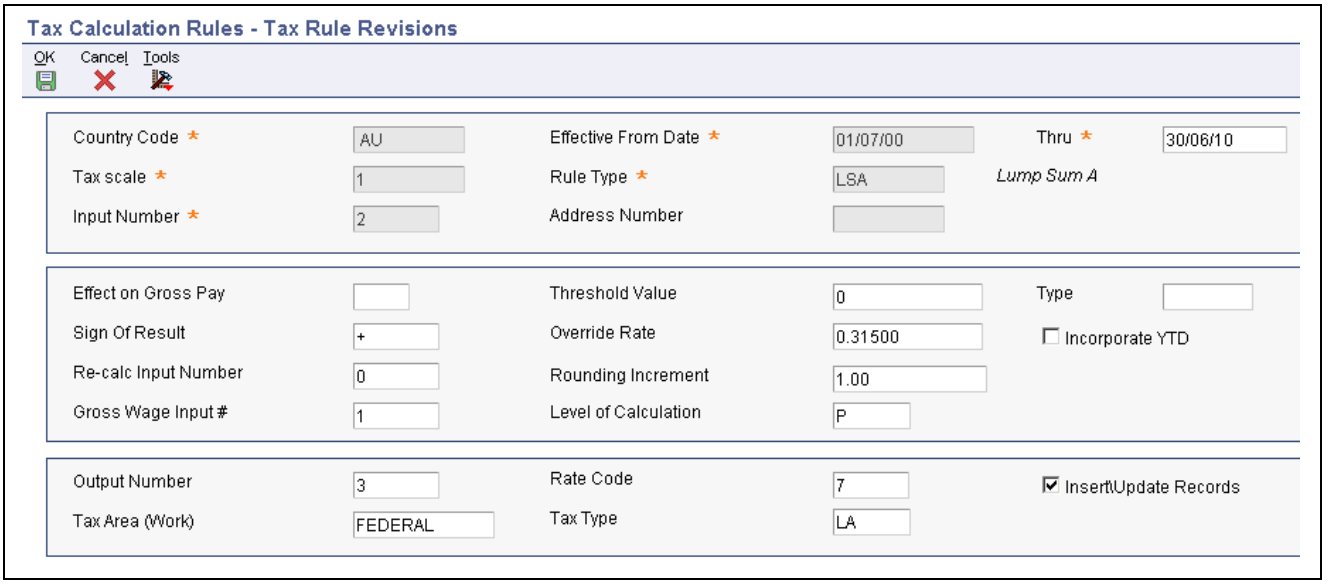
For example, if the Limit 1 amount is 500.00, the rate 1 is 10 percent, and the adjustment 1 amount is 10.00, no adjustment is taken if the employee's pay is less than 500.00. If the employee receives 500.00 or more, the adjustment

is taken. For an employee that makes exactly 500.00, the tax calculation is: (500 × .10) = 40.

Note. If a value of *Z* is in the Tax scale field, this field denotes the value for adjustment 9. For example, if tax scale *B* has 12 adjustments, you enter tax parameters for adjustment 1 through 8 for tax scale *B,* and enter adjustments for tax parameters 9 through 12 for tax scale *ZB*.

Setting Up Tax Calculation Rules

Access the Tax Rule Revisions form.



Tax Rule Revisions form

Rule Type Enter the rule type for this payroll tax rule.

Input Used Enter the input number that this rule is to use for its calculation. This option is used in rule-based payroll taxes for Australia and New Zealand.

Sign Result Enter the sign of the result for this rule calculation. This field is used in rule-based payroll taxes for Australia and New Zealand.

Gross Wage Number Enter the input number for the gross wage figure to be used by this rule. This number is used when a rule specifies that another rule has to be recalculated.

Level Calc (level calculation) Enter the level of calculation to be used for the current payroll tax rule.

Output No. (output number) Enter the output number that the calculation result for the current tax rule will be written to. This value is used in the payroll tax rules for Australia and New Zealand.

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

T T (tax type) Enter a code that specifies the type of payroll tax that is being processed. This is a UDC (07/TX). To set up state minimum wage amounts, you must enter *MW* in this field. To do so, you must first add *MW* to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

Rate Code Enter the rate code to be used when calculating this rule. This is usually the same as the tax scale code unless a secondary scale or a specific field test is to be applied.

Override Rate Enter the rate at which the rule is calculated and overrides all other rates for this rule. This field is used in the payroll tax rules for Australia and New Zealand.

If you enter a value in the Override Rate field, all earnings that are associated with this tax rule are taxed at this rate. To use the rates that are associated with a set of tax parameters, you must enter the Tax Parameter Code in the Rate Code field.

Ins\Upd Recs Select this option if a record is to be written to the Tax Detail File table (F07353) for this rule, instead of being used as a work amount. This option is used in rule-based payroll taxes for Australia and New Zealand.

Threshold Value Enter a quantity that the system compares against accumulated sales volume to determine whether a rebate should be awarded. You can define thresholds as quantities, weights, or sales amounts. Use the Level Break Type field in the adjustment definition to define the type of threshold.

Threshold Type Enter a code that indicates that the threshold is in either number of units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.

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

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

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

Blank: Pay type will not affect the employee's gross pay.

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

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

Incorp YTD (incorporate year-to-date) Select this option if the rule should include the year-to-date figure in the threshold calculation. This option is used in rule-based payroll taxes for Australia and New Zealand.

Re-calc Input (recalculate input) Enter the input number to be recalculated as a result of calculating the current rule. This field is used in the payroll tax rules for Australia and New Zealand.

Setting Up Tax Information for PDBAs

Access the Tax Instructions - Australia and New Zealand form.

PDBA Code (payment, deduction, benefit, or accrual)

Enter a code that defines the type of PDBA.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Tax Calc Input #1 (tax calculation input number one)

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

Enter * in the first element of this list to indicate that no taxes are to be computed. Enter *1* in this field if you want the amounts that are associated with the PDBA to be included in the calculation of this tax input number.

Tax Calc Input #6 (tax calculation input)

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

Enter an asterisk (*) in the first element of this list to indicate that no taxes are to be computed. Enter *1* in this field if you want the amounts associated with the PDBA to be included in the calculation of this tax input number.

Note. Use this field to set up pretax deductions and excludable pay types and benefits.

Aust. Tax Reporting (Australian tax reporting)

Enter a code that is used to group similar DBAs for tax reporting purposes.

These codes are predefined by governmental agencies and are stored in UDC (07/S2).

(AUS) Setting Up Tax Calculation Options for Australia

Access the Australian Tax Options form.

Additional Child Amount

Enter the amount that is claimed for each dependant child. This amount is used in the calculation of the weekly family threshold, which is used for Australian tax calculations.

Weekly Earnings Threshold

Enter the amount of the weekly earnings threshold, which is specified by the Australian Tax Authority. This field is used in the calculation of the Weekly Levy Adjustment (WLA).

Weekly Earnings Shade-in Threshold

Enter the amount of the weekly earnings shade-in threshold, which is specified by the Australian Tax Authority. This value is used during the calculation of a WLA.

Medicare Family Threshold

Enter the amount of the Medicare levy family threshold that is specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

SOP Multiplier (shading out point multiplier)

Enter the shading out point multiplier, as specified by the Australian Tax Authority.

SOP Divisor (shading out point divisor)

Enter the shading out point divisor, as specified by the Australian Tax Authority.

WLA Factor

Enter the weekly levy adjustment factor, which is specified by the Australian Tax Authority. This value is used in the calculation of the WLA.

Medicare Levy Enter the rate at which Medicare is to be levied as a percentage of total taxable income. This rate is specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

Force Cents Enter the cents value that the gross pay amount should be rounded to for the calculation of Australian payroll taxes. For example, if the weekly pay amount is 254.75 and the force cents is set to 99, the pay on which tax is calculated is 254.99.

Weekly Rebate Percentage Enter the percentage of the rebate that is claimed by the employee by which the tax installment is to be reduced at a weekly level. This value is used in the calculation of taxes for Australia.

Supplementary Tax Rate Enter the tax rate for extra emolument payments, such as bonuses.

Cash Benefit Code Enter the deduction, benefit, or accrual (DBA) that is used to manage the current period cash rounding amount.

Cash Rounding Unit Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Cash Deduction Code Enter the DBA that the system uses to manage the recovery of the previous period cash rounding amount.

(NZL) Setting Up Tax Calculation Options for New Zealand

Access the New Zealand Tax Options form.

Cash Benefit Code Enter the DBA to used to manage the current period cash rounding amount.

Cash Deduction Code Enter the DBA to used to manage the recovery of the previous period cash rounding amount.

Cash Rounding Unit Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Hours Level Enter the number of hours that are to be applied for the employee hours flag test.

Income level 01 Enter the amount for the employee level 1 income test. This value is used in conjunction with the Income In Excess Flag 01 (INCFLG1).

Income level 02 and **Income level 03** Reserved for future use.

Setting Up Cash Rounding for Cash Payments

To set up cash rounding for cash payments:

1. Set up a cash benefit for cash rounding.

2. Set up a deduction for cash rounding.
3. Enter cash rounding increments and DBA codes in the tax calculation options for each tax option for which you want to use cash rounding.

Reviewing Tax Reports

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

- Run the Tax Scale Listing report.
- Set processing options for Tax Scale Listing (R75A0012).
- Run the Tax Rules Listing report.
- Set processing options for Tax Rules Listing (R75A0014).
- Run the AU Payroll History Audit Report (R75A7703).
- Set processing options for the AU Payroll History Audit Report (R75A7703).

Understanding Tax Reports

You can process tax reports to verify that you have set up tax rules and scales correctly.

Tax Scale Listing Report

The Tax Scale Listing report (R75A0012) provides detailed information about each tax scale that is set up for a specified company. This report lists the limits, tax rates, and adjustment amounts for each tax scale. The report displays tax scale information for the country that corresponds to the localization country code that is set up in the user profile. To display tax scale information for a country other than the one that corresponds to the localization country code, enter that country code in the processing options.

The report also uses the system date to determine which tax scales to print. To print tax scales that are effective as of a date other than the system date, enter the date in the processing options.

Tax Rule Listing Report

The Tax Rules Listing report (R75A0014) provides detailed information about each tax rule that is set up for a specified company. This report lists all of the detailed information that is used to calculate the appropriate taxes for each tax scale, including:

- Effective dates
- Rule types
- Input numbers
- Override rates
- Rounding increments
- Output numbers
- Rule types
- Tax areas
- Tax types

The report displays tax rule information for the country that corresponds to the localization country code. To review tax rule information for a country other than the one that corresponds to the localization country code, enter the country code in the processing options.

The report also uses the system date to determine which tax rules to print. To print tax rules that are effective as of a date other than the system date, enter the date in the processing options.

AU Payroll History Audit Report

You use the AU Payroll History Audit Report (R75A7703) to verify that the payroll tax history that has been generated by the payroll cycle is valid and that it does not contain any errors. This report can be run for a specific calendar year and month, or you can run the report without specifying a date to verify all existing payroll history. You can verify payroll tax history, payroll payment history or both types of history when you run the report. You can also choose to run the report for a specific company.

When you verify tax history, the report compares data in from summary tax history tables to the corresponding detail tax history tables and determines if there are any discrepancies in the data. The report compares data in these tax tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.
- Data in the F06146 is compared to data in the F0618 and F0719.

When you verify payment history, the report compares data in from summary payment history tables to the corresponding detail payment history tables and determines if there are any discrepancies in the data. The report compares data in these payment tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Note. Oracle recommends that you run this report frequently to verify that all payroll history data is accurate and valid. Oracle also strongly suggests that you run this report and correct all errors before submitting any payroll or tax data to government reporting agencies.

This table lists the error codes that the audit report produces:

Error Code	Error Description
0000	No errors detected.
0010	Gross in F06156 not equal to Detail in PDBA Files F0618/F0719.
0011	Hours in F06156 not equal to Detail in Pay Type File F0618.
0012	Pieces in F06156 not equal to Detail in Pay Type File F0618.
0020	Taxes in F06156 not equal to Taxes in Tax Ledger File F06166.
0030	Deductions in F06156 not equal toDetail in DBA File F0719.
0040	Benefits in F06156 not equal to Detail in DBA File F0719.

Error Code	Error Description
0050	Cal. Month Gross F06145 not equal to Detail in DBA File F0719.
0051	Cal. Month Hours F06145 not equal to Detail in DBA File F0719.
0060	PR Month Gross in F06146 not equal to Detail in PDBA F0618/F0719.
0061	PR Month Hours in F06146 not equal to Detail in PDBA F0618/F0719.
0062	PR Month Pieces in F06146 not equal to Detail in Pay Type File F0618.
0070	Monthly Gross in F06136 not equal toDetail in Tax Ledger F06166.
0071	Monthly Excludable F06136 not equal to Detail in Tax Ledger F06166.
0072	Monthly Excess in F06136 not equal to Detail in Tax Ledger F06166.
0073	Monthly Tax in F06136 not equal to Detail in Tax Ledger F06166.
0100	No corresponding AU record found in F06136.

Running the Tax Scale Listing Report

Select Australia/New Zealand Reports (G07BUSP17), Tax Scale Listing.

Setting Processing Options for Tax Scale Listing Report (R75A0012)

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

Report

1. Country Specify the country.

The default value is *User profile.*

2. As of Date Specify the end date that the system uses to retrieve information.

The default value is the current date.

Running the Tax Rules Listing Report

Select Australia/New Zealand Reports (G07BUSP17), Tax Rules Listing.

Setting Processing Options for Tax Rules Listing Report (R75A0014)

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

Report

These processing options enable you to override the default country and the default as of date for which the system generates tax rules information.

1. Country Specify the country for which to run the tax scale listing. You select a code from the Country Codes UDC (00/CN). If you leave this processing option blank, the system uses the country code from the user profile.

2. As of Date Specify the as of date. You can enter the date using a slash (/) or a hyphen (-) as a separator, or without using any separator. If you leave this processing option blank, the system uses the current date.

Running the AU Payroll History Audit Report (R75A7703)

Access batch versions by typing BV in the fast path, and then click Go. Run the R75A7703 report from the Available Versions form.

Setting Processing Options for the AU Payroll History Audit Report (R75A7703)

You use processing options to specify how the system processes data.

Process Tab

1. Enter Year for Audit Report. Enter the four-digit calendar year for which you want to verify payroll history. For example, to verify history for 2008, enter *2008* in this field.

2. Enter Month for Audit Report Enter the two-digit month for which you want to verify payroll history. For example, to verify history for May, enter *05*.

3. Perform Basic History Audit. Specify whether you want to verify payroll tax history. If you choose to verify payroll tax history the report compares the data in these tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.
- Data in the F06146 is compared to data in the F0618 and F0719.

Values are:

0 or blank: No, do not verify this data.

1: Yes, verify this data.

4. Perform Paycheque History Audit. Specify whether you want to verify payroll paycheque history. If you choose to verify payroll paycheque history the report compares the data in these tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Values are:

0 or blank: No, do not verify this data.

1: Yes, verify this data.

5. Company Specify the company for which you want to verify payroll history. If you leave this option blank, the system verifies payroll history for all companies.

Setting Up Employee Tax Information

This section provides overviews of employee tax information for Australia, employee tax information for New Zealand and employee national and fiscal data, lists a prerequisite, and discusses how to:

- (AUS) Set up employee tax information for Australia.
- (NZL) Set up employee tax information for New Zealand.
- (NZL) Enter student loan certificate numbers.
- Set up employee national and fiscal data for Australia and New Zealand.

(AUS) Understanding Employee Tax Information for Australia

To ensure that the system calculates employee payroll taxes correctly, you must set up information about each employee.

After you enter general employee information into the system, you must also enter employee payroll tax information. Payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting. Contact the Australian Taxation Office (ATO) for more information about setting up employee tax information.

Note. The system uses an algorithm to verify that the tax file number that you enter is valid. The system also notifies you if you enter a duplicate tax file number. In addition, you can enter one of these tax file numbers to report special circumstances to the ATO. For additional information about the purpose of these special tax file numbers, contact the ATO.

111 111 111

222 222 222

333 333 333

444 444 444

555 555 555

666 666 666

777 777 777

888 888 888

999 999 999

(NZL) Understanding Employee Tax Information for New Zealand

After you enter general employee information into the system, you must also enter employee payroll tax information. You use the New Zealand Tax Overrides program (P75Z0002) to enter tax information for New Zealand employees. Entering payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting to the Inland Revenue Department.

Because you must track tax information for each employee, each time you enter tax override information for an employee, you must create a new record. The records use effective dating to ensure that the Australia New Zealand Tax Calculation Engine (N75A0001) uses the most current information to calculate employee payroll tax amounts. Therefore, if you must change employee tax information, you must create a new record. You cannot update an existing record. When you create a new record, you can specify the beginning effective date of that record. The system automatically ends the active record one day prior to this date, making the new record effective.

Special Tax Rate Codes

On occasion, employees might receive a special tax certificate from Inland Revenue that specifies a special tax rate that the employee must pay for a given tax year. To enter this special rate, you must create a new tax override record. On the new record, enter *STC* (special tax certificate) in the Tax Scale field. The system then displays the Special Tax Rate field, where you can enter the rate specified on the Inland Revenue tax certificate.

When you enter the record, you must specify the date on which the record becomes effective. The system uses this date to deactivate the current tax record, and active the new record you enter.

Student Loan Repayments

Inland Revenue requires that, when applicable, employers withhold student loan repayments from employee earnings. Standard tax calculation programs calculate the repayment amount using the standard repayment rate that is defined by Inland Revenue. This standard student loan repayment rate is used for all employees that have one of these tax scales, and also have a student loan:

- M
- S
- SH
- SD
- MD
- ST
- STC

When an employee has a student loan with Inland Revenue, the employee receives a student loan certificate. You must track the employee's certificate number. You can use a text media object to attach the certificate number to the employee.

In addition to calculating student loan repayments at the standard rate, the Inland Revenue Service Income Tax Act of 2004 requires that employers support the ability to withhold amounts in addition to the standard student repayment rate, or to calculate the repayment amount at a different rate. This enables employees to repay their student loan in a more rapid fashion, or to appeal to Inland Revenue for a lower rate.

When setting up additional repayment contributions, you can use one of these methods:

- Specify a nonstandard percentage rate to calculate for the year.

  For example, an employee might choose to withhold an additional 5% of earnings for student loan repayment. Assuming that the standard percentage rate is 10%, you enter *15* in the Percent field on the New Zealand Employee Tax ID Number form. You can also use this method to enter a percentage that is below the standard rate if Inland Revenue accepts the employee's appeal for a lower rate.
- Calculate an additional flat amount over the standard repayment rate.

For example, an employee might choose to repay 50 NZD in addition to the standard repayment amount. The system calculates the standard repayment amount and then adds to that amount the additional flat amount. The total amount is then deducted from the employee's pay for the student loan repayment. Therefore, if the standard rate is 10%, the employee would pay 10% of their earnings, plus 50 NZD toward their student loan.

- Specify a flat amount to be withheld for the entire year.

  The employee can specify a flat amount to be withheld for the year. The amount is prorated over the number of pay periods in that year and deducted as a flat amount. For example, if the employee will repay 3600 NZD over the course of the year, and there are 24 pay periods in the year, the employee repays 150 NZD per pay period.

When you enter student loan repayment overrides using any of these methods, you must specify the beginning and ending date of the override. For example, if Inland Revenue grants an employee a lower student loan repayment rate, that rate is typically effective for only one tax year. The employee must then reapply for a lower rate. Using effective dating, you can set up the override record to stop calculating at the end of the tax year. The system then calculates the student loan repayment amount at the standard rate.

Note. In a situation where the employee does not have enough earnings to deduct the full amount of the student loan repayment, the system will deduct as much as it can, including any additional amounts that are specified, until the employee's net pay is zero. The system does not put into arrears any student loan repayment amounts that cannot be collected due to insufficient earnings.

Note. Before you use the student loan override functionality, you must verify that these fields exist in the F75Z0002 table:

NZSLPO

NZSLFAO

NZSLARR

NZSLEFD

NZSLETD

If these fields do not exist, you must run the table conversion program R75Z0005A to add these fields to the table.

Understanding National and Fiscal Data

After you enter employee tax information, you can review and revise national and fiscal data for the employee. Employee national and fiscal data includes the employee's residential and work tax areas, which the system supplies using the values that you enter when you set up the employee's tax information. In addition, you can enter the employee's Workers' Compensation code and National Occupation Classification (NOC) code, and you can specify whether the employee has any disabilities.

Prerequisite

Enter employee information into the system.

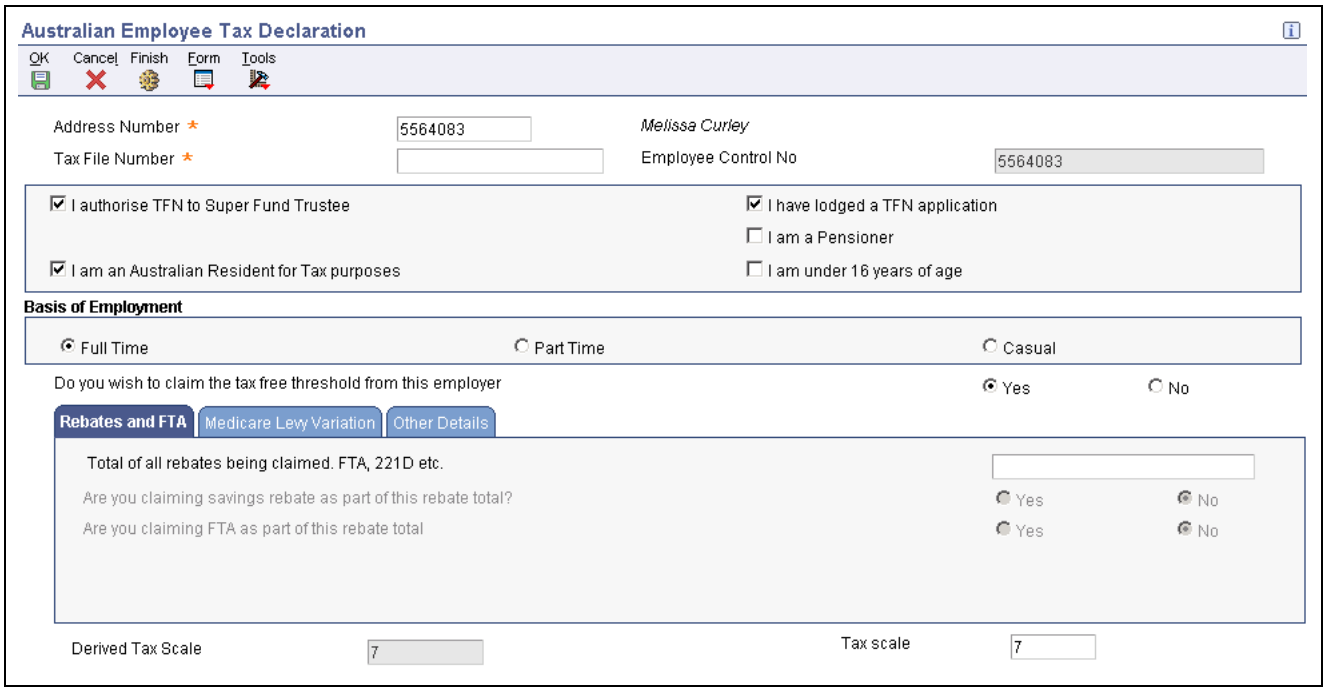
See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Employee Information".

Forms Used to Set Up Employee Tax Information

Form Name	FormID	Navigation	Usage
Work With Employee Information	W0801A	Employee Management (G05BE1), Employee Information	Select an employee.
Australian Employee Tax Declaration	W75A0005A	On the Work With Employee Information form, select an employee, and then select Tax Overrides from the Row menu.	Set up employee tax information for Australia.
Work With New Zealand Employee Tax Overrides	W75Z0002B	On the Work With Employee Information form, select an employee, and then select Tax Overrides from the Row menu.	Select an employee
New Zealand Employee Tax ID Number	W75Z0002C	On the Work With New Zealand Employee Tax Overrides form, click Add.	Set up employee tax information for New Zealand.
National and Fiscal Data - Australia and New Zealand	W75A0801A	On the Work With Employee Information form, select the employee and select Nat'l/Fiscal Dat (national/fiscal data) from the Row menu.	Set up national and fiscal data for an employee.

(AUS) Setting Up Employee Tax Information for Australia

Access the Australian Employee Tax Declaration form.



Australian Employee Tax Declaration form

To derive the employee's derived tax scale, select Derive Code from the Form menu. To override the tax scale that the system derives, complete the *Tax Scale* field. When you have entered all information, select Finish from the Form menu.

I authorize TFN to Super Fund Trustee
Select this option if the employee allows his or her tax file number to be given to the Superannuation provider.

I am an Australian Resident for Tax purposes
Select this option if the employee is a resident of the country to which the tax rules and declaration apply.

I have lodged a TFN application
Select this option if an employee does not yet have a tax file number, but has applied for one. This field is used in Australian tax calculations.

I am a Pensioner
Select this option if the employee is a pensioner.

Basis of Employment
Indicates full time, part time, or casual employment.

Total of all rebates being claimed. FTA, 221D etc.
Enter the amount of rebate that is claimed by the employee.

Enter the extra tax you wish to pay per period
Enter the amount of extra tax that the employee wants to pay during a pay period.

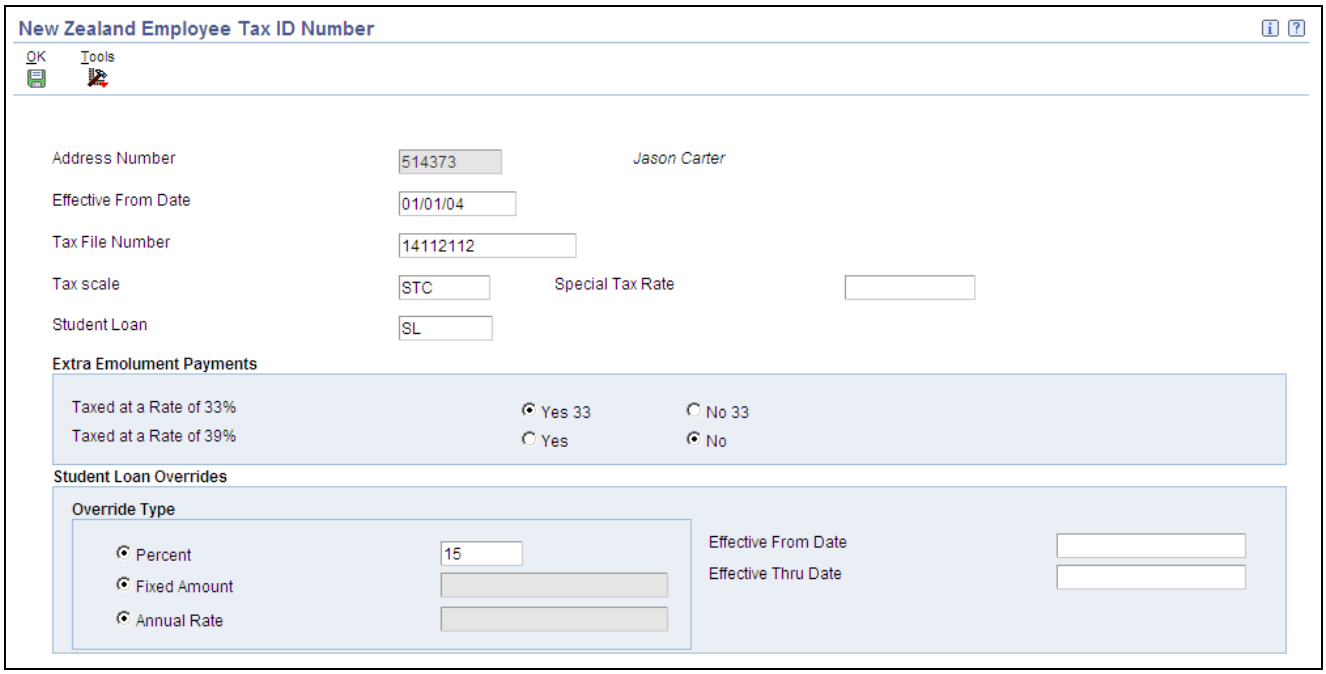
Enter the State you work in
Enter the employee's work state for tax reporting purposes. This code indicates the state in which the employee normally works. The system uses this code to compute state income tax withholding. You can override this code during time entry, if necessary.

The value that you enter in this field is automatically entered in the Tax Area (Work) field on the National and Fiscal Data form when you click OK.

Derived Tax Scale
Enter the tax scale that has been calculated by the system. The system calculates a tax scale based on the values that are entered on the Employee Overrides form.

(NZL) Setting Up Employee Tax Information for New Zealand

Access the New Zealand Employee Tax ID Number form.



New Zealand Employee Tax ID Number

Address Number Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Tax File Number Enter the employee's tax file number.

Tax Scale Specify the tax scale to which the employee belongs. This code is supplied by the employee or by Inland Revenue. This code determines how the system calculates payroll taxes for the employee. If the employee has a Special Tax Certificate from Inland Revenue that specifies a specific tax rate, enter *STC* in this field.

Special Tax Rate Enter the rate that is specified on the employee's Special Tax Certificate that is supplied by Inland Revenue. The system displays this field only if you enter *STC* in the Tax Scale field.

Student Loan Specify whether the employee has student loans.

Student Loan Overrides

The system displays these fields only when you enter *SL* in the Student Loan field.

Percent Enter the total percent of earnings that the system uses to calculate the student loan repayment amount. Enter the percentage as a whole number. For example, if Inland Revenue has allowed the employee to pay a lower rate of 5% for the tax year, enter *5* in this field. If the employee wants to pay 3% more than the standard percentage, add 3% to the standard percentage and enter the total in this field. Therefore, if the standard percentage was 10%, you would enter *13* in this field.

Fixed Amount Enter a flat dollar amount that the employee pays towards their student loan each pay period, in addition to the standard calculation. For example, if the employee wants to pay 50 NZD each pay period in addition to the standard repayment amount, enter *50* in this field.

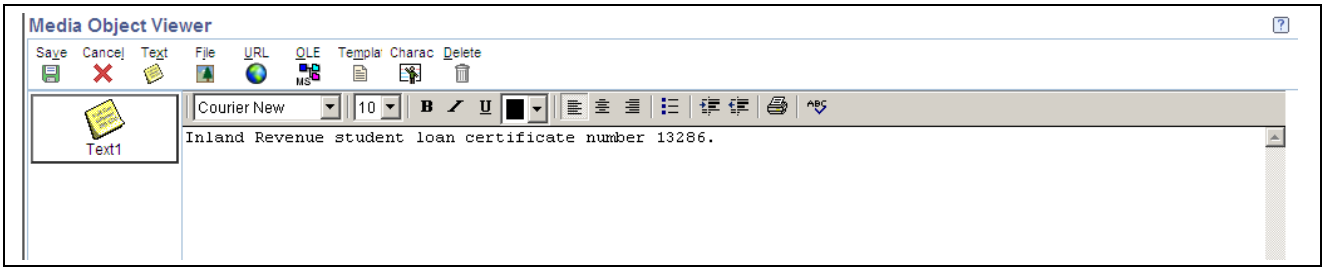
Annual Rate Enter the total flat dollar amount that the employee will pay towards their student loan for the year. The system prorates this amount over the number of pay periods in the year, which is determined by the employee's pay frequency. The amount you enter in this field is the total amount that the employee will repay for the year. The system does not calculate the standard repayment amount in addition to this amount.

Effective From Date Specify the date from which the student loan override is effective.

Effective Thru Date Specify the date through which the student loan override is effective. The record becomes inactive after this date, and the system calculates the student loan repayment amount at the standard rate unless a new override record is entered.

(NZL) Entering Student Loan Certificate Numbers

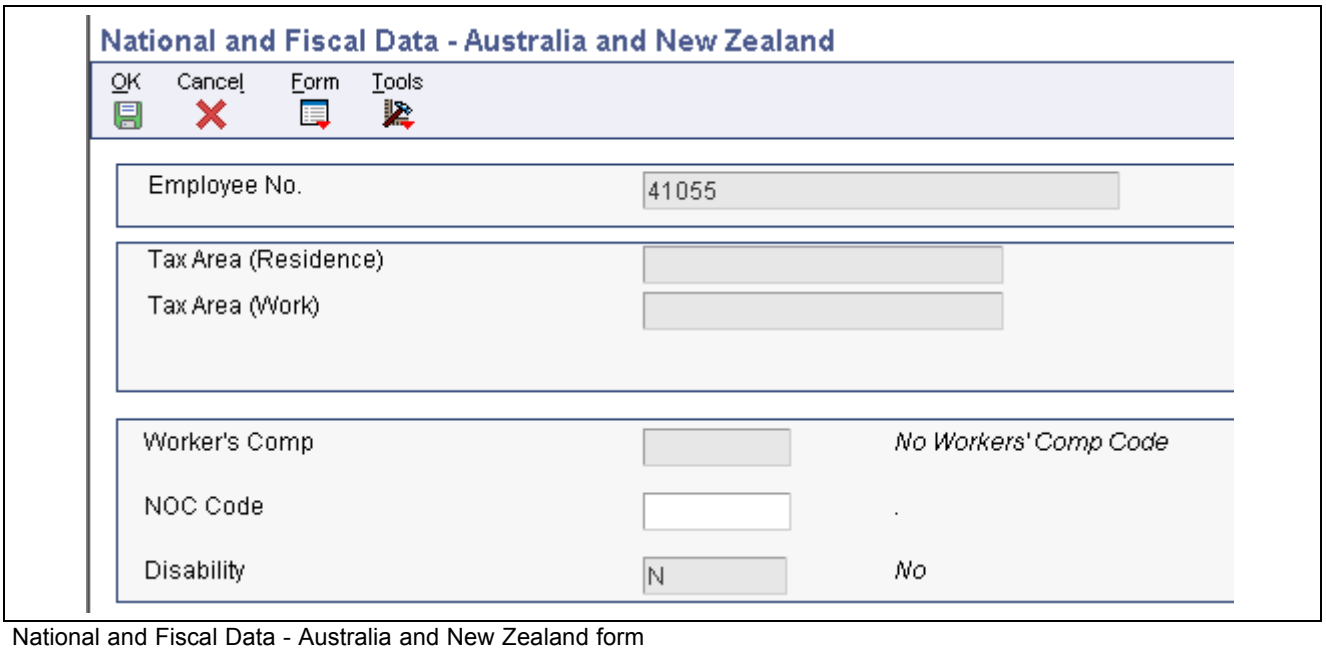
Access the Work With Employee Information form. Search for and select the employee for which you want to enter a certificate number, then select Attachments from the Row menu. On the Media Object Viewer form, click Text and then enter the certificate number in the text box. Click Save to complete the task.



Media Object Viewer form

Setting Up Employee National and Fiscal Data for Australia and New Zealand

Access the National and Fiscal Data - Australia and New Zealand form.



National and Fiscal Data - Australia and New Zealand form

Worker's Comp (worker's compensation)
Enter a UDC (00/W) that represents a workers' compensation insurance code. This code should correspond to the classifications on the periodic workers' compensation insurance reports.

NOC Code
Enter a code that identifies the NOC for a job or employee. The Canadian government defines NOC codes.

Disability
Enter a code indicating whether this employee has a mental or physical disability. Valid codes are:

Y: Yes, this employee has a mental or physical disability.

N: No, this employee does not have a mental or physical disability.

U: Unknown.

CHAPTER 5

(AUS) Processing State Payroll Taxes for Australia

This chapter provides an overview of Australian state payroll taxes and discusses how to:

- Set up state payroll tax information for Australia.
- Process state payroll tax information for Australia.

Understanding Australian State Payroll Taxes

The Australian Tax Office (ATO) has created legislation that requires employers to remit payroll taxes in the states and territories of Australia. This payroll tax is a general revenue tax that is assessed on employees' assessable earnings that are paid or payable by an employer. The tax is a self-assessed tax, and requires that employers calculate their own tax liability and pay the calculated amount to the Office of State Revenue of their respective states and territories. When calculating tax liability, each employer must take into consideration:

- Total wages paid in Australia.
- Wages paid in individual Australian states.
- Applicable rates and tax-free thresholds.

The requirements for tax calculations are based on state law. Therefore, the requirements for calculating tax liability differ between each state and territory. Australia has eight states and territories to which the state payroll tax laws apply:

- Australian Capital Territory (ACT)
- New South Wales (NSW)
- Northern Territory (NT)
- Queensland (QLD)
- South Australia (SA)
- Tasmania (TAS)
- Victoria (VIC)
- Western Australia (WA)

To calculate state payroll taxes for Australia, you must first set up state tax information, which includes defining wage eligibility and tax calculation rules and defining which pay types, deductions, and benefits are eligible for state taxation. After you set up the state tax information, you enter timecards for employees. When you enter timecards, you specify the state in which the employee worked. After you enter timecards, you process the employees through payroll cycles. The payroll cycle generates autopay timecards for autopay employees. These timecards also contain the state in which the employee worked.

When you process the payroll cycle, the system calculates and stores employee wage information, including the state in which the employee worked. After you have finished processing payrolls for a given period, you then calculate state tax liability to determine how much your organization must pay to each state or territory. You can also run reports to review state tax information.

You use the Australia State Payroll Tax Workbench program (P75A0400) to access all of the programs that enable you to set up tax calculation rules and process state tax information.

Prerequisite

Before you can process state tax information, run the R89065016A (Convert F065016) table conversion program to add the Where Paid field (AUSPTWP) to the F065016 table.

See *JD Edwards EnterpriseOne Tools 8.98 Development Tools: Data Access Tools Guide, Table Conversions*

(AUS) Setting Up State Payroll Tax Information for Australia

This section provides an overview of state payroll tax setup for Australia and discusses how to:

- Set up pay types, deductions, and benefits for state tax eligibility.
- Define state payroll tax thresholds and rates.
- Set up proration formulas.
- Define company groups.

Understanding State Payroll Tax Setup for Australia

To determine your organization's state tax liability in each Australian state and territory, you must first set up your system to calculate state tax liability correctly. You use the Australia State Payroll Tax Workbench program (P75A0400) to access programs to complete the setup for each state. Setup tasks include:

- Defining which pay types, deductions, and benefits are eligible to be included in state tax liability calculations.
- Defining the tax-free thresholds, tax rates, and effective dates for each state.
- Specifying which proration formula to use when you are calculating tax liability for each state.
- Setting up company groups for multicompany organizations, and specifying the designated group employer (DGE), if necessary.

Pay Type, Deduction, and Benefit Eligibility

After you set up pay types, deductions, and benefits, you can use P75A0400 to access the AU State Payroll Tax Eligible PDBs program (P75A0404), which you use to specify which records are eligible for taxation in each state. Because each state has different taxation rules and regulations, pay type, deduction, and benefit eligibility can differ between states. Contact your local taxing authority for information about which types of earnings, deductions, and benefits are eligible for state taxes.

Note. At the time of publication, accruals were not considered eligible for taxation. Therefore, you do not need to set up tax eligibility information for accruals.

Thresholds and Rates

Each state has its own tax-free thresholds and tax rates. You use P75A0400 to access the AU State Payroll Tax Thresholds and Rates program (P75A0401), which you use to define the rates, thresholds, and effective dates for each state. For example, if New South Wales taxed employers 2.5 percent of all wages paid in the state above the annual tax-free threshold of 3,000,000 AUD, you would enter a record with this information:

Field	Value
State	New South Wales
Tax Rate	2.5000
Annual Threshold	3,000,000.00

Rate and threshold amounts differ by state. You should contact your local taxing authority for each state in which your organization does business to verify state tax rates and thresholds.

Note. At the time of publication, Queensland is the only state or territory in Australia that defines both a monthly and an annual threshold maximum value. To enter maximum amounts for Queensland, you must select the Display Queensland Maximum Threshold Amounts option on the Work With State Payroll Tax Thresholds and Rates form.

Threshold Proration Formulas

State payroll taxes are based on the amount of earnings that are paid in the state during a given period of time. Tax liability is calculated for each state using the wages that are paid during the period and specific calculation formulas that have been defined for each state.

Because each state calculates payroll tax differently, proration formulas have been defined so that the calculation of taxes for partial periods is accurate. You must specify which proration formula each state uses. Proration codes are stored in UDC 75A/PF. At the time of publication, these proration codes are the only valid codes, and should be assigned to each state as listed here:

State/Territory	Proration Code
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	QLD
South Australia	SA
Tasmania	TAS

State/Territory	Proration Code
Victoria	VIC
Western Australia	WA

Company Groups

Many organizations include more than one company. To comply with Australian tax regulations, many states require employers to group all companies that are associated with a single organization together, and to specify a DGE. The DGE is the principal payer within a given company group. Many states offer greater tax benefits to organizations that use a DGE.

Note. Not all states require the use of company groups and DGEs. However, some states require that organizations, even those that do not include multiple companies, use company groups and DGEs. Contact your local taxing authority to determine whether you need to define company groups and DGEs for your organizations.

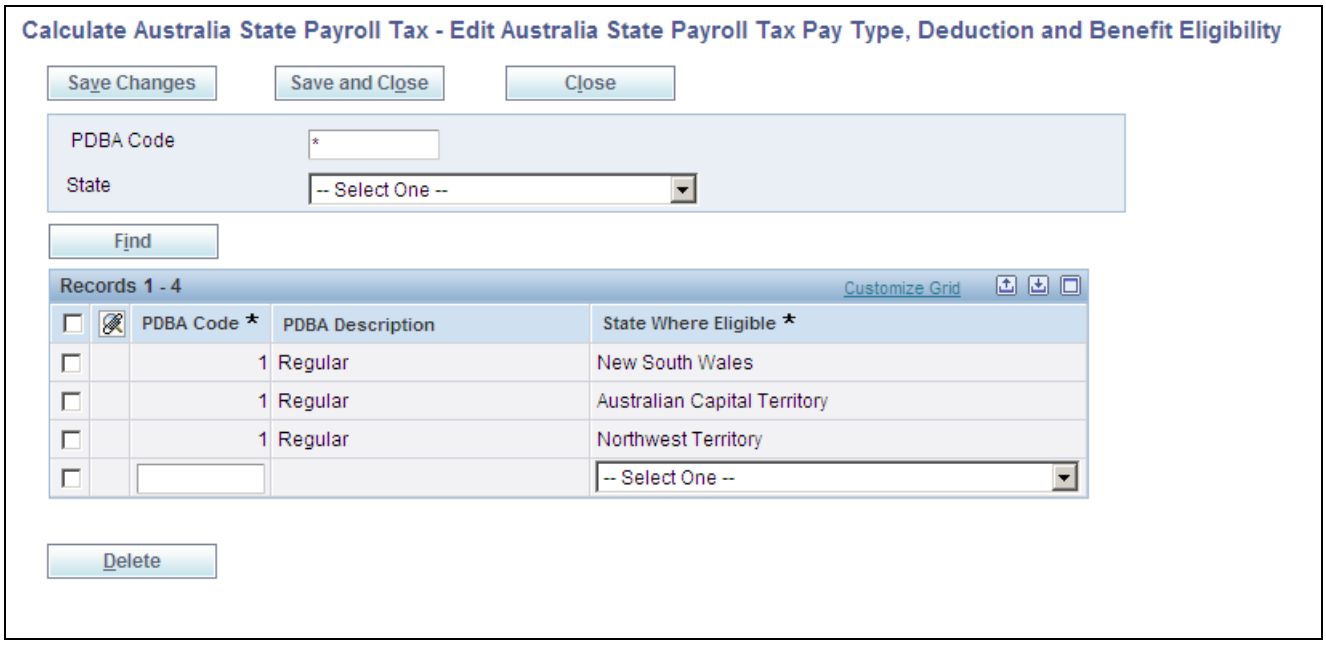
Forms Used to Set Up State Payroll Tax Information for Australia

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	From the Pay/Deductions/Benefits Setup menu (G05BD4), select PDBA Setup.	Search for PDBAs.
Pay Type Revisions	W059116B	On Work With PDBAs, search for and select a pay type, and then click Select.	Access the form to set up state tax eligibility for PDBAs. **Note.** This task describes how to set state tax eligibility for a pay type. However, you can also set up state tax eligibility for benefits and deductions by selecting a benefit or a deduction on the Work With PDBAs form. Selecting a benefit or deduction accesses the Basic DBA Information form.
Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility	W75A0404B	On Pay Type Revisions or Basic DBA Information, click the Edit this PDBA's eligibility for state tax link.	Set up a single pay type, deduction, or benefit for state tax eligibility.
Calculate Australia State Payroll Tax	W75A0400A	From the Australia/New Zealand Reports menu (G07BUSP17), select Calculate State Payroll Tax.	Access forms to set up state payroll tax information.
Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility	W75A0404A	On Calculate Australia State Payroll Tax, select *Eligible PDBAs* in the Go To field, and click Go.	Set up multiple pay types, deductions, or benefits for state tax eligibility.
Work With State Payroll Tax Thresholds and Rates	W75A0401A	On Calculate Australia State Payroll Tax, select *Thresholds and Rates* in the Go To field, and click Go.	Define state payroll tax thresholds and rates.
State Payroll Tax Proration Formulas	W75A0402A	On Calculate Australia State Payroll Tax, select *Proration Formulas* in the Go To field, and click Go.	Set up proration formulas.
Work With State Payroll Tax Company Groups	W75A0403A	On Calculate Australia State Payroll Tax, select *Company Groups* in the Go To field, and click Go.	Access forms to set up company groups.
Edit Company Group	W75A0403B	On Work With State Payroll Tax Company Groups, click the Add New Group button.	Set up company groups.

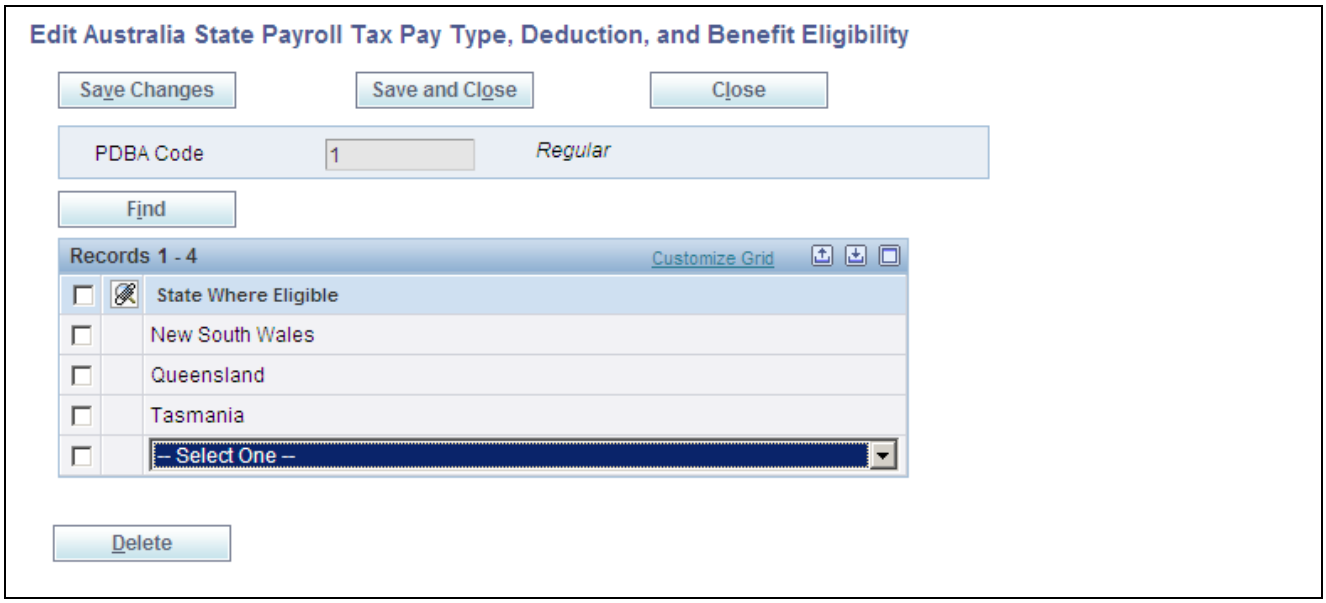
Setting Up Pay Types, Deductions, and Benefits for State Tax Eligibility

Access the Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility form.

Note. Two Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility forms are available, W75A0404A and W75A0404B. You access W75A0404A from the Calculate Australia State Payroll Tax form. You can use this form to enter tax eligibility information for multiple PDBAs at once. You access W75A0404B from the Pay Type or PDBA Revisions forms. You use this form to set up tax eligibility information for the selected PDBA. Both forms enable you to select the states in which selected PDBAs are eligible for payroll taxation. This task includes examples of both forms.



Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility form (W75A0404A)



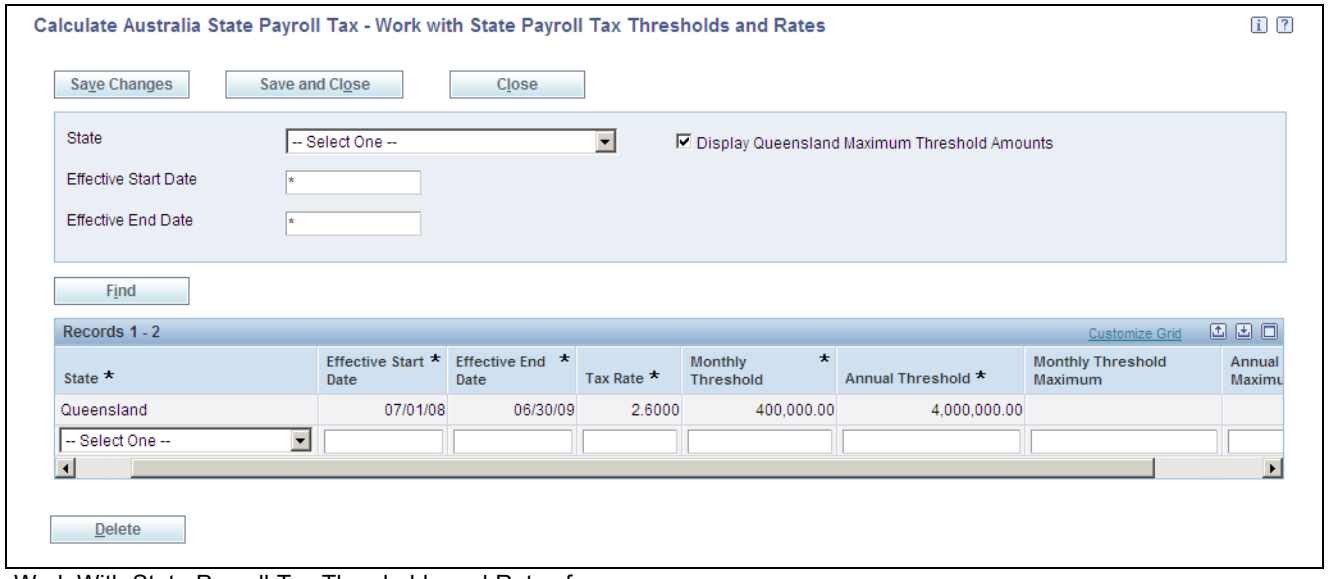
Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility form (W75A0404B)

PDBA Code (W75A0404A only) Enter the code for the pay type, benefit, or deduction for which you want to set up state payroll tax eligibility.

State Where Eligible Select the state or territory in which the selected PDBA is eligible for state payroll tax.

Defining State Payroll Tax Thresholds and Rates

Access the Work With State Payroll Tax Thresholds and Rates form.



Work With State Payroll Tax Thresholds and Rates form

State Select the state or territory for which you want to enter rates and threshold amounts.

Effective Start Date and **Effective End Date** Enter the date range for which the rates and thresholds are active.

Tax Rate Specify the payroll taxation rate for the selected state. For example, if the tax rate is 2.6 percent, enter *2.6*.

Monthly Threshold Enter the amount of paid wages that a company must accumulate during a month before state payroll tax liability for the selected state is incurred.

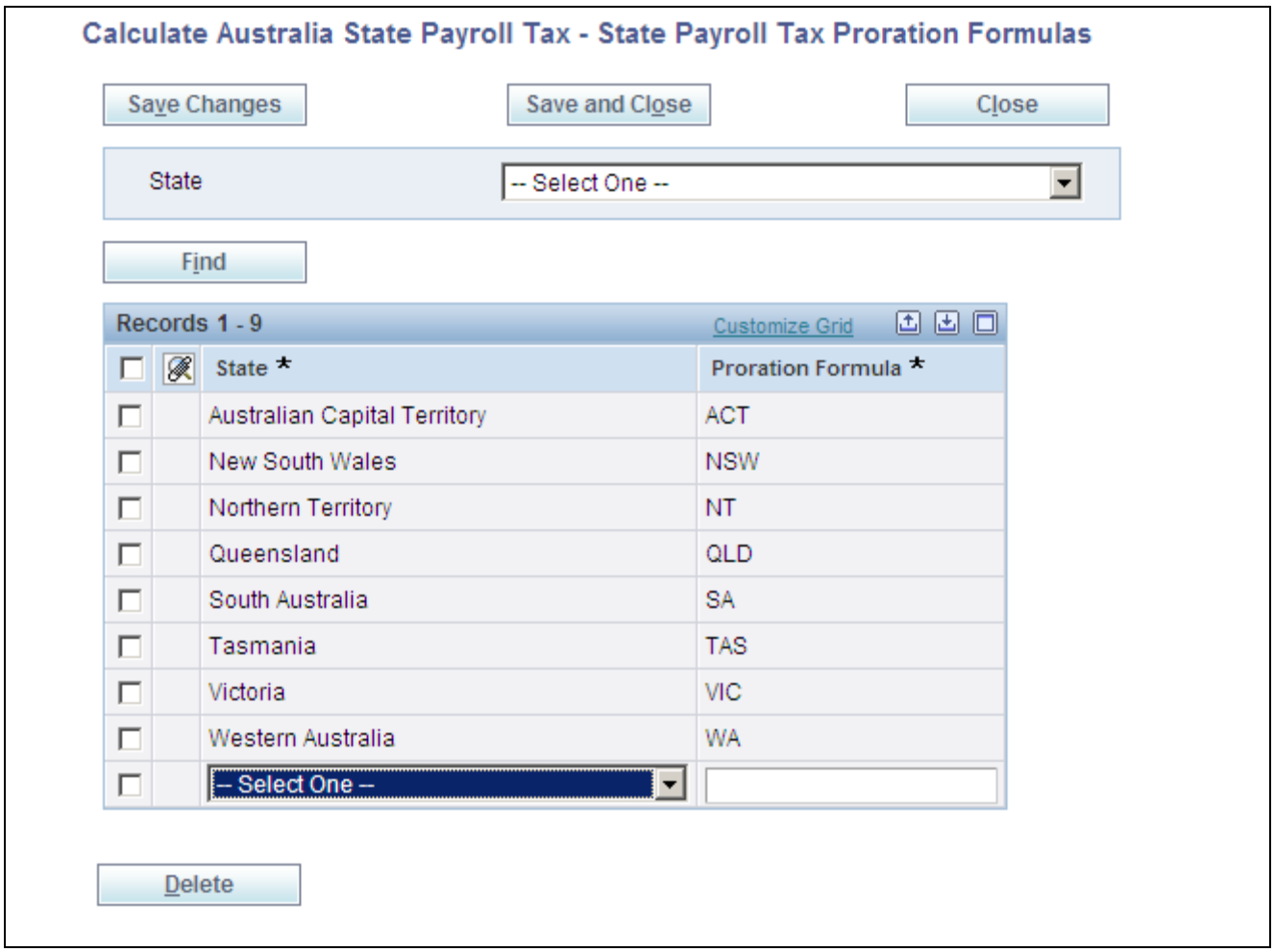
Annual Threshold Enter the amount of paid wages that a company must accumulate during a year before state payroll tax liability for the selected state is incurred.

Monthly Threshold Maximum Enter the maximum amount of monthly wages on which state tax liability is incurred. This field is applicable only for Queensland, and appears on the form only when the Display Queensland Maximum Threshold Amounts option is selected. Additionally, the field is enabled only when you are entering information for Queensland.

Annual Threshold Maximum Enter the maximum amount of annual wages on which state tax liability is incurred. This field is applicable only for Queensland, and appears on the form only when the Display Queensland Maximum Threshold Amounts option is selected. Additionally, the field is enabled only when you are entering information for Queensland.

Setting Up Proration Formulas

Access the State Payroll Tax Proration Formulas form.



State Payroll Tax Proration Formulas form.

Proration Formula Specify the predefined code for the tax proration formula that is associated with the selected state or territory. Proration codes are stored in user-defined code (UDC) table 75A/PF, and should not be changed.

Defining Company Groups

Access the Edit Company Groups form. Name your group and add all companies to the detail area of the form.

Edit Company Group form.

Designated Group Employer Select this option for the principal tax paying company within the group. Some states and territories require organizations to use a DGE. Contact your local taxing authority to determine whether you need to specify a DGE.

Processing State Payroll Tax Information for Australia

This section provides an overview of state payroll tax processing and discusses how to:

- Manually enter state payroll tax history.
- Calculating state payroll tax liability.
- Run the AU State Payroll Tax report (R75A0401).

Understanding State Payroll Tax Processing

After you set up state payroll tax information for Australia, you can enter timecards for employees who work in Australia and then process those timecards through the payroll cycle. After all autopay and manually entered timecards have been processed through the payroll cycle, you use the Australia State Payroll Tax Workbench program (P75A0400) to calculate the state tax liability for your organizations. You can review state tax information online, and you can produce reports that include state payroll tax details.

Entering and Tracking Wages by State

When you enter timecards for employees, you must specify the state or territory in which the employee worked. The system uses this information to determine the amount of wages that each organization has paid within a given Australian state or territory. These time entry programs now include the State Where Worked field, which enables you to enter and track this information:

- P051121 (Speed Time Entry)

- P051122 (Time Entry Time Sheet Groups)
- P051131 (Time Entry)
- P051127 (Employee Daily Time Entry)

  This field appears only if you set up self-service time entry to display the field.
- P051128 (Employee Summary Time Entry)

  This field appears only if you set up self-service time entry to display the field.
- P070701 (Interim Entry)
- P05116Z1 (Payroll Batch File Review)
- P05116Z2

Additionally, the Automatic Deposit Instructions program now includes the State Where Paid field. You use this field to specify the state in which the employee is being paid. The system uses this information to help determine an organization's state tax liability.

After you enter timecards, you process those timecards through a payroll cycle. During the final update step of the payroll cycle, the system creates history records that record all of the employee's wage and tax information for the payroll cycle. The system stores Australian state wage information in the AU State Payroll Taxable Wages History table (F75A0406).

Occasionally, you must enter additional wage information for employees. Additional wages might include payments that an employee receives from a third party, or other wages that were not calculated through the payroll cycle. You use the AU State Payroll Tax Taxable Wages History program (P75A0405) to enter this additional employee wage information. Records that you enter are stored in the F75A0406.

You also use P75A0405 to review employee state wage and tax history. When you review employee wages, the system allows you to update records that you entered manually. However, the system does not allow you to update or delete any records that were created during the payroll cycle.

The system notes the difference between the manually entered records and those created by the payroll cycle by their history type value. The uneditable records that are created during the payroll cycle have a history type of 1 (Actuals). Manually entered records have a history type other than 1. You can set up user-defined history type codes in UDC table 75A/HT.

You access P75A0405 from the Australia State Payroll Tax Workbench program (P75A0400).

Calculating State Tax Liability

After you have generated Australian state wage history, you can calculate the tax liability for an organization or company group. You use the Australia State Payroll Tax Workbench program (P75A0400) to calculate the tax amounts. When you access the Australian State Payroll Tax Workbench, you must enter this information to calculate tax liability:

- The version of the Calculate AU State Payroll Tax program (R75A0400) to use.
- Whether to calculate tax liability on actual or estimated wages.
- Whether to calculate tax liability on a monthly or annual basis.
- The year, and if applicable, the month for which to calculate tax liability.
- If applicable, the number of days in the reporting period during which the company has been active.

After you specify the necessary information, you click the Calculate AU State Payroll Tax button on the Calculate Australia State Payroll Tax form. The system runs R75A0400, which uses the state wage history in the F75A0406 table, along with the rates, thresholds, company groups, and proration formulas that you set up to calculate the tax liability for the specified time period.

Note. You use data selection on R75A0400 to specify the companies for which you want to process state tax information.

After R75A0400 calculates the tax amounts, the information is stored in the AU State Payroll Tax Liability History table (F75A0407). You can review tax history using the AU State Payroll Tax Liability History program (P75A0406), which you can access directly from the Australian State Payroll Tax Workbench.

You can also run the AU State Payroll Tax report (R75A0401), which you can use to print and review state tax liability history. R75A0401 uses data from the F07900 table to determine which month is the start of the calendar year. Therefore, before you run this report, you should verify that you have set up the fiscal date patterns for your organization using the Non-Calendar Tax Fiscal Date Patterns program (P07900). If you do not set up the fiscal date patterns for your organization, the system uses January 1 as the beginning of the fiscal year.

See Chapter 4, "Setting Up Tax Information," Setting Up Tax Information for PDBAs, page 28.

Note. To ensure that the AU State Payroll Tax Report displays the correct amounts, you must create two versions of R75A0401. Create one version to display only the monthly amounts. When creating this version, set the data selection so that the State Payroll Tax Period (AUSPTTP) is not equal to *A*. Create a second version to display only the annual amounts. When creating this version, set the data selection so that the State Payroll Tax Period (AUSPTTP) is equal to *A*.

If you calculate state tax liability on both a monthly and an annual basis, and you do not set the data selection for R75A0401 correctly, the amounts on your report might be overstated.

Estimated or Actual Wages

When you calculate state tax liability, you can choose to calculate the amount based on actual wages for the given time period or on estimated wages, which are calculated using the wages that were accumulated for the same time period of the previous tax year. If you select actual wages, the system uses the actual wage amounts, which are stored in F75A0406, for the selected time period.

When you select estimated wages, the system uses the wages from the same time period of the previous tax year along with the thresholds, rates, and proration formulas for the current year to determine the tax liability.

Note. To use the estimated method of calculation, the company or company group must have been operational during the entire time period of the previous tax year. Additionally, the system includes state wage history records that are manually entered into the system (those with a history type other than 1), such as third-party payments, in the state payroll tax calculation regardless of whether you choose to base the calculation on actual or estimated wages.

Companies Active for Less Than a Full Period

If a company is not active for the full reporting period, you can specify the number of days that the company was active during the specified reporting period. The system uses this information to calculate tax information correctly. If you are processing tax information for a company group, and you specify a number days during processing, the system uses that information to calculate taxes for all companies in that group. Therefore, companies with different periods of activity during a reporting period must be processed separately.

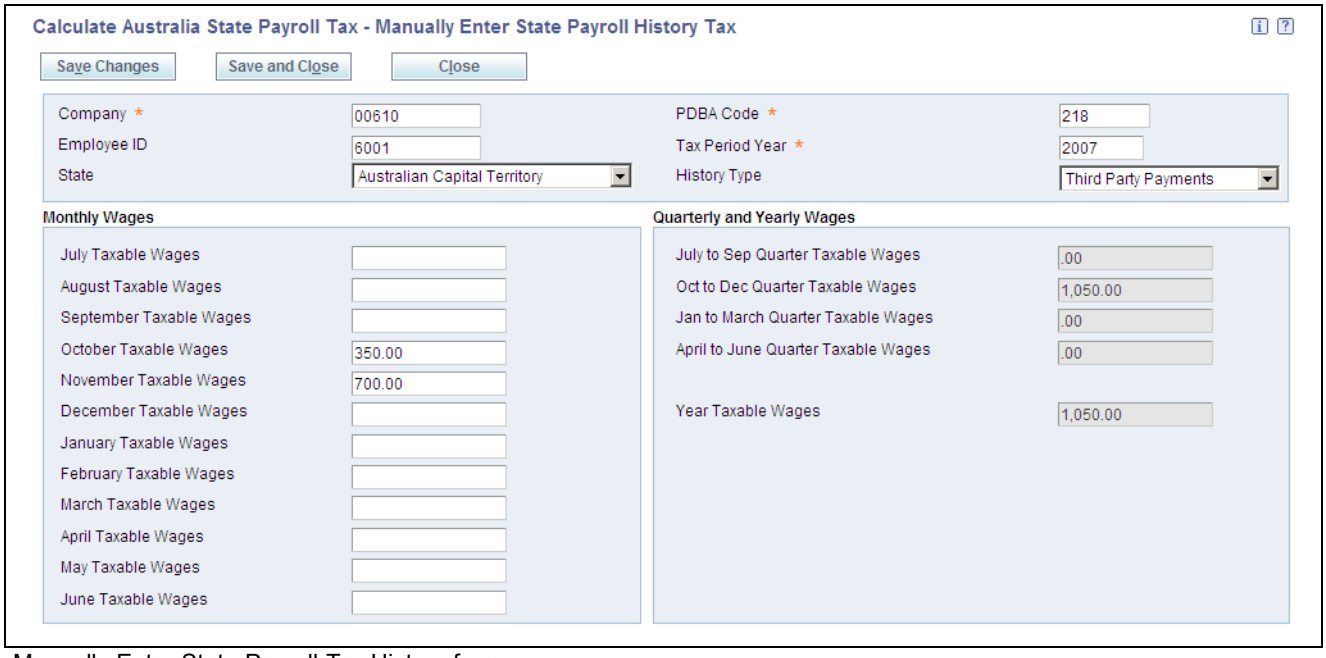
For example, Company 100, Company 200, and Company 300 belong to a company group, but Company 300 has only been active for a portion of the reporting period. To accurately calculate taxes for this group of companies, you would process Company 100 and Company 200 together. You would then process Company 300 separately, specifying the number of days that the company was active during the reporting period. When all three companies are active for the entire reporting period, you can then process them together.

Forms Used to Process State Payroll Tax Information for Australia

Form Name	FormID	Navigation	Usage
Calculate Australia State Payroll Tax	W75A0400A	From the Australia/New Zealand Reports menu (G07BUSP17), select Calculate State Payroll Tax.	Calculate state payroll tax liability and access additional forms.
Work With Australia State Payroll Taxable Wages History	W75A0405A	On Calculate Australia State Payroll Tax, select *Taxable Wages History* in the Go To field, and click Go.	Review taxable state wage history.
Manually Enter State Payroll Tax History	W75A0405B	On Work With Australia State Payroll Taxable Wages History, click the Manually Enter History button.	Manually enter state payroll tax history.

Manually Entering State Payroll Tax History

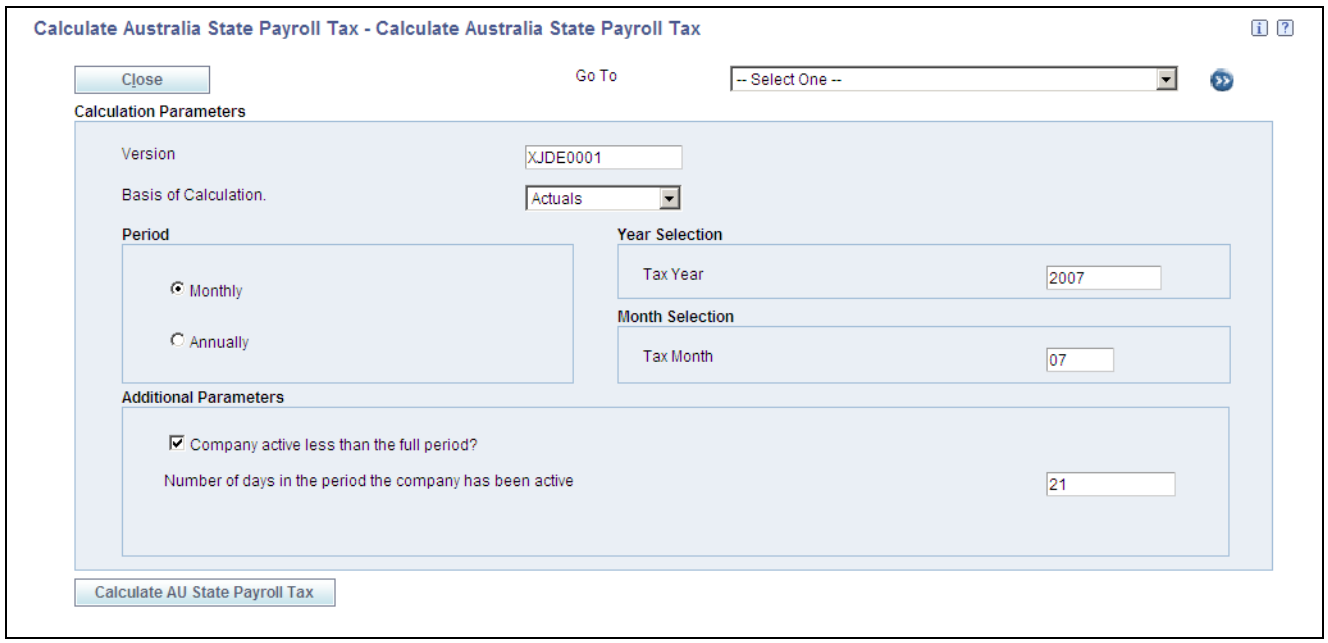
Access the Manually Enter State Payroll Tax History form.



Manually Enter State Payroll Tax History form

Calculating State Payroll Tax Liability

Access the Calculate Australia State Payroll Tax form.



Calculate Australia State Payroll Tax form

Basis of Calculation Specify whether to base state tax calculations on actual wages for the given time period or whether to base calculations on wages that were accumulated during the same time period of the previous tax year. You cannot select estimated wages if the organization was not operational for the entire period during the previous year. Values are stored in UDC table 75A/BC and include:

- Actuals
- Estimates

Company active less than the full period? Select this option if the company or all companies in the company group have not been active for the entire period.

Number of days in the period the company has been active Enter the number of days that the company was active during the specified period. This field appears only when the Company active less than the full period? option is selected.

Running the AU State Payroll Tax Report (R75A0401)

Select Australia/New Zealand Reports (G07BUSP17), Australia State Payroll Tax Report.

CHAPTER 6

Processing Payments

This chapter provides an overview of payments and discusses how to:

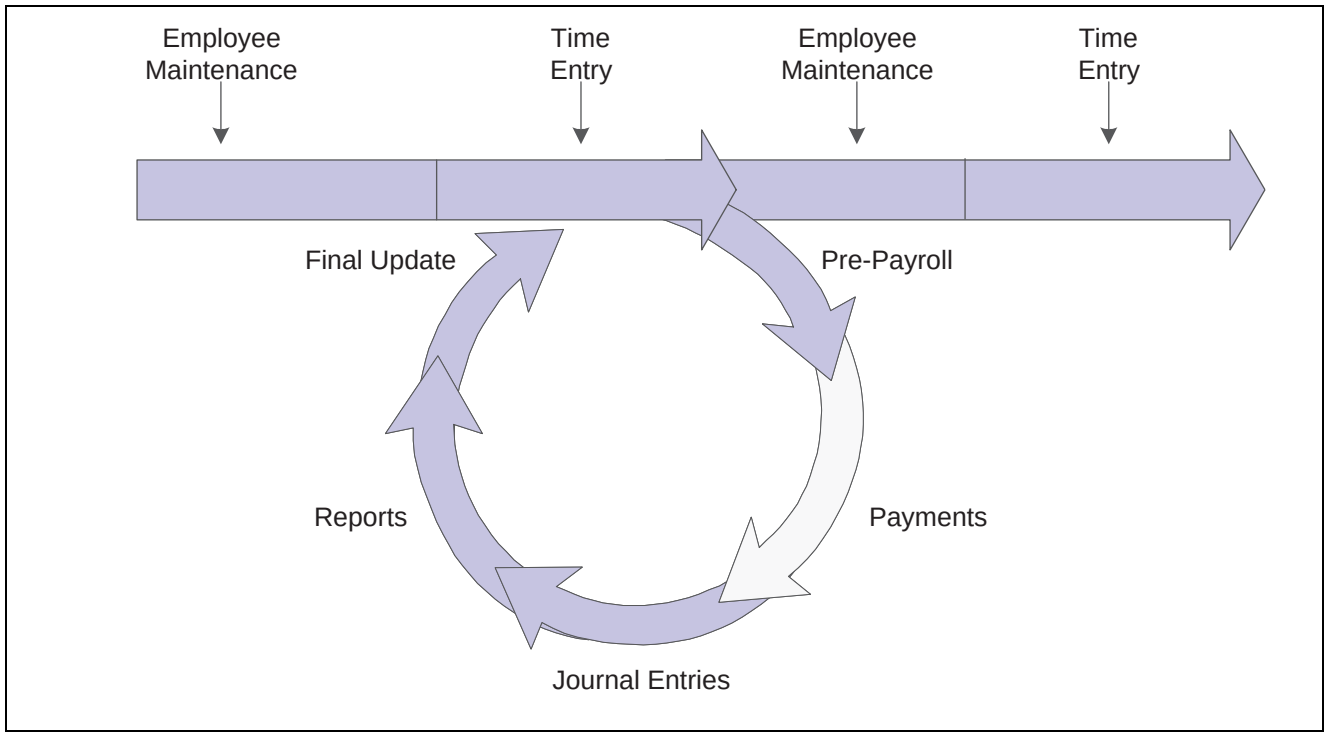
- Create payments.
- Pay an employee for a partial pay period.
- Create bonus, back pay, and cash out payments.

Understanding Payments

After you process pre-payroll, you can process payments. Using the Payroll Workbench, you can create payment advice slips for employees who receive cash payments and for employees whose payments are automatically deposited into a banking institution. You can also create tapes, which the banking institution uses to process automatic deposit payments.

After the pre-payroll step has been completed, the next three steps of the payroll cycle can be completed in any order preferred.

This process flow illustrates the location of the payments step in the payroll cycle:



Payroll cycle: payments

Note. When you create interim payments for employees in Australia and New Zealand, the gross-up functions that appear on the form are not available. Gross-up interim payments are available only for employees in the United States and Canada.

Prerequisites

Before you complete the tasks in this section:

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

  Contact the system administrator for assistance with this task.

- Set up any reports that you want to generate during the payments step of the payroll cycle.

  See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information," Setting Up Pay Cycle Reports.

- Set up debit account information for each bank account from which payroll payments are drawn.

  See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information," Setting Up Debit Account Information for Automatic Deposits.

- Set up all of the payment types that the organization uses.

  See Chapter 3, "Setting Up Payment Information," page 9.

- Enter any necessary superannuation payment information.

  See Chapter 7, "(AUS) Managing Superannuation Information," page 77.

- Verify that automatic deposit information has been set up correctly before you process automatic deposit files.

  See Chapter 3, "Setting Up Payment Information," (NZL) Entering Employee Automatic Deposit Information for New Zealand, page 11.

- Process pre-payroll.

Creating Payments

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

- Create advice slips.
- Set processing options for Generic Payment Advice for Australia and New Zealand (R75A0013).
- Create the automatic deposit file.
- Copy automatic deposit information to a bank tape.
- Set processing options for Copy Payroll Direct Credit Pymts to Bank (P75A0006).

Understanding Payment Creation

After you process pre-payroll, you can create payments for the employees who are included in the payroll cycle. You can create payment advices, automatic deposits, or cash payments.

Advice Slips

After you successfully complete pre-payroll processing, you can print advice slips for the employees who are included in the payroll cycle. Advice slips are created for employees who receive cash payments, as well as for those who use automatic deposits.

Note. You create advice slips during the payroll cycle. You can create them at any time after you successfully complete pre-payroll, and before you process the final update step of the cycle.

Additionally, you must define, in the processing options of the R75A0013 program, which method the organization uses to create superannuation payments. If you do not set the appropriate processing option correctly, the system cannot locate superannuation data, and therefore cannot accurately display superannuation data on the payment advice.

The Automatic Deposit File

After you successfully complete pre-payroll processing, you can create the automatic deposit file for employees who are included in the payroll cycle. This file contains all of the necessary information that the banking institution needs to process automatic deposit payments.

Automatic Deposit Information and Bank Tapes

After you create the automatic deposit file, you can transfer the payment information to files on a tape that is formatted for the bank to read. Before you can copy payment information to a bank tape, you must specify the records that you want to process. You can include payment information from several payroll IDs in one bank tape.

JD Edwards EnterpriseOne software supports formatting for these Australian and New Zealand banks:

- National Bank of New Zealand
- Westpac Bank
- Australia & New Zealand Banking Group
- Bank of New Zealand
- Generic Australian Bank

Note. Each time that you access this program, you must specify the version of the copy program that you want to use. To do so, right-click the menu name and select Prompt for Version. The system includes a specific version for each bank format. Alternatively, you can enter the program and version on the Select Payments for Copy to Bank form for each record that you copy.

You should also review the processing options for this program each time that you copy information to the bank tape because the system uses the values in the processing options to ensure that the tape is created using the correct format and data.

Forms Used to Create Payments

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID.
Print Payments	W75A0016A	On the Work With Pay Cycle Workbench form, select a payroll ID for which pre-payroll has already been processed, and then select Payments, Print Payments from the Row menu.	Create advice slips. Create the Automatic Deposit file.
Select Payments for Copy to Bank	W75A0006E	Australia/New Zealand Inquiries (G07BUSP16), Copy Payroll Direct Credit Pymts to Bank	Select records to copy to the bank tape.

Creating Advice Slips

Access the Print Payments form.

The standard advice slip is designed to print on A4 paper. The advice slip includes leave balance information that is derived using the Fiscal and Anniversary Year History table (F06147).

Payment Advice Select to print advice slips for cash payments and automatic deposits.

Beginning Advice Number Enter the beginning or next available number of the forms on which employees' payment advice is printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.

Payment Advice Message Enter a text message here that will print on employees' payment advice slips.

Setting Processing Options for Generic Payment Advice for Australia and New Zealand (R75A0013)

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

Print Options

These processing options enable you to specify the information that the system includes on the payment advice.

1. Print employee mailing address information Specify whether to print the employee mailing address on the payment advice. Values are:

Y: Print.

N: Do not print.

2. Enter benefit type 'V' to print available vacation balance Specify whether to print the available vacation balance on the payment advice. Values are:

V: Print.

Blank: Do not print.

3. Enter '1' to include accruals to the vacation balance

Specify whether to include accruals to available balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

4. Enter benefit type 'R' to print available RDO balance (rostered days off)

Specify whether to print the available RDO balance on the payment advice. Values are:

R: Print.

Blank: Do not print.

5. Enter '1' to include accruals to the RDO balance

Specify whether to include accruals to available RDO balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

6. Enter benefit type 'L' to print available long service leave (LSL) balance (long service leave)

Specify whether to print the available LSL balance on the payment advice. Values are:

L: Print.

Blank: Do not print.

7. Enter '1 to include accruals to the long service leave (LSL) balance

Specify whether to include accruals to the available LSL balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

8. Enter benefit type 'S' to print available sick leave balance

Specify whether to print the available sick balance on the payment advice. Values are:

S: Print.

Blank: Do not print.

9. Enter '1' to include accruals to the sick balance.

Specify whether to include accruals to available sick balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

10. Enter benefit type 'H' to print available holiday balance

Specify whether to print the available holiday balance on the payment advice. Values are:

H: Print.

Blank: Do not print.

11. Enter '1' to include accruals to the holiday balance

Specify whether to include accruals to the available holiday balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

12. Enter benefit type 'O' to print other available balances

Specify whether to print other balances on the payment advice. Values are:

0: Print.

Blank: Do not print.

13. Enter '1' to include accruals to other balances

Specify whether to include accruals to the available other balances on the payment advice. Values are:

1: Include.

Blank: Do not include.

Selection

1. History Source File

Specify the table from which to retrieve benefit balances, accrual balances, or both. Values are:

1: Use the Fiscal and Anniversary Year History table.

0 or Blank: Use the Employee Transaction History Summary table (F06146) or the Calendar Month DBA Summary History File table (F06145).

2. Superannuation Details Source File

Specify the table from which the system retrieves superannuation data. The system prints this data on the payment advice to notify the employee of the employer-paid and employee-paid contributions that are made to each superannuation fund. The table that you specify depends on the method that you use to create superannuation payments. If you set up fund allocation information and automatically create superannuation payments during the payroll cycle, enter 0 (zero) in this processing option to retrieve data from the F0709 table. If you manually enter superannuation payments, enter 1 in this processing option to retrieve data from the F75A0301 table.

Creating the Automatic Deposit File

Access the Print Payments form.

Select the Auto Deposit File option. This option is disabled if no employees in the payroll cycle have automatic deposit instructions.

Copying Automatic Deposit Information to a Bank Tape

To copy automatic deposit information to a bank tape:

1. Access the Select Payments for Copy to Bank form, and click Find.
2. Select the records for which you want to copy payment information, and choose Select for Copy from the Row menu.

   When you select a record to copy, the system enters *Y* in the Select for Copy field. The system processes all records that have *Y* in the Select for Copy field. To deselect a record, select the record and then choose Select for Copy from the Row menu.
3. Click OK.
4. From the Australia/New Zealand Inquiries menu, select Copy Payroll Direct Credit Payments to Bank again, and then select Save to Bank File from the Form menu.

   The system displays a warning message if you select records that have already been processed.

5. If you want to recopy the records, click Yes.

   Processed records contain values in these fields:

   - Total Amount Processed
   - Program ID for Copy
   - User ID
   - Workstation
   - Date Copied

6. Review the information on the Parameters - Copy to Bank form, make any corrections that are necessary, and then click OK.

Note. The values that appear on this form are supplied based on the values that you enter in the processing options. If you want to change any of the values in these fields for this processing run only, you can manually change the value in the field. However, the next time that you run this process, the fields will be populated using the values in the processing options, and the changes will be lost. If you want to change these values so that the new value appears the next time that you run this process, you must change the value in the processing options.

Program ID for Copy — Review this field to determine whether the payments were previously copied to a bank tape. During the copy process, the system populates this field with the program ID that was used to copy the payments to the tape. If you try and recopy payments that have already been copied, the system displays a warning.

Date Copied — Review this field to determine whether the payments have been copied to a bank tape. During the copy process, the system populates this field with the system date. If you try and recopy payments that have already been copied, the system displays a warning.

Payment Date — Enter the date on which the funds are to be deposited into employees' bank accounts.

Company Short Name — Review this field to verify that the correct company name appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company short name, you must update the value in the processing options.

Company Registration # (company registration number) — Review this field to verify that the correct registration number appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company registration number, you must update the value in the processing options. Typically, company registration numbers are supplied by the banking institution.

Payment Description — Enter a user-defined description of the payments. For example, enter *June Payroll* to specify that the payments on the tape are associated with payroll processing for June. The system populates this field with the value that is specified in the processing options of the Copy Payroll

	Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the payment description, you must update the value in the processing options.
Write Company Debit Record?	Select this option if you want to create a debit record on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the debit record option, you must update the value in the processing options.
Application Name for Copy	Review this field to verify that the correct copy program is used to create the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the copy application, you must update the value in the processing options.
Target File Name	Review this field to verify that the name of the target file is correct. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the target file name, you must update the value in the processing options. Contact the system administrator for information about creating the target file.
Code, Reference, and **Particulars**	Enter user-defined information.

Setting Processing Options for Copy Payroll Direct Credit Pymts to Bank (P75A0006)

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

Company Details

1. Company Short Name (20 chars)	Specify a short name for the company.
2. Bank Account to be Debited	Specify the bank account to be debited.
3. Payment Description	Specify a payment description.
4. Company Registration #	Specify a company registration number.
5. Write Company Debit Record	Specify whether the system writes a company debit record.

File Copy/Report

6. Application name for Copy Specify an application name for copy.

7. Version ID for Copy Specify a version ID for copy.

8. Target File Name (60 chars) Specify a target file name. This field is limited to 60 characters.

9. Report Type (Summary/Detail) Specify whether the system displays a summary or detail type report.

Constants

10. Code Specify the constants code.

11. Particulars Specify the constants particulars.

12. Reference Specify the constants reference.

Paying an Employee for a Partial Pay Period

This section provides an overview of partial pay-period payments and discusses how to pay an employee for a partial pay period.

Understanding Partial Pay-Period Payments

An employee's first or last employment period with the organization will likely not be a full pay period. For example, an employee might have commenced work in the middle of a pay period or have been terminated two days after a pay period had started. You must pay the employee for the portion of the pay period that was worked and tax the employee's earnings accordingly.

When you enter regular timecards and process them through a payroll cycle, the system calculates the amount of pay that the employee receives during that payroll cycle, and then calculates the amount of tax to be withheld from the employee's earnings. Therefore, if you were to enter timecards for a partial pay period, but process them through a regular payroll cycle, the system would treat the amount of pay as if it were earnings for a full pay period. Without taking into account the fact that the employee did not work a full pay period, the system would under-withhold taxes from the employee's earnings.

To ensure that employees who work partial pay periods are taxed correctly, you must create interim payments to process earnings for partial pay periods. On the Interim Entry form, you can enter a value in the Tax Factor field that represents the amount of time that the employee worked during the pay period. The values for this field are stored in user-defined code (UDC) table 75/TO.

For example, if an employee works 3 of the 12 days in the pay period, you can enter a code in the Tax Factor field that represents .25. The system uses this value to correctly annualize the employee's earnings and to correctly calculate the amount of payroll tax to be withheld.

Similarly, you can enter a value in the DBA Factor (deduction, benefit, and accrual factor) field on the Interim Entry form. The value in this field is used to prorate the DBA calculations for the portion of the pay period during which the employee works. For example, if an employee works three of the twelve days in the pay period, you can enter a code in the DBA Factor field that represents .25. The system uses this value to calculate DBA amounts at 25 percent of what they would normally be. The values for this field are also stored in UDC table 07/DO.

Note. Values that you enter in the Tax Factor field or the DBA Factor field represent the portion of the pay period for which you are paying the employee, not the actual numeric value. The system uses the value that is stored in the second description column of the UDC table to calculate the tax or DBA amounts for the interim payment.

For example, you might set up code A in UDC table 75/TO, name this code Half, and enter *.50* in the second description column for that code. When you want to pay an employee for half of a pay period, you enter *A,* not *.50,* in the Tax Factor field. The system uses .50 to prorate the employee's taxes for the period.

See Also

Chapter 2, "Understanding Payroll Processing for Australia and New Zealand," UDCs for Australia and New Zealand, page 5

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with Interim Payments"

Paying an Employee for a Partial Pay Period

To pay an employee for a partial pay period:

1. Select an interim payroll ID on Work With Interims Workbench (G07BUSP11), and then select Add Interim from the Row menu.
2. Complete the Tax Factor and DBA Factor fields with the value that corresponds to the amount of time that the interim payment covers.
3. Complete the steps for entering an interim payment.

(AUS) Creating Bonus, Back Pay, and Cash Out Payments

This section provides an overview of bonus, back pay, and cash out payments, lists a prerequisite, and discusses how to:

- Set up pay types for bonus, back pay, and cash out payments.
- Enter bonus, back pay, and cash out timecards.
- Enter a standalone DBA override for back pay.
- Enter interim payments for bonus, back pay, and cash out payments.
- Review bonus, back pay, and cash out information during the payroll cycle.
- Review bonus, back pay, and cash out payment history.

Understanding Bonus, Back Pay, and Cash Out Payments

The Australian Tax Office (ATO) mandates the way that taxes are calculated on employee earnings. In addition to the taxation of standard earnings, the ATO has specific guidelines on the taxation of special payments, which include:

- Bonus payments.

  Bonus payments are payments that employees receive in addition to the earnings that they receive for the time that they have worked. For example, an employer might choose to give employees a 500 AUD annual bonus if the company has a profitable year.

- Back pay payments, or payments made in arrears.

  Back payments are payments that employees receive at a date that is later than when the payment was originally due to them. For example, employee A was supposed to receive a pay increase in January, but the increase was not entered into the system until March. Employee A would then receive a back pay payment to compensate him for the pay increase from the time that it was effective (January) through the time when the increase was entered (March).

- Cash out payments of employee leave.

  When an employee receives monetary compensation for accrued leave time instead of taking the time off from work, that is considered a cash out payment of leave.

Each of these types of payments is subject to specific tax calculations, as defined by the ATO. To calculate these tax amounts correctly, the system takes into account this information:

- Type of payment.

  The system uses the pay source from the pay type, or the Back Pay Flag designation on the timecard to determine whether the payment is a bonus, back pay, or cash out payment. Each type of payment is taxed differently.

- Employee earnings history.

  The system uses payment history to determine how much the employee earned during the time period that is specified on the bonus, back pay, or cash out timecard.

- Employee tax history.

  The system uses tax history to determine how much the employee has already paid in taxes during the time period that is specified on the bonus, back pay, or cash out timecard.

- Timing of the payment.

  Though the timing of the payment can affect all three types of payments, the ATO defines three different time periods that are specific to the calculation of back payments. The earnings that are associated with each period are taxed using a different tax calculation method. These methods are used when you are calculating back pay payments:

  - Method A: The work date is during the current fiscal year.
  - Method B: The work date is in the previous fiscal year.
  - Method C: The work date is more than 12 months before the payment date.

Therefore, if an employee receives a back payment for earnings that should have been received, in total, during the previous fiscal year, the system calculates that payment using tax method B. If the payment includes earnings that fall into more than one of these categories, the system prorates the payment amounts and calculates each portion using the correct tax method.

Note. For specific information about the rates and calculations associated with tax methods A, B, and C, contact your local ATO office, or review these ATO publications, which you can access online at www.ato.gov.au:

NAT 3348-9.2004 - Lump Sum Payments in Arrears

NAT 7905-9.2004 - Bonuses and Similar Payments

PAYG Calculation Sheet - Holiday and Long Service Leave Payments for Continuing Employment

Pay Types

When you create a payment for an employee, you must specify the pay type to use for that payment. You can set up pay types for bonus, back pay, or cash out payments. You use the Pay Source field on the Pay Type Revisions form to specify the type of payment to associate with the pay type. These pay sources are available to create bonus, back pay, and cash out pay types:

- 4: AU Back Pay
- 5: AU Cash Out of Untaken Leave
- 6: AU Bonus

When the system calculates employee payments during the payroll cycle, the system uses the pay source value to determine how to calculate the tax for any time or amount entered with that pay type. Additionally, the system automatically creates separate payments for timecards that include pay types with these pay sources.

Note. If your organization already has pay types set up for bonus, back pay, and leave cash out, you can modify the Pay Source field on the existing pay types or you can create new pay types. Whichever method you choose, you must ensure that the pay source is correct for the system to calculate the taxes correctly.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Pay Types".

Time Entry

To enter bonus or cash out payments, you must use a bonus or cash out pay type. However, two methods are available to enter back pay timecards:

- Enter the timecard using a pay type that has pay source 4 (AU Back Pay).
- Use any standard pay type and select the Back Pay Flag option on the time entry form.

When you use the Back Pay Flag option, you do not need to enter a back pay pay type on the timecard. However, when you enter a back pay pay type on a timecard, the system automatically selects and disables the Back Pay Flag option.

When you enter timecards for back pay payments, you must also specify the from and through date of the payment. The system uses these dates to determine the employee's earnings and tax history for the time period, and to determine which tax method to use when calculating tax for the payment.

Note. You cannot mark a timecard as a back pay payment if the pay type that is associated with that timecard is a cash out (pay source 5) or bonus (pay source 6) pay type.

Additionally, when you enter a bonus payment that covers only one pay period, do not use a pay type with pay source 6 (AU Bonus). Pay types with this pay source should be used only when the bonus covers multiple periods.

One-Time Overrides for Back Pay Payments

When you enter a bonus, back pay, or cash out timecard, all of the DBA records that are associated with that timecard automatically include the bonus, back pay, or cash out timecard information.

However, you might find that you need to enter a back pay DBA override for an employee. For example, if an employee should have received a car allowance benefit during the previous fiscal year, but did not, you can either attach a one-time override to an existing timecard, or you can enter a standalone one-time override for the car allowance benefit. When you attach a one-time override to an existing back pay timecard, the system automatically marks the override as a back pay override, and also enters the from and through dates. If you enter a standalone override, you manually specify the from and through dates associated with the benefit and you must also mark the override record as a back payment using the Back Pay Flag. Marking the override as a back payment ensures that the earnings are taxed correctly.

See *JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide*, "Overriding Timecard Information," Entering DBA Overrides.

Entering Interim Payments for Bonus, Back Pay, and Cash Out Payments

In addition to standard time entry, you can create bonus, back pay, and cash out payments using the Interim Payment Workbench (P07210I). When you enter an interim payment, you can specify on the Payment Overrides tab of the Interim Entry form whether the payment is a bonus, back pay, or cash out payment.

When you enter bonus, back pay, or cash out payments using the Interim Payment Workbench, you can override the employee's standard normal wages for the override period. When you enter an override amount, the system does not calculate the employee's actual earnings and taxes paid during the time period. Instead, the system uses this amount as the amount earned during the time period, and calculates the amount of taxes that should have been withheld on this override amount. The system uses these amounts instead of the actual earnings and actual taxes paid when determining the tax amount for the interim payment.

Note. When you enter a back payment that includes timecards with dates in the current fiscal year, the system ignores the value that you enter in the Override Period Normal Wages field when calculating the tax liability on any amounts in the current fiscal year. The system does use the override value to calculate the tax for all other amounts that are associated with the payment. The system displays a warning message when this occurs.

Additionally, when you enter a standard interim payment, you can search for an employee's existing timecards and attach them to the interim payment. However, when you enter a bonus, back pay, or cash out interim payment, you can view and attach to the interim only those timecards that *match* the interim payment type. For example, if you are entering a back pay interim payment, when you search for existing timecards, the system displays and will allow you to attach to the interim only those timecards that have a back pay pay type, or that have the Back Pay Flag selected. Similarly, when you enter a cash out interim payment, you can attach only those timecards that include a cash out pay type.

Reviewing Bonus, Back Pay, and Cash Out Information

After you create bonus, back pay, or cash out timecards or interim payments, you process them in a payroll cycle. When these records are processed through pre-payroll, the system stores the tax information in the AU Bonus and Back Pay Tax Work File table (F75A0500). You can review this information from the Pay Cycle Workbench before you print your payments and finalize your payroll cycle.

Additionally, you can run the AU Bonus and Back Pay Register (R75A0500) when you print your payroll reports. This report includes detailed tax and earnings information for all bonus, back pay, and cash out payments that are included in the payroll cycle. This report can be run only during payroll cycle processing, and cannot be accessed from a menu.

See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Reviewing Payroll Cycle Reports.

When you run final update of the payroll cycle, the system clears the records from the F75A0500 table and writes permanent history records in the AU Bonus and Back Pay Tax History table (F75A0501). You can review tax history using the AU Bonus and Back Pay Tax Detail History program (P75A0501).

See Also

The tasks in this section are used to provide examples and additional details that are needed to set up pay types, enter timecards, enter DBA overrides, and enter interim payments for bonus, back pay, and cash out payments. Additional, detailed instructions for each task can be found in the documentation listed here.

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Pay Types"

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with Interim Payments"

JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Entering Timecards for Employees," Entering Timecards for Employees

JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Overriding Timecard Information," Entering DBA Overrides

Prerequisite

Before you can create bonus, back pay, or cash out pay types, or calculate taxes for such payments correctly, you must first run these table conversion programs to ensure that the tables in your system include the required fields:

- R8906116I
- R890618K
- R8907350B
- R8906156A
- R890709G
- R890719A

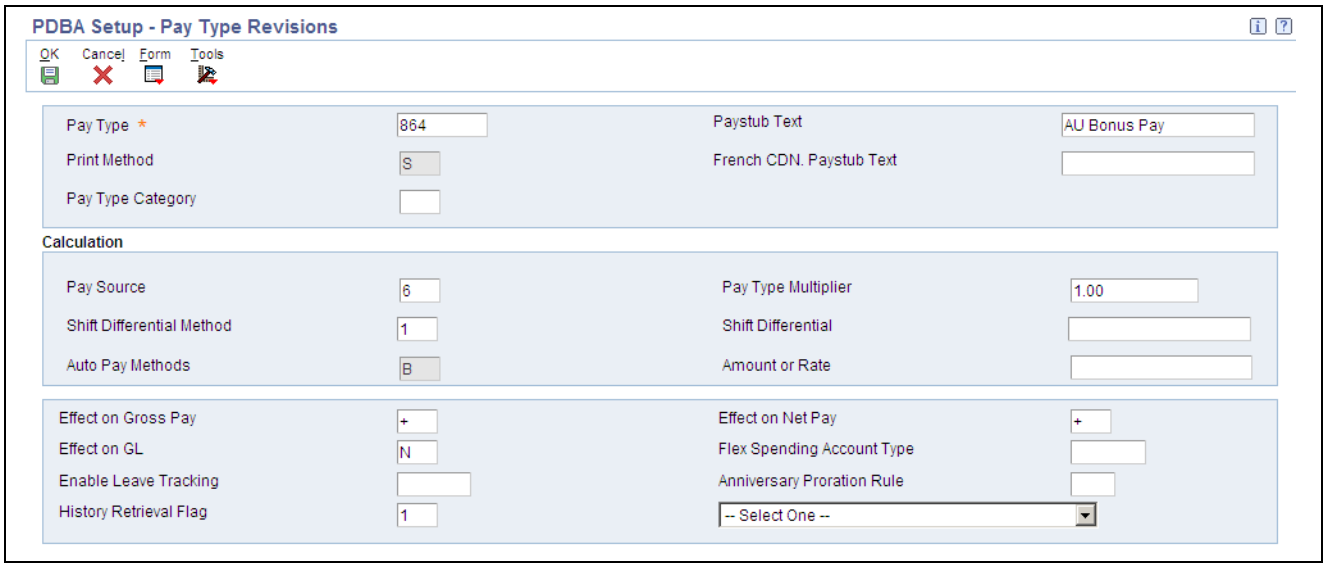
See *JD Edwards EnterpriseOne Tools 8.98 Development Tools: Data Access Tools Guide, Table Conversions.*

Forms Used to Create Bonus, Back Pay and Cash Out Payments

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	From the Pay/Deductions/Benefits Setup menu (G05BD4), select PDBA Setup.	Access forms to set up pay types.
Pay Type Revisions	W059116B	On Work With PDBAs, select the Pay Type option and click Add.	Set up pay types for bonus, back pay, and cash out payments.
Work With Time Entry By Individual	W051121A	From the Time Entry menu (G05BT1), select By Individual.	Access forms to enter bonus, back pay, or cash out timecards.
Speed Time Entry Revisions	W051121C	On Work With Time Entry By Individual, click Add.	Enter bonus, back pay, or cash out timecards.
Work With One-Time Overrides	W07OTO1B	From the Pay Cycle Workbench menu (G07BUSP11), select One-time Overrides.	Access forms to enter DBA overrides for back payments.
Speed One-time Overrides	W07OTO1D	On Work With One-Time Overrides, click Add.	Enter standalone DBA overrides for back payments.
Work With Pay Cycle Workbench	W07210A	From the Payroll Workbench menu (G07BUSP11), select Pay Cycle Workbench.	Select a payroll ID associated with the payments that you want to review.
Work With Employee Payment Review	W07350A	On Work With Pay Cycle Workbench, select a payroll ID and then select Payment Review from the Row menu.	Review bonus, back pay, and cash out payments.
Work With AU Bonus and Back Pay Tax Details	W75A0501A	From the Australia/New Zealand Setup menu (G07BUSP41), select Australia Bonus and Back Pay History	Review bonus, back pay, and cash out payment history.

Setting Up Pay Types for Bonus, Back Pay, and Cash Out Payments

Access the Pay Type Revisions form.



Pay Type Revisions form

Pay Source

Enter a code to specify the type of payment. Values are stored in UDC table 06/PB.

To enter a pay type for a back pay payment, enter *4*.

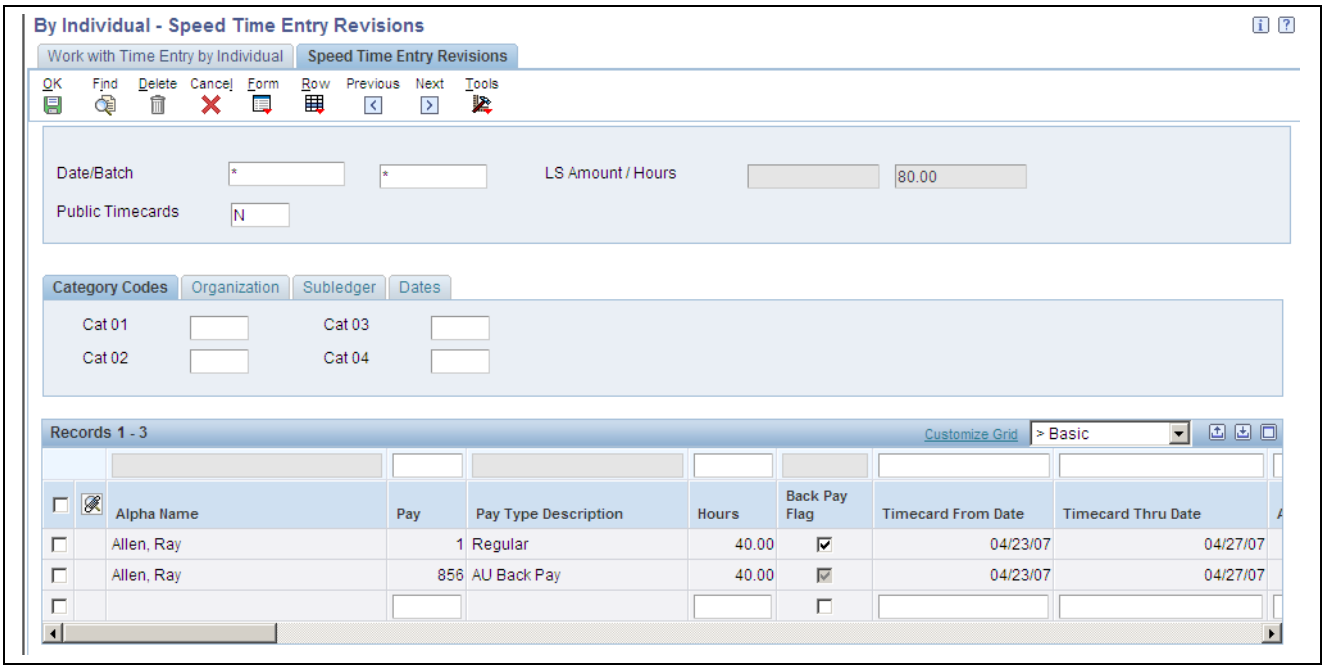
To enter a pay type for a cash out payment, enter *5*.

To enter a pay type for a bonus payment, enter *6*.

When you enter *4, 5,* or *6* in this field, the system automatically enters *S* in the Print Method field, causing the system to create separate payments for timecards that are created using these pay types. Additionally, when you enter *6* in this field, the system automatically enters *B* (addition to base pay/supplemental pay) in the Auto Pay Methods field.

Entering Bonus, Back Pay, and Cash Out Timecards

Access any standard time entry form. For this example, we are using the Speed Time Entry Revisions form.



Speed Time Entry Revisions form

This example illustrates two different ways to enter a back pay timecard. The first record shows a timecard that was entered using a regular pay type. The record is marked as a back pay payment because the Back Pay Flag option is selected. The second record shows another way to enter the same information. This record is entered using a back pay pay type. Because the pay source of pay type 856 is 4 (AU Back Pay), the system automatically selects and disables the Back Pay Flag option.

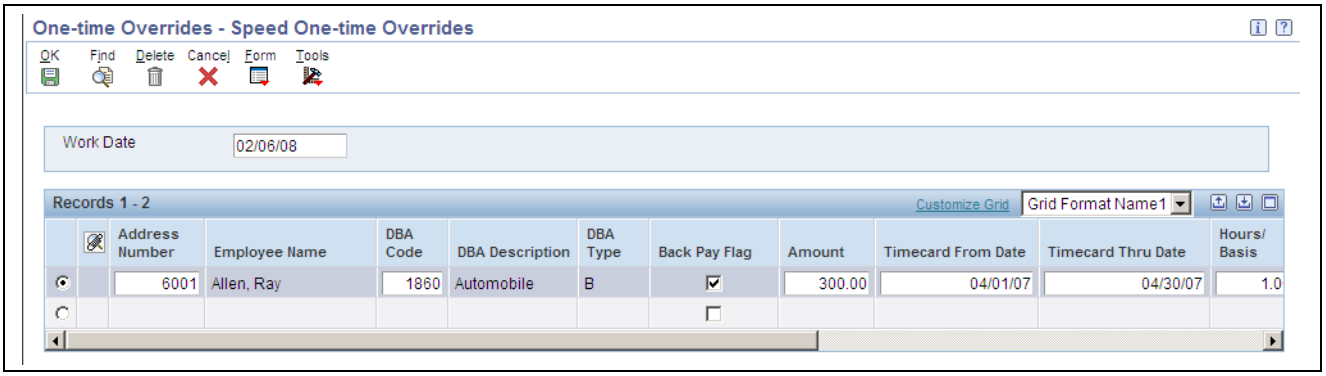
To enter bonus or cash out timecards, enter a bonus or cash out pay type in the Pay field, and complete the steps to enter a timecard.

Back Pay Flag Select this option to specify that this is a back pay timecard. If you enter a pay type that has a pay source of 4 (AU Back Pay), the system automatically selects and disables this option.

Timecard From Date and **Timecard Through Date** Use these date fields to specify the time period for which the back payment applies.

Entering a Standalone DBA Override for Back Payments

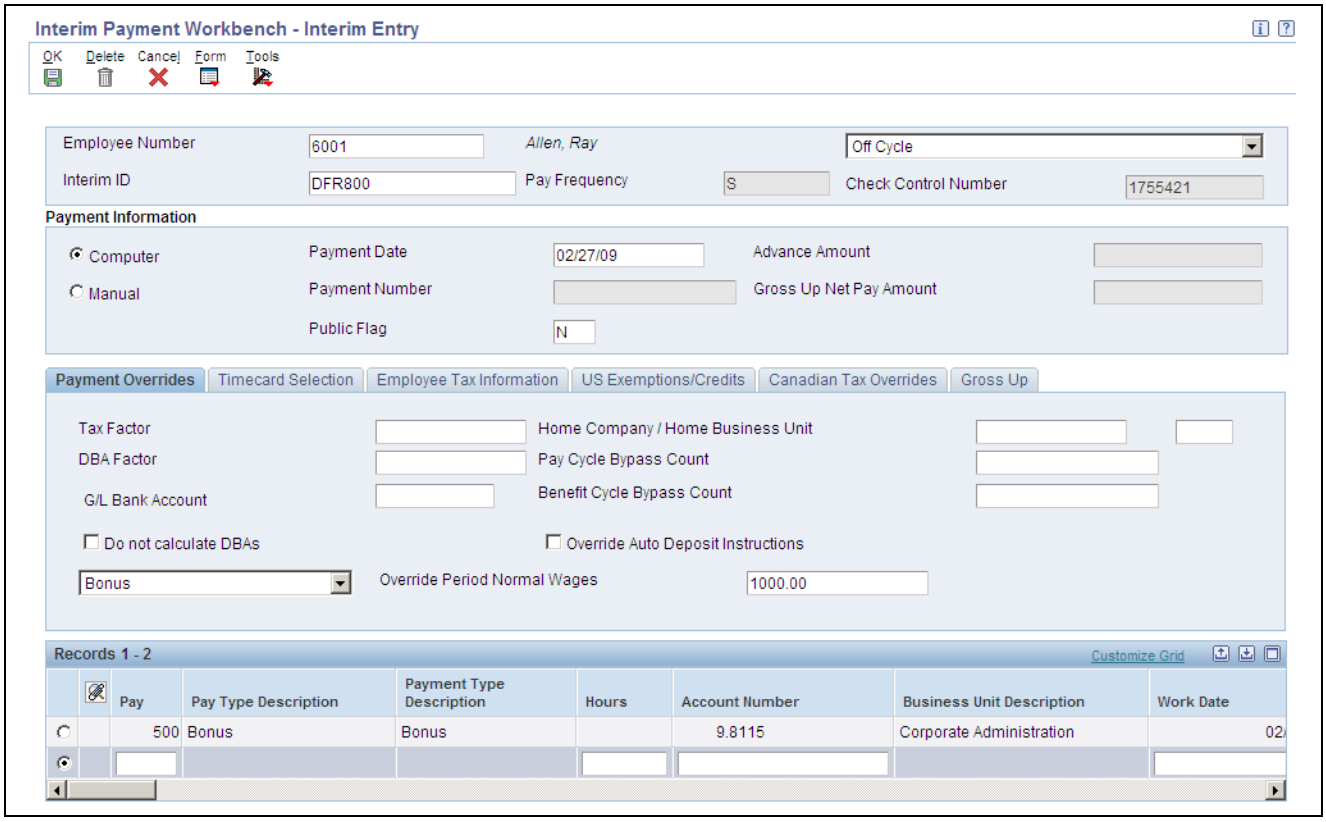
Access the Speed One-time Overrides form.



Speed One-time Overrides form

Entering Interim Payments for Bonus, Back Pay, and Cash Out Payments

Access the Interim Entry form.



Interim Entry form

Australia Payment Type

Use this field to specify that the interim payment is an Australian back payment, cash out, or bonus payment. If you select an option other than *Regular* in this field, the associated amount is subject to taxes according to the ATO Publication #NAT-3348. Available options include:

Back Pay

Bonus

Cash Out

Regular

Override Period Normal Wages

Enter an amount in this field to override the system calculation of standard regular wages for the pay period. This amount is used to calculate taxes for Australian bonus, back pay, and cash out payments.

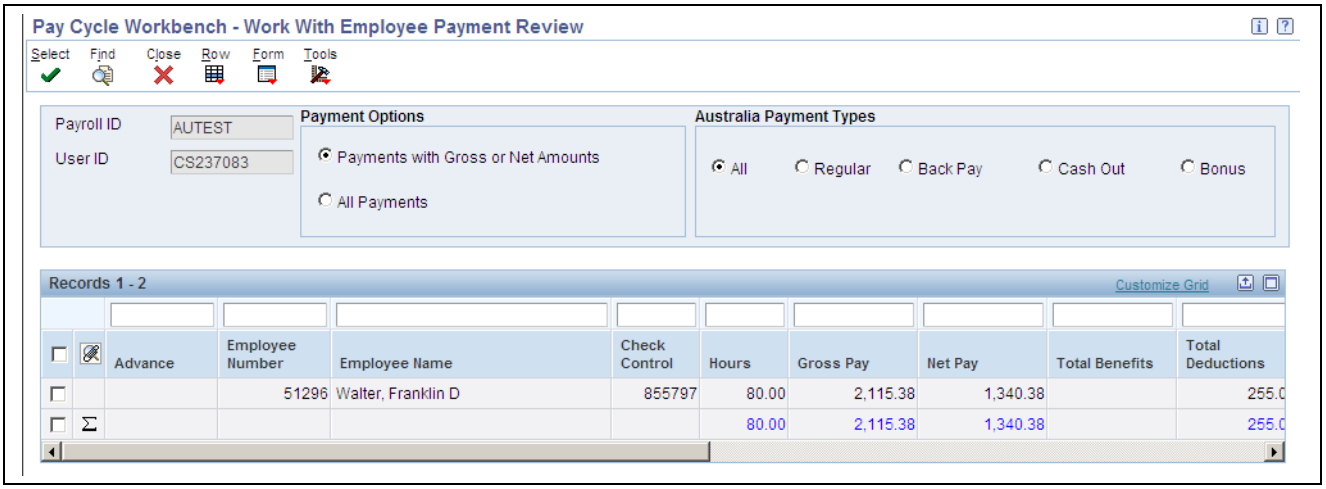
Note. The value that you enter in this field is not used when the system calculates back pay payments that fall within the current fiscal year. If you enter a value in this field for an interim payment that includes back pay timecards with dates in the current fiscal year, the system displays this warning message:

You entered a back payment that includes dates in the current fiscal year. The system will ignore the Override Period Wages when calculating taxes on the portion of the payment that falls within the current fiscal year. Override Period Wages will be used to calculate the portions of the payment that fall outside of the current fiscal year.

Reviewing Bonus, Back Pay, and Cash Out Information During the Payroll Cycle

Access the Work With Employee Payment Review form.

Note. Before you perform this task, you must process pre-payroll.



Work With Employee Payment Review form

To review different payment types, select one of these options in the Australia Payment Types section of the form:

- All
- Regular
- Back Pay
- Cash Out
- Bonus

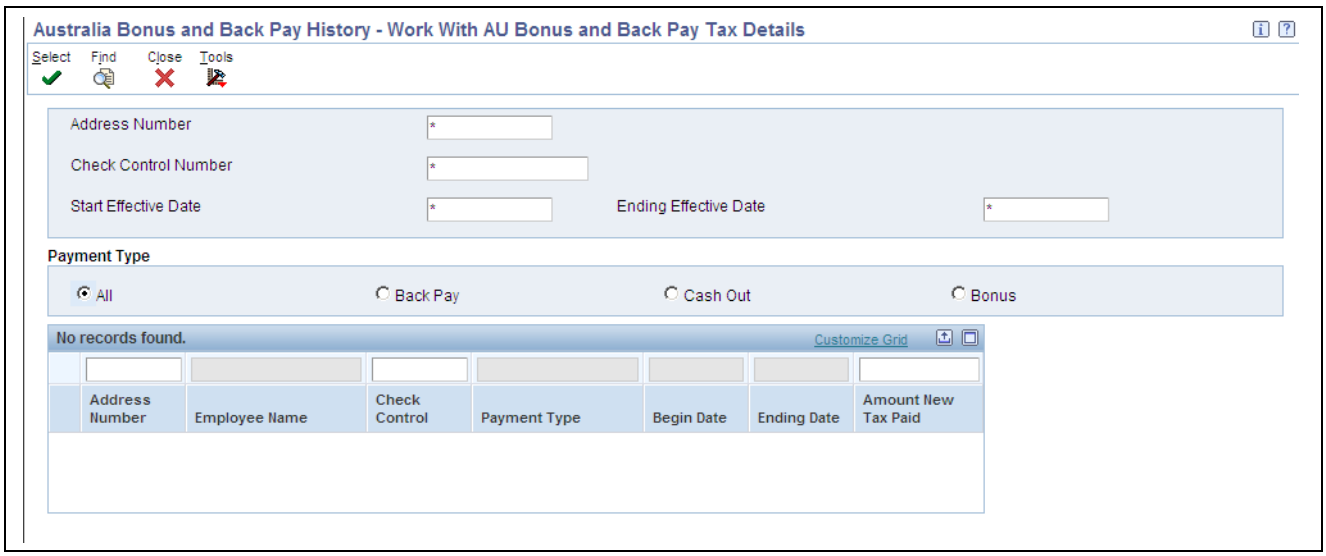
To review detailed information about a specific payment, select the payment and then click Select.

To review tax detail for that payment, on Work With Pay Stub Detail, select Tax Detail from the Form menu.

On Work With Tax Detail, select Bonus/Back Pay from the Form menu.

Reviewing Bonus, Back Pay, and Cash Out Payment History

Access the Work With AU Bonus and Back Pay Tax Details form.



Work With AU Bonus and Back Pay Tax Details form

Search for the payments that you want to review. To narrow your search by payment type, select one of these options:

- All
- Back Pay
- Cash Out
- Bonus

To review detailed information about a payment, select the payment and then click Select.

CHAPTER 7

(AUS) Managing Superannuation Information

This chapter provides overviews of superannuation and superannuation methods, lists a prerequisite, and discusses how to:

- Create superannuation payments during the payroll cycle.
- Create superannuation payments manually.

Understanding Superannuation

In Australia, employers are required to contribute to superannuation funds on behalf of the eligible employees within their organization. Superannuation funds are retirement funds to which employers and employees can contribute. The contributions in these funds are available to employees after they retire.

Superannuation funds are regulated by the Australian Tax Office (ATO). Currently, employers are required to contribute an amount equal to nine percent of an eligible employee's earnings into an approved superannuation fund on behalf of each eligible employee. Employees are eligible for superannuation fund contributions if their monthly earnings are 450 AUD or more. Employees and employers can make additional contributions to the funds.

Employers are required to contribute to employee superannuation funds on at least a quarterly basis. Due to the conditions of a fund, workplace agreement, or personal choice, some employers choose to make more frequent contributions. If an employer fails to make contributions during a quarter, the ATO can assess penalties and other fees, including a superannuation guarantee charge and interest.

Employers that make contributions to an employee's superannuation fund are required to:

- Keep records of all contributions that are made.
- Report details of the contribution to employees at least once per quarter.
- Record when, what, and how information was reported to employees.

The ATO requires employers to report information to employees so that employees are aware of how much superannuation funding has been paid on their behalf, and where that money has been invested. The ATO can assess monetary penalties to employers who do not report this information to employees. The format that you use to report information to employees is not mandated by the ATO; however, you must include:

- The amount of the employer contribution that was made on the employee's behalf.

  The ATO requires employers to report all contributions that are paid into the fund, including amounts above the required nine percent.
- The name of the superannuation fund provider, and if possible, the provider's phone number.
- The employee's account or membership number with the superannuation fund provider, if known.

Note. All of the information in this documentation is current at the time of publication. However, because tax laws and regulations change periodically, you should not rely on this documentation as the primary source of information for superannuation regulations that are defined by the ATO. You should contact the ATO directly for information such as contribution and record- keeping requirements, reporting dates and policies, employee eligibility, and penalties.

Understanding Superannuation Methods

In 2005, the ATO released updated legislation regarding superannuation contributions. To comply with these requirements, and to provide users with a more automated method of managing superannuation information, new programs were developed to manage superannuation processing. Using these new programs, you can automatically create superannuation payments during the payroll cycle.

We recommend, but do not require, that you use the new payroll method to manage superannuation data. However, you can use either of these methods to create superannuation payments:

- Payroll method.

  Using this method, you set up fund information, enroll employees in funds, and specify fund allocation information. You then process employees through the payroll cycle. The system uses the fund information to generate payments to the superannuation fund administrator automatically by creating vouchers in the JD Edwards EnterpriseOne Accounts Payable system. All required superannuation data is printed on the employee's payment advice. You can also review superannuation history online or by generating a report.

  The payroll method is the most current method. This method enables users to easily comply with new legislative requirements and provides a more automated approach to superannuation management.

- Manual method.

  You can manually enter individual superannuation payments, or you can upload multiple superannuation payments from a spreadsheet. The data that you enter is printed on the employee payment advice slips. You can then generate reports that include superannuation payment information, which you can use to create payments to the fund administrators.

Note. The manual method of superannuation management has not been updated to comply with recent legislation. Instead, the payroll method was created. The manual method does not enable users to:

Specify the minimum number of days that an employee must be enrolled in a fund before an employer must allow the employee to change or end enrollment in the fund.

Specify which funds are required.

Allocate contributions to multiple funds using a single deduction.

Automatically determine whether gaps or overlaps in fund allocations exist.

If the organization currently uses the manual method, we recommend, but do not require, that you switch to the payroll method. If you continue to process superannuation data using the manual method, be aware that you must manually perform many of the tasks that are automated when you use the payroll method.

Prerequisite

Before you complete the tasks in this chapter, you must specify, in processing option 2 on the Selection tab for the Generic Payment Advice for Australia and New Zealand program, which method the organization uses to create superannuation payments. Enter 0 if you use the payroll method, and enter 1 if you use the manual method.

See Chapter 6, "Processing Payments," Setting Processing Options for Generic Payment Advice for Australia and New Zealand (R75A0013), page 60.

Creating Superannuation Payments During the Payroll Cycle

This section provides overviews of the payroll method of superannuation management, superannuation deductions and benefits, fund setup, and fund enrollment, lists prerequisites, and discusses how to:

- Set up superannuation funds.
- Set up superannuation fund groups.
- Enroll employees in superannuation funds.
- Set processing options for the Employee Fund Allocation program (P07855).

Understanding the Payroll Method of Superannuation Management

In 2005, the ATO introduced new legislation regarding superannuation processing. To comply with these requirements, and to provide users with a more automated method for processing superannuation data, these programs and reports were created:

- Fund Master program (P07845).
- Group Fund Setup program (P07850).
- Employee Fund Allocation program (P07855).
- DBA Transaction with Fund Information report (R07845).
- Employee Fund Allocation report (R07855).

These programs enable you to enter funds into the system, specify which funds are required or frequently used, enroll employees in funds, specify fund allocations, and create superannuation payments during the payroll cycle.

To set up and use the payroll method of superannuation management, you must complete these steps:

- Enter fund administrators into the address book.

  When you enter funds into the system, you must enter the fund provider or trustee. For example, if you want to enter a fund that is administered by Australia Investments, you must first enter Australia Investments into the address book. You then enter the address book number for Australia Investments when you enter the fund into the system.

  See *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Entering Address Book Records".

- Activate accounts payable vouchering.

To generate payments to fund administrators automatically during the payroll cycle, you must activate accounts payable vouchering. If you do not use the JD Edwards EnterpriseOne Accounts Payable system, you can manually create payments for the fund administrators using the data on the DBA Transaction with Fund Information report (R07845).

See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Integrating Accounts Payable".

- Create superannuation benefits and deductions and assign them to employees.

  You can create as many benefits and deductions as necessary; however, you can associate only one superannuation benefit and one superannuation deduction with each employee. The system calculates the deductions, benefits, and accruals (DBAs) during payroll and uses the fund allocation information that you enter to determine how much of the calculated DBA amount to contribute to each fund.

- Enter superannuation DBAs in UDC (07/FD).

  You must add to UDC (07/FD) each DBA that calculates superannuation contributions. The system looks for fund allocation data only for DBAs that are set up in this UDC table. If you do not enter the DBA in this table, the DBA still calculates during the payroll cycle, but the system does not prorate the DBA amount to each fund that is set up for the employee.

- Enter funds into the system.

  Using the Fund Master program you enter a record for each fund that is available to the employees.

- Create fund groups.

  Using the Group Fund Setup program, you can specify whether a fund is available for a specified group of employees. You can also specify whether the fund is required. You can make funds available to all employees, or to employees with specific home business unit, union, or job type and step combinations. For example, if a union requires that employers make superannuation contributions to a specific fund, you can create a fund group for that union and specify that the particular fund is required. During fund enrollment, the system automatically displays the fund for all employees in the specified union, which simplifies the enrollment process.

- Enroll employees in funds.

  After you set up DBAs, funds, and fund groups, you can enroll employees in superannuation funds. When you enroll employees in funds, you can specify start and stop dates, allocation percentages, and fund membership numbers. You can enroll employees in employer benefit funds and in employee deduction funds. The system uses the fund allocation data that you enter during enrollment to prorate the calculated DBA amount across all funds in which the employee is currently enrolled.

- Process payroll and create payment advices and vouchers.

  After you enroll employees in superannuation funds, you can process them through the payroll cycle. The system calculates the superannuation DBAs that are associated with the employee and prorates the calculated amount across all funds in which the employee is currently enrolled. You then print payment advices using the Generic Payment Advice for Australia and New Zealand program. The system prints all required superannuation data on the payment advice.

  If you are using JD Edwards EnterpriseOne Accounts Payable, the system also produces vouchers during the payroll cycle, which automatically generate payments from the Accounts Payable system.

  See Chapter 6, "Processing Payments," Setting Processing Options for Generic Payment Advice for Australia and New Zealand (R75A0013), page 60.

  See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle".

Understanding Superannuation Deductions and Benefits

You set up benefits and deductions to calculate the amount that an employer contributes to an employee's superannuation fund automatically and the amount that an employee contributes to their own superannuation funds. Employers in Australia are required to contribute to employee superannuation funds according to legislative requirements. Currently, employers are required to contribute an amount equal to nine percent of employee earnings if the employee earns 450 AUD or more per month. Employees and employers can make additional contributions to the funds.

Employee Deductions

To calculate employee contributions to superannuation funds, you can set up as many deductions as necessary. You can set them up to calculate flat amounts or percentages based on employee earnings. After you set up the deductions, you assign them to employees using either the JD Edwards EnterpriseOne Benefits system or by manually attaching the deduction to the employee using the Employee DBA Instructions. You must also add the DBA code for the deduction to UDC table (07/FD).

You then set up funds and assign employee allocation percentages. When you process payroll for the employee, the system calculates the amount that the employee wants to contribute to superannuation funds using these steps:

1. The system calculates the amount of the deduction that you assigned to the employee.
2. The system verifies that the PDBA code for that deduction exists in UDC 07/FD.

   If the code exists in the table, the system continues to the next step. If the code does not exist in the table, the system deducts the amount from the employee's pay but does not allocate the amount across all of the funds in which the employee is currently enrolled.
3. The system retrieves the employee's current fund allocation percentages from the F07855 table.
4. The system allocates the amount of the deduction to each fund according to the allocation percentage associated with each current fund.

   For example, if the deduction amount is 100 AUD and the employee is currently enrolled in two funds, each with an allocation percentage of 50, the system allocates 50 AUD to each fund.

Note. Be aware of these issues when setting up employee deductions and fund allocations:

You can assign *only one* superannuation deduction to each employee, but you can assign multiple employee-paid funds to the employee. If you assign multiple deductions to an employee, the system cannot correctly allocate deduction amounts across all funds in which the employee is currently enrolled.

Also, if an employee's allocation percentage totals more than 100, the system prorates the amount of the deduction across all funds in which the employee is currently enrolled. For example, if overlapping date ranges are accidentally entered for employee allocations, an employee might be set up to allocate 50 percent to Fund 10, 50 percent to Fund 20, and 50 percent to Fund 30. In this situation, the system allocates one third of the calculated amount to each fund. The system also produces a payroll error message notifying the payroll administrator that the allocation percentage for the employee is not 100. You must manually correct the issue.

See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Understanding Payroll Messages.

Employer Benefits

According to the ATO, employers are required to contribute an amount equal to nine percent of an employee's earnings if the employee makes 450 AUD per month or more. This table describes how you might set up a benefit to calculate nine percent of an employee's monthly earnings once the employee earns 450 AUD in a single month:

Forms, Fields and Values	Explanation
On the Basic DBA Information form, enter *M* in the Source of Calculation field.	Source of calculation *M* is used to calculate benefits and deductions that are based on an employee's month-to-date earnings.
On the Basic DBA Information form, enter *8* in the Method of Calculation field.	The system calculates the benefit amount based on the employee's gross earnings. Earning limits and thresholds are set up in a calculation table.
On the Calculation Table form, set up a calculation table using these values: • Table Method: *GQ* • Lower Limit (first grid row): Blank • Upper Limit (first grid row): *449.99* • Amt./Rate (first grid row): *0* • Lower Limit (second grid row): *450.00* • Upper Limit (second grid row): *9999999* • Amt./Rate (second grid row): *9.0*	Based on the method and source of calculation, the system stores the employee's gross earnings for the month. The system then uses the values in the calculation table to determine the amount of the benefit. In this example, the system does not calculate a benefit amount until the employee earns 450 AUD in the month. When the employee earns 450 AUD or more during the month, the system calculates the benefit on the entire monthly earnings amount. For example, if the employee earns 300 AUD during the first payroll of the month, the system does not calculate an amount for the benefit. If the employee earns an additional 300 AUD during the second payroll of the month, the system calculates the benefit as: .09 × 600 AUD =54 AUD If the employee earns an additional 300 AUD during the third payroll of the month, the system calculates the benefit as: (.09 × 900 AUD = 81 AUD) − 54 AUD = 27 AUD.

You can set up as many employer benefits as necessary. After you set up the benefits, you assign them to employees using either the JD Edwards EnterpriseOne Benefits system or by manually attaching the deduction to the employee using the employee DBA instructions. You must also add the DBA code for the benefits to UDC table (07/FD).

You then set up funds and assign an employer benefit fund to the employee using the Employee Fund Allocation program (P07855). When you process payroll for the employee, the system calculates the amount of the employer contribution to the superannuation funds using these steps:

1. The system calculates the amount of the benefit that you assigned to the employee.
2. The system verifies that the DBA code for that benefit exists in UDC 07/FD.

   If the code exists in the table, the system continues to the next step. If the code does not exist in the table, the system deducts the amount from the employee's pay but does not allocate the amount to the fund in which the employee is currently enrolled.

3. The system allocates 100 percent of the benefit to the employer benefit fund in which the employee is currently enrolled.

Note. Be aware of these issues when setting up employer benefits:

You can assign only one employer superannuation benefit to an employee.

You can assign only one employer benefit superannuation fund to an employee. The system automatically enters an allocation percentage of 100 for that fund.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

Understanding Fund Setup

After you create benefits and deductions and enter the associated DBA codes in UDC (07/FD), you can set up superannuation fund information, which includes setting up funds and fund groups.

Funds

You use the Fund Master program (P07845) to enter funds into the system. You must create a record for each fund in which the employees can enroll. When you create fund records, you specify the fund name, and the fund administrator. The fund administrator must exist in the address book before you can create the fund record. When you create fund records, the system assigns a Fund ID to the record.

Fund Groups

You use the Group Fund Setup program (P07850) to create fund groups. Fund groups enable you to specify the funds in which a group of employees is required to, or likely to enroll. The system uses fund groups to determine which funds to display for each employee during fund enrollment. After you set up fund groups, you can enroll employees in the funds. When you enroll employees, the system prepopulates the Employee Fund Allocation Revisions form with all of the funds in which the employee is required to, or likely to enroll.

For example, if the organization makes superannuation contributions only to fund 25 for all employees in union 1000, you can set up a fund group for fund 25 specifying that the fund is required for all employees in union 1000. When you enroll an employee from union 1000 in superannuation funds, the system prepopulates the Employee Fund Allocation Revisions form with fund 25, and also prepopulates the Allocation Percentage field with *100*. To enroll the employee in the fund, you simply select the fund and click Submit.

Similarly, you can use fund groups to display lists of funds in which groups of employees are likely to enroll. For example, if the majority of employees typically enroll in funds 1, 2, or 3, or a combination of these three funds, you can set up a fund group for each of these funds and specify that the fund group is for all employees. When you enroll any employee in superannuation funds, the system prepopulates the Employee Fund Allocation Revisions form with funds 1, 2, and 3, but does not populate the Allocation Percentage field. You can then select the funds in which the employee wants to enroll, enter an allocation percentage for each fund, and click Submit to enroll the employee.

When you set up fund groups, you must specify the fund type. Fund types are specified in UDC (07/FA) and include:

- Type 1: Employer Benefit
- Type 2: Employee Deduction

You can set up multiple fund groups for the same fund. For example, if the organization makes employer-paid superannuation contributions only to fund 200, you can set up a fund group for fund 200, specify the fund type as 1, and specify that the fund is required for all employees. You might also allow all employees to make their own contributions to fund 200. Therefore, you can set up another fund group for fund 200, specify the fund type as 2, and specify that the fund is available (not required) for all employees. When you enroll an employee in superannuation funds, the system displays two records for fund 200 on the Employee Fund Allocation Revisions form. The first is for fund type 1, and is required. The second is for fund type 2, and is not required.

Note. An employee can be actively enrolled in only one type 1 fund at a time.

You can set up fund groups for all employees in the organization, or you can set up fund groups for specific employee groups according to:

- Home business unit
- Job type
- Job step
- Union
- Any combination of these.

For example, the organization might make employer-paid contributions only to fund 25 for employees in union 1000, but contribute to fund 200 for all other employees. You can set up these fund groups for this scenario:

- Fund Group A includes this information:
  - Fund type: 1
  - Fund ID: 25
  - Union: 1000
  - Required Fund: Yes
- Fund Group B includes this information:
  - Fund type: 1
  - Fund ID: 200
  - Fund for All Employees: Yes
  - Required Fund: Yes

In this example, there are two type 1 funds set up as required for employees who work in union 1000. The system displays both funds for the employee. However, an employee can be actively enrolled in only one type 1 fund at a time. Therefore, you must determine the fund in which to enroll the employee. The system uses this hierarchy to determine which type 1 funds to display during enrollment:

1. The employee's home business unit, union code, job type, and job step match the fund group.

   If a matching fund is found, the system displays the fund and continues to the next step to determine whether to display additional funds. However, if a match is found at a lower level for the same fund, the system does not display that fund again. The system displays each fund, at the most detailed level, only once for an employee during enrollment.

2. The employee's home business unit, union code, and job type match the fund group.

   If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

3. The employee's home business unit and union code match the fund group.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

4. The employee's union code matches the fund group.

   If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

5. The employee's home business unit matches the fund group.

   If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

6. The fund group is set for all employees.

   If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and stops searching. If no fund is found, the system does not display a fund during enrollment.

Note. It is not necessary to create fund groups to enroll employees in funds. You use fund groups to facilitate the fund enrollment process. You can enroll employees in any fund that is set up in the system, regardless of whether the fund is included in a fund group. For example, if you enter fund 100 into the system but do not create a fund group for that fund, you can still enroll employees in the fund. However, you must manually add the fund to the Employee Fund Allocation Revisions form. The system does not prepopulate the form with this fund.

Additionally, you can enroll employees in funds that are included in fund groups that do not include the employee. For example, if you set up a fund group that requires employees in union 1000 to enroll in fund 25 for the employer-paid contribution, the system does not limit enrollment in that fund to employees from union 1000. You can enroll any employee in fund 25 by manually adding the fund to the employee's fund enrollments.

Understanding Fund Enrollment

After you set up fund information, you can enroll employees in those funds using the Employee Fund Allocation program (P07855). When you enroll an employee in a fund, you specify:

- Fund ID
- Fund type
- Membership number
- Override name
- Allocation percentage
- Start date
- Stop date

If you set up fund groups, the system prepopulates the Employee Fund Allocation Revisions form with the funds in which the employee is required to, or likely to enroll. To enroll an employee in a fund, you double-click the fund record so that a check mark appears next to the record. If the fund is a required type 1 fund, the system automatically checks the record and enters an allocation percentage of 100.

You can then specify any additional information about each enrollment record, such as the employee's membership number, allocation percentage, and effective dates. After you select the funds in which you want to enroll the employee and enter all necessary enrollment information, click Submit to enroll the employee. The system then performs these tasks:

- Verifies that the employee is enrolling in one type 1 fund.

- Verifies that the employer allocation total equals 100 and that the employee allocation total equals 0 or 100.
- Displays the number of funds in which the employee is enrolling and asks the user whether they want to continue.
- Determines whether future-dated enrollment records exist.

  If future-dated records exist, the system warns the user to verify that there are no gaps or overlaps in enrollment dates that would cause the allocation percentage to equal something other than 100.
- Determines whether enrollment records include end dates.

  If an end date exists on an enrollment record, the system warns the user to verify that no gaps in enrollment dates exist.
- Determines whether overlapping dates exist for the same fund.

  The system produces an error if this condition exists.

Note. Though the system warns users to verify gaps and overlaps in enrollment dates, it is possible that gaps or overlaps might exist. Gaps and overlaps can cause the employee's allocation percentage to be more or less than 100. When this occurs, the system issues a warning during prepayroll notifying users that an employee has a superannuation allocation percentage that does not equal 100. You can fix the error and reprocess prepayroll, or you can continue processing the payroll cycle with the incorrect allocation. If you continue processing without correcting the error, the system prorates the amount of the superannuation deduction according to the allocation percentages for all funds in which the employee is actively enrolled during that payroll cycle.

For example, if an end date is entered incorrectly, an employee might be set up to contribute 50 percent to fund 1, 50 percent to fund 2, and 50 percent to fund 3. In this scenario, the system produces an error during prepayroll. If you continue processing the payroll cycle without fixing the allocations, the system allocates one-third of the superannuation deduction amount to each of the three funds.

Additionally, you can change an employee's enrollments only when the employee is not locked to a payroll. Therefore, to correct the error, you must first reset the payroll ID or reset the employee, which unlocks the employee.

Ending or Changing Enrollments

The ATO requires employers to allow employees to change their superannuation enrollments once every 12 months. However, employers can allow employees to make changes more frequently. Using the processing options for the Employee Fund Allocation program, you can specify the amount of time that an employee must wait before ending or changing an enrollment record. For example, if the organization allows employees to change enrollment information once every 12 months, you can enter 365 (days) in the processing option.

The system uses the start date on the enrollment record to determine if the required number of days has passed before allowing a change. If you try to change an enrollment record before the minimum number of days has passed, the system issues an error. You can also specify, in the processing options, whether users can override the minimum number of days requirement. If you enable this option, the system allows the change without displaying a warning or an error.

To end enrollment in a fund, we recommend that you enter an end date on the enrollment record. You can delete an enrollment record only if all of these criteria are met:

- No history exists for the enrollment record in the F0719 table.
- The enrollment record is not required.
- The required number of days has passed since the enrollment start date, or the processing options are set to allow overrides.

Note. Typically you delete an enrollment record only if it was entered accidentally. In all other cases, we recommend that you enter an end date to end enrollment in a fund. Entering an end date enables you to review complete historical information about an employee's superannuation enrollment.

Accessing Enrollment Data

The Employee Fund Allocation program enables you to access enrollment records in add or view mode. If you access employee enrollment information in view mode, you cannot change any data. You must be in add mode to enter new, or change existing data. When you search for, and select a record using the Work With Allocations form, the system displays employee enrollment in view mode. Use one of these methods to access data in add mode:

- On the Work With Employee Fund Allocation form, complete the Employee Number field and then click Add.
- On the Work With Employee Fund Allocation form, complete the Employee Number field, click Find, and then highlight a record in the grid.

  Then, select View in Add Mode from the Row menu.
- On the Employee Fund Allocation Revisions form, select Reload in Add Mode from the Form menu.

  This option is available only if you are in view mode.

While in add mode, you can change or enter data only for rows that display a check mark. To change or add data to a row that does not display a check mark, double-click the row.

Reviewing Enrollment History

After you enroll employees in superannuation funds, you process them through the payroll cycle to generate superannuation payments and historical data. Employees can review superannuation contribution information on their payment advices, which you create using the Generic Payment Advice for Australia and New Zealand program (R75A0013).

You can review superannuation history by producing these reports:

- DBA Transaction with Fund Information report (R07845).
- Employee Fund Allocation report (R07855).

You can also review superannuation history for individual employees by selecting the Enrollment History option from the Form menu on the Employee Fund Allocation Revisions form.

Prerequisites

Before you complete the tasks in this section, you must:

- Enter third-party superannuation fund administrators into the address book.

  See *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Entering Address Book Records," Entering Address Book Records.
- Set up superannuation benefits and deductions and assign them to employees.
- Enter superannuation benefits and deductions in UDC (07/FD).

Forms Used to Create Superannuation Payments Using the Payroll Method

Form Name	FormID	Navigation	Usage
Work With Fund Master	W07845A	Australia Superannuation (G07BUSP160), Fund Master	Access forms to set up new funds, or select existing funds.
Fund Master Revision	W07845B	Click Add on the Work With Fund Master form.	Set up and revise funds.
Work With Fund Groups	W07850A	Australia Superannuation (G07BUSP160), Group Funds	Access forms to setup fund groups, or select existing fund groups for revision.
Group Fund Revisions	W07850B	Click Add on the Work With Fund Groups form.	Set up fund groups.
Work With Employee Fund Allocations	W07855A	Australia Superannuation (G07BUSP160), Employee Fund Allocation	Access forms to enter, review, or revise employee enrollment records.
Employee Fund Allocation Revisions	W07855B	On the Work With Employee Fund Allocations form, select an employee and then click Add.	Enroll employees in superannuation funds.
Fund Allocation Enrollment History	W07855C	On the Work With Employee Fund Allocations form, select a record and then select Enrollment History from the Row menu.	Review superannuation enrollment history.

Setting Up Superannuation Funds

Access the Fund Master Revision form.

Fund ID Review the system-assigned address book number that identifies the fund.

Fund Name Enter the descriptive name of the fund. You can use alphanumeric and special characters in this field.

Provider/Trustee Enter the address book number of the third-party fund administrator. This is the organization to which payments are sent.

Superannuation Product ID No Enter the identification number for the superannuation fund. This number is provided by the third-party fund administrator.

Setting Up Superannuation Fund Groups

Access the Group Fund Revisions form.

Fund Type Specify whether the fund group is associated with the employer benefit, or the employe deduction. Values are stored in UDC (07/FA) and include:

- *1:* Employer Benefit

- *2:* Employee Deduction

Fund ID Enter the address book number of an existing fund.

Fund Allocation Percentage Review the default allocation percentage that the system assigns to enrollment records. If the fund group is set up for a type 1 fund, the system enters *100* in this field. If the fund type is 2, the system enters *0*.

Fund Participation Start Date Enter the date on which the fund group become effective.

Fund Participation End Date Enter the date on or after which the fund group is no longer valid.

Fund For All Employees Select this option if you allow all employees to enroll in this fund.

Required Fund Select this option if the fund is required for the specified group of employees.

Home Business Unit Complete this field if you want the system to display this fund when you enroll employees from this home business unit in superannuation funds.

Union Code Complete this field if you want the system to display this fund when you enroll employees from this union code in superannuation funds.

Job Type Complete this field if you want the system to display this fund when you enroll employees with this job type in superannuation funds.

Job Step Complete this field if you want the system to display this fund when you enroll employees with this job step in superannuation funds.

Enrolling Employees in Superannuation Funds

Access the Employee Fund Allocation Revisions form.

Note. If you created fund groups, the system displays all of the funds that are set up to display for the selected employee. You can enter enrollment information for each row, or you can enter additional funds in which you want to enroll the employee. Remember, an employee can be actively enrolled in only one type 1 fund at a time. To enter enrollment information for a row, whether it was prepopulated or manually added to the grid, you must double-click the row so that a check mark appears next to the row. When you have entered all enrollment information, click Submit, and then click OK.

Fund Type Specify whether the enrollment record represents the employer benefit or an employee deduction. An employee can be actively enrolled in only one employer benefit record (type 1) at any time. Values are stored in UDC (07/FD), and include:

- *1:* Employer Benefit
- *2:* Employee Deduction

Membership Number Enter the employee's membership number with the third-party fund administrator.

Name Override Enter the employee's name as it is known by the third-party fund administrator. The system automatically populates this field with the employee's name as it exists in the employee's Address Book record. You must complete this field only if the employee notifies you that their fund membership is associated with a different name, such as a maiden name.

Allocation Percentage Enter the percentage of the superannuation contribution that you want to apply towards this fund. For example, if an employee has specified that they want to contribute a total of 100 AUD each pay period to superannuation funds, enter the percentage of that 100 AUD that is applied to each fund. For example, if the employee wants to contribute 50 AUD to two different funds, enter *50* in this field for each fund in which the employee is enrolling.

For employer benefit funds (type 1), the system automatically populates this field with *100*, as employees can enroll in only one of these funds at a time.

Start Date Enter the date on which the fund enrollment begins. If you enter a future date in this field, the system displays a message telling you to verify that no gaps or overlaps in enrollment dates exist. If you leave this field blank, the system enters today's date.

End Date Enter the date on which enrollment in this fund ends. Depending on the processing option setup, you might receive a warning or an error if you change or end an enrollment record before the minimum number of days has passed. If you enter a date in this field, the system also displays a message telling you to verify that no gaps or overlaps in enrollment dates exist.

Setting Processing Options for the Employee Fund Allocation Program (P07855)

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

Processing

Select the Processing tab.

1. Minimum Number of Days Use this processing option to specify the minimum number of days that must pass between the fund enrollment start date and the date on which you allow changes to the enrollment record. For example, if you allow employees to change enrollment records once every 12 months, as required by the ATO, enter *365* in this processing option. If you allow employees to change superannuation fund enrollment at any time, enter *0* in this field.

2. Minimum Number of Days Rule Use this processing option to specify whether you allow exceptions to the minimum number of days requirement that you entered in the previous processing option. For example, if you entered 365 in the previous processing option, but you do allow some changes to be made on a more frequent basis, enter *1* in this processing option. If you leave this processing option blank, the system produced a hard error when an enrollment record is changed before the minimum number of days has passed and does not allow you to make the change. If you enter a 1 in this processing option, the system produces a warning but allows you to make the change. Values are:

- Blank: Apply the rule.
- *1:* Do not apply the rule.

Creating Superannuation Payments Manually

This section provides overviews of superannuation recording and superannuation reporting, lists prerequisites, and discusses how to:

- Run the Superannuation Contribution by Employee report.
- Set processing options for the Superannuation Contribution by Employee report.
- Enter superannuation payments individually.
- Create a superannuation spreadsheet.
- Import superannuation payment data from a spreadsheet.
- Modify superannuation payment information.
- Clear the superannuation payment print date.

Understanding Superannuation Recording

This section describes the manual method of creating superannuation payments.

Note. In 2005, superannuation legislation changed. To comply with those changes, and to automate the process of creating superannuation payments, the payroll method of superannuation management was created. We recommend, but do not require, that you use the payroll method to manage superannuation information. If you are currently using the manual method, you can continue to use it indefinitely, or as you implement and test the payroll method. The payroll method is discussed in the previous section of this chapter.

If the organization has employees who are eligible for superannuation contributions, you can use DBAs to calculate those contributions. You can set up DBAs to automatically calculate employer and employee contributions to superannuation funds during the payroll process. You set up one or more deductions to calculate the employee salary sacrifice, and you set up one or more benefits to calculate the employer contribution.

When you process employees through a payroll cycle, the system calculates the superannuation contributions for each employee. You can review these amounts by processing the Superannuation Contribution by Employee report (R75A0007). This report lists the amount of each superannuation DBA for each employee who was processed in the payroll cycle.

You can use the Superannuation Contribution by Employee report to determine the amounts that you must send to the third-party administrators of the funds to which you are contributing. After you send the contributions to the fund administrators, you must record those payments in the system. You must also report information about the payments to employees to comply with ATO regulations.

You can enter superannuation payments individually, using the Superannuation Payments program (P75A0301), or you can create a spreadsheet that you can use to record payment information. You can then import the information from the spreadsheet into the system.

Superannuation payment information is stored in the Superannuation Payment table (F75A0301) regardless of whether it is entered individually or imported from the spreadsheet.

The Superannuation Contribution by Employee Report

If the organization or the employees contribute to superannuation funds, you can review superannuation contribution history by generating the Superannuation Contribution by Employee report. The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.

By setting the processing options for this report, you can specify which deductions and benefits the organization uses to calculate superannuation contributions. Additionally, you use processing options to specify the time period for which you want to process superannuation information, the earning limit for eligible employees, whether the employees' salaries appear on the report, and the basis for determining employee earnings.

You can use this report to determine what payments to make to the third-party administrators of the funds to which you are contributing. Additionally, you can send this report to the third-party administrators of the superannuation funds to notify them of the amounts that should be contributed to each employee's account.

Contributions Entered Individually

After you calculate the amount of the employer- and employee-paid superannuation contributions, you can pay those amounts to the third-party administrators of the superannuation funds to which you want to contribute. When an organization makes payments to a superannuation fund on behalf of an employee, the organization is required to report information about the payment to the employee.

Before you can report superannuation payment information to an employee, you must enter information about the payments into the system. You can use the Superannuation Payments program to enter each superannuation payment individually. You can also use this program to modify existing superannuation payment records regardless of whether they were entered individually or imported from a spreadsheet.

After you enter superannuation payment information, it is stored in the Superannuation Payments table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payments table that have not already been printed on the payment advice. Printing superannuation information on the employee's payment advice slip satisfies the ATO's reporting requirements.

Superannuation Information Imported from a Spreadsheet

After you make payments to the third-party administrators of the superannuation funds to which you are contributing, you must record information about those payments. You can enter payment information for individual payments, or you can import the payment information into the system from a spreadsheet.

Before you can import payment information from a spreadsheet, you must create a spreadsheet that contains all of the necessary information in a format that is compatible with the software. To ensure that the information in the spreadsheet is in an acceptable format, you must first enter a superannuation payment record individually. You then export this record to create the spreadsheet.

After you create the spreadsheet, you can enter information about superannuation payments directly into the spreadsheet. You can then import the data from the spreadsheet into the software.

Note. For the data export and import processes to be successful, you must ensure that the columns in the spreadsheet that you create are ordered the same as the columns in the detail area of the form into which you want to import data. If the columns in the spreadsheet are ordered differently than those in the detail area of the form, you might receive errors or have incorrect data in the Superannuation Payments table. If necessary, you can arrange the columns in the detail area of a form in an order that is easy for you to work with.

Additionally, you must ensure that the data that you enter in the spreadsheet is formatted the same as the data that is stored in the system. For example, the data in the Employee Name field is displayed in the software using the LastName, FirstName format. If you enter employee names into the spreadsheet, and want to import that information into the software, you must enter employee names in the spreadsheet using this format. For example, you would enter employee John Smith as Smith, John.

After you have imported the data into the software, it is stored in the Superannuation Payment table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payment table that have not already been printed on the payment advice. Printing superannuation information on the employee's advice slip satisfies the ATO's reporting requirements.

Before you can create a spreadsheet, you must add a superannuation payment record. This record should be a valid payment record. If you enter an invalid record that you will use solely for the purposes of creating the spreadsheet, delete the record after you create the spreadsheet.

Modifying Superannuation Payment Information

After you enter superannuation payment information into the system, you might need to revise the information. For example, if an employee was paid the incorrect amount, the amount of the superannuation payment might also be incorrect.

Regardless of whether the information was entered individually or imported from an Excel spreadsheet, you can use the Superannuation Payments program to modify payment information.

You can modify payment information before or after it has been printed on an employee's payment advice slip. Payment information records that have already been printed contain a date in the Date Printed field. If you want to modify payment information after it was printed on an employee's payment advice, you must first clear the print date from the record. Doing so enables you to modify the record and to print the new information on the employee's next payment advice slip.

Understanding Superannuation Reporting

After you have recorded superannuation payments, you must report the payment information to employees. The ATO currently requires that you report payment information to employees within 30 days of the end of each quarter. You should contact the ATO directly for the most current information regarding reporting dates and requirements.

You report superannuation information to employees by printing the information on the payment advice slips that you create during the payments step of the payroll cycle. To do so, you use the Generic Payment Advice for Australia & New Zealand program (R75A0013). The system prints all payment records that exist in the Superannuation Payment table that do not have a date in the Date Printed field. After the system prints the record on an employee's payment advice slip, the system enters the payment date in the Date Printed field. This prevents the system from reprinting payment information on subsequent payment advice slips. If you must modify or reprint superannuation payment information on an employee's advice slip, you must first clear the print date from the payment record in the Superannuation Payment table. The system prints all records in the Superannuation Payment table that do not have a print date the next time that you process payment advice slips.

Note. You create payment advice slips during the payment step of the payroll cycle. You cannot process the Generic Payment Advice for Australia & New Zealand program outside of the payroll cycle.

Clearing the Print Date

When you process payments for employees who are eligible for superannuation contributions, you can print superannuation payment information on the employees' payment advice slips. The system prints all of the records in the Superannuation Payments table that do not have a date in the Date Printed field. After the payment information is printed, the system completes the Date Printed field so that the information is not printed on subsequent payment advice slips.

You might occasionally need to reprint superannuation payment information on an employee's advice slip. Before you can reprint this information, you must remove the print date from the payment record. The system prints only the records in the Superannuation Payment table that do not contain a print date.

For example, if you misplace a batch of payment advice slips, you might need to reprint them. After you remove the date from the Date Printed field, you can then reprocess the payment advice slips.

Note. When you process payments, the system includes all records in the Superannuation Payment table that do not contain a date in the Date Printed field. Therefore, if you want to reprint payment advices, be aware that if you enter additional superannuation payment information between the time that the original payment advice slips were created and the time that you reprint them, the system will include the new payment records as well as the records that you have cleared when it prints superannuation payment information on the payment advice slips.

When you select the payments for which you want to clear the print date, you must specify the original date on which the record was printed. In addition, you can use any combination of this search criteria to specify which payments to include in the clearing process:

- Company
- Business unit
- Employee number

For example, if you want to clear the print date for all payments that were printed on December 30, 2005, you enter that date in the Date Printed field on the Clear Printed Date form. If you want to clear the print date for only one employee whose payment was printed on December 30, 2005, you enter the employee number in the Employee Number field and 30/12/05 in the Date Printed field.

See Also

Chapter 6, "Processing Payments," page 57

Prerequisites

Before you complete the tasks in this section:

- Set up deductions and benefits to calculate superannuation contributions according to the organization's policies.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals".

- If available, enter employee superannuation fund membership or account numbers into the system.

  See Chapter 3, "Setting Up Payment Information," Setting Up Reference Data for Employee DBAs, page 14.

- Process employees through a payroll cycle.

  See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information".

Forms Used to Record Superannuation Payments

Form Name	FormID	Navigation	Usage
Work With Superannuation Payments	W75A0301A	Australia/New Zealand Reports (G07BUSP17), Superannuation Payment	Review existing payment records or access the Superannuation Payments Revision form.
Superannuation Payments Revision	W75A0301B	On the Work With Superannuation Payments form, click Add.	Enter superannuation payments individually. Modify existing superannuation payment records.
Superannuation Data Import	W75A0302A	On the Work With Superannuation Payments form, select Import from the Form menu.	Import superannuation data from a spreadsheet.
Clear Printed Date	W75A0301C	On the Work With Superannuation Payments form, select Clear Date from the Form menu.	Clear the print date.

Running the Superannuation Contribution by Employee Report

Select Australia/New Zealand Reports (G07BUSP17), Superannuation Contribution by Employee.

Setting Processing Options for Superannuation Contribution by Employee Report (R75A0007)

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

Defaults

1. Enter the Start Date for month of this report.

Specify the start date for month of this report.

2. Enter the Employee Earning Limit Value. Employees who earn less than this annual salary will not be included in the report.

Specify the employee earning limit.

Employees who earn less than this annual salary will not be included in the report.

3. Enter a Y to print the salary on the report. If left blank the salary will not be printed.

Specify whether you want to include the salary on the report.

If you leave this processing option blank, the salary is not included.

4. Enter a C if data is to be based on Calendar Earnings, otherwise the default is Payment Date earnings.

Specify whether data is to be based on calendar earnings. Values are:

C: Calendar earnings.

0 or Blank: Payment date earnings.

Basic Employer

Enter up to three DBA codes to define the basic employer contributions for this scheme.

1. Basic Employer Contribution DBA Code 1 through **3. Basic Employer Contribution DBA Code 3**

Specify basic employer contribution DBA code 1 through DBA code 3.

Additional Employer

Enter up to three DBA codes used to define the additional employer contributions for this scheme.

1. Additional Employer Contribution DBA Code 1 through **3. Additional Employer Contribution DBA Code 3**

Specify additional employer contribution DBA code 1 through DBA code 3.

Basic Employee

Enter up to three DBA codes used to define the basic employee contributions for this scheme.

1. Basic Employee Contribution DBA Code 1 through **3. Basic Employee Contribution DBA Code 3**

Specify basic employee contribution DBA code 1 through DBA code 3.

Additional Employee

Enter up to three DBA codes used to define the additional employee contributions for this scheme.

1. Additional Employee Contribution DBA Code1 through **3. Additional Employee Contribution DBA Code3**

Specify an additional employee contribution DBA code 1 through DBA code 3.

Entering Superannuation Payments Individually

Access the Superannuation Payments Revision form.

Amount Paid

Enter the amount paid against a specific voucher or invoice.

Date Paid

Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Membership Number Enter the number of the checking account that the payment check was written against.

Check Control Enter a 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.

Fund Name Enter the name of the superannuation fund to which the amount is deposited.

Fund Contact Phone Number Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Creating a Superannuation Spreadsheet

To create a superannuation spreadsheet:

1. Access the Work With Superannuation Payments form.
2. Arrange the columns in the detail area to match the order that you want them to appear in the spreadsheet.

   You might want to arrange the columns to simplify the data entry process. If the existing order of the columns is acceptable, leave the columns as they are and continue to the next step.
3. Locate the superannuation payment record that you entered individually.
4. Right-click the record, select Export, and then select Microsoft Excel.

   The Export Assistant form appears.
5. In the detail area of the Work With Superannuation Payments form, highlight any of the fields of the payment record.

   To highlight fields in the detail area, left-click the field that you want to be the first column in the spreadsheet, hold the mouse button down and move the mouse to the right until all of the fields that you want to include in the spreadsheet are highlighted.

   See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*
6. On the Export Assistant form, click the Continue button.

   The system automatically creates an Excel spreadsheet.
7. Click Save and close the spreadsheet.
8. On the Work With Superannuation Payments form, click Close to quit the Superannuation Payments program.

Importing Superannuation Payment Data from a Spreadsheet

Access the Superannuation Data Import form.

To import superannuation payment data from a spreadsheet:

1. Verify that the columns in the detail area of the form are ordered the same as the columns in the spreadsheet.
2. Right-click in the detail area of the left-most column, select Import, and then select Microsoft Excel.
3. On the Open form, browse to the Excel spreadsheet that you want to import.

   When you have successfully selected the spreadsheet, the name of the file appears in the File Name field.
4. In the Import Options section of the form, complete these fields, and then click Open:
   - Specify a range of cells to import (for example A1:B10),

     When you specify the range of cells, the columns that are included in the range of cells from the spreadsheet should appear in the same order as the columns on the Superannuation Data Import form. Also, you must know the range of cells that you want to import, and the name of the worksheet from which you want to import data before you attempt the import process. After you enter Superannuation data into the spreadsheet, you should make a note of the range of cells that you want to import, along with the worksheet name, before you close the spreadsheet so that you will have this information readily available to complete the import process.
   - Specify a worksheet name to import from.

     The Excel spreadsheet opens and displays the range of cells that you have selected for import. Additionally, the data that you selected from the spreadsheet is automatically populated in the detail area of the Superannuation Data Import form.
5. Close the Excel spreadsheet.
6. On the Superannuation Data Import form, make any changes necessary to ensure that the data is correct, and then click OK.

Modifying Superannuation Payment Information

Access the Superannuation Payments Revision form.

You cannot select records that contain a date in the Date Printed field. If you want to modify a record that has already been printed, you must first clear the print date.

See Chapter 7, "(AUS) Managing Superannuation Information," Clearing the Superannuation Payment Print Date, page 98.

Clearing the Superannuation Payment Print Date

Access the Clear Printed Date form.

CHAPTER 8

(NZL) Managing KiwiSaver Contributions

This chapter provides an overview of the KiwiSaver retirement plan, and discusses how to:

- Set up KiwiSaver information.
- Report KiwiSaver information.

Understanding the KiwiSaver Retirement Plan

KiwiSaver is a retirement savings plan for New Zealand residents that is governed by the Inland Revenue Department (IRD). The KiwiSaver plan enables employees to contribute a portion of their payroll earnings to a retirement savings plan. In addition to employee contributions, employers also contribute funds to the plan on the behalf of each participating employee.

IRD requires employers to track and report the amount of earnings that each employee contributes to the KiwiSaver plan and also the amount that the employer contributes on each employee's behalf.

To manage KiwiSaver information, you set up deductions and benefits (DBAs) to calculate the amounts that both employees and employers contribute to the KiwiSaver plan. The system processes these DBAs during the payroll cycle, and stores the calculated amounts of the contributions in the New Zealand Tax Ledger Detail table (F75Z0002). You can then create reports and electronic files that are based on the F75Z0002 table, and submit them to IRD to meet legislative requirements associated with the KiwiSaver plan.

Prerequisites

Before you can process KiwiSaver information, you must create a deduction to calculate the employee contribution to the plan, and you must create a benefit to calculate the employer contribution to the plan.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals".

Setting Up KiwiSaver Information

This section provides an overview of KiwiSaver setup, and discusses how to specify DBA codes for KiwiSaver contributions.

Understanding KiwiSaver Setup

Before you can process KiwiSaver information, you must prepare your system to calculate, store, and report KiwiSaver data. You use deductions and benefits (DBAs) to calculate the employee and employer contributions that are made to the plan on each employee's behalf. Using UDC table 75/KS, you specify which DBA codes you use to calculate each portion of the contribution.

When you process prepayroll, the system uses the DBAs to calculate the contribution amounts. During the final update step of the payroll cycle, the system uses the values in UDC 75/KS, along with the DBA amounts that were calculated during prepayroll, to determine what values to update in the New Zealand Tax Ledger Detail table (F75Z0002). The employer contribution is stored in field *Z2KCON*, and the employee contribution is stored in field *Z2KDED*.

Important! In an update to the 8.12 release, the F75Z0002 table was modified to store KiwiSaver information. Two fields, *Z2KCON* and *Z2KDED*, were added to this table to store the contribution amounts that are calculated during each payroll cycle. If you are running a release earlier than 9.0, before you can store KiwiSaver information in this table, you must run the Convert F75Z0002 for KiwiSaver table conversion program (R8975Z0002) to add these two new fields to the table. If you process KiwiSaver information through a payroll cycle before you process the table conversion, the system does not store KiwiSaver information F75Z0002.

See Also

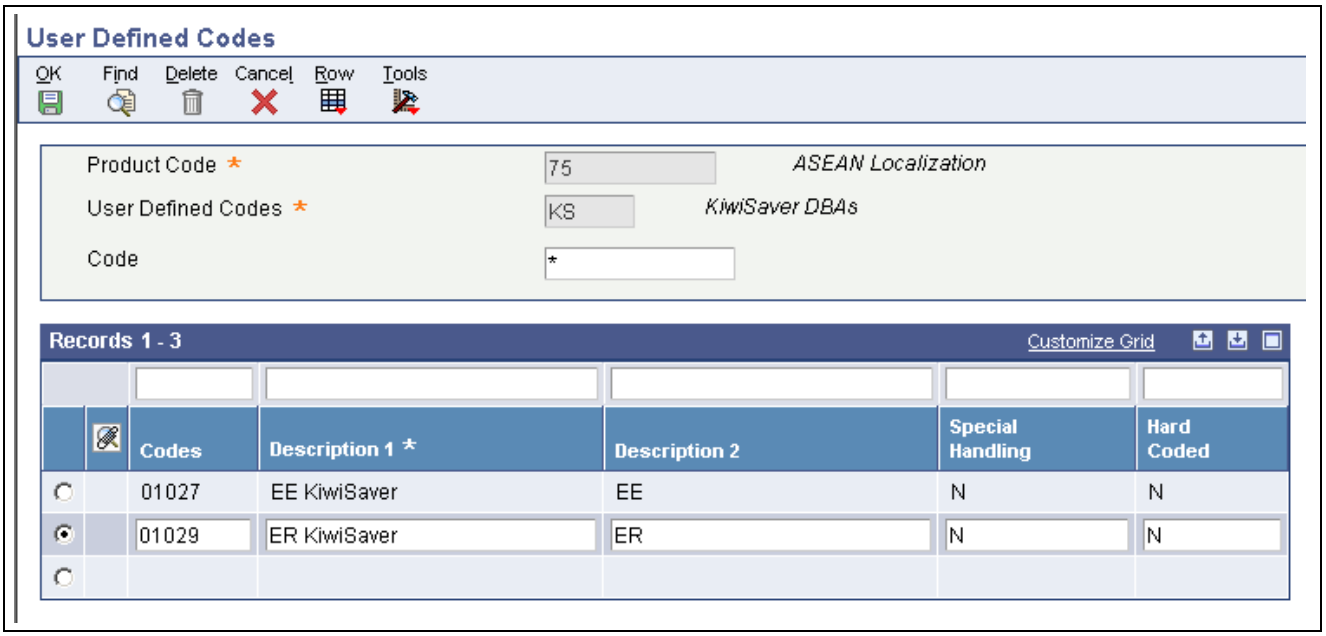
JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with the Payroll Cycle"

Forms Used to Specify DBA Codes for KiwiSaver Contributions

Form Name	FormID	Navigation	Usage
Work With User Defined Codes	W0004AA	Enter *UDC* in the fast path.	Use this form to access UDC table 75/KS.
User Defined Codes	W0004AI	On Work With User Defined Codes, search for UDC 75/KS, and then click Add.	Specify DBA codes for KiwiSaver contributions.

Specifying DBA Codes for KiwiSaver Contributions

Access the User Defined Codes form.



User Defined Codes form

1. On the first line of the table, enter the DBA code of the deduction that you use to calculate the employee contribution to the KiwiSaver plan in the Code field.
2. Enter a description in the Description 1 field.
3. Enter *EE* in the Description 2 field.

   Note. The system uses the value in this field to determine what to update in the Z2KDED field of the F75Z0002 table. If you do not enter *EE* in the Description 2 field, no employee contribution information is written to the F75Z0002 table. You can enter only one employee contribution DBA in this table.

4. On the next line, enter the DBA code of the benefit that you use to calculate the employer contribution to the KiwiSaver plan in the Code field.
5. Enter a description in the Description 1 field.
6. Enter *ER* in the Description 2 field.

   Note. The system uses the value in this field to determine what to update in the Z2KCON field of the F75Z0002 table. If you do not enter *ER* in the Description 2 field, no employer contribution information is written to the F75Z0002 table. You can enter only one employer contribution DBA in this table.

7. Click OK to save your changes and then click Close.

Reporting KiwiSaver Information

This section provides an overview of KiwiSaver reporting and discusses how to:

- Generate the New Zealand IR file and report for KiwiSaver reporting.
- Set processing options for the New Zealand IR File and Report (R75Z0006).

Understanding KiwiSaver Reporting

When you process KiwiSaver DBAs through a payroll cycle, the system stores the employee and employer contribution amounts in the New Zealand Tax Ledger Detail table (F75Z0002). You can use the Write New Zealand IR File and Report program (R75Z0006) to extract that data into a report and an electronic file, which you can submit to IRD to meet the legislative requirements of the KiwiSaver plan.

Note. Before you process the R75Z0006, you must set the processing options so that the data that is included in the report and the file is formatted correctly for KiwiSaver reporting. Specifically, you must enter a value of *0002* in the IRD version processing option on the Electronic File tab.

Generating the New Zealand IR File and Report for KiwiSaver Reporting

Select Australia/New Zealand Reports (G07BUSP17), New Zealand IR File and Report.

Setting Processing Options for New Zealand IR File and Report (R75Z0006)

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

Report

1. Enter the Period Start date for this report

Specify the period start date for this report.

2. Enter the Period End date for this report

Specify the period end date for this report.

3. Enter the deduction code used for Child Support Payments

Specify the deduction code used for child support payments.

4. Do you wish to create an electronic file for filing ? Y/N

Specify whether you want to create an electronic file for filing. Values are:

Y: Yes

N: No

No is the default value.

Electronic File

1. Enter the Name of the Payroll Contact person.

Specify the name of the payroll contact person.

2. Enter the Phone Number of the Payroll Contact person

Specify the phone number of the payroll contact person.

3. Enter the IRD form version number to be used. Default value is 0001

Specify the IRD form version number to be used. For KiwiSaver processing, enter *0002* in this option.

4. Enter the file name for the output file, including extension

Specify the file name for the output file, including the extension.

5. Do you wish to update the date reported field on the records processed Y/N

Specify whether you want to update the date reported field on the records processed. Values are:

Y: Yes

N: No

CHAPTER 9

(NZL) Processing Employee Leave in New Zealand

This chapter provides an overview of the New Zealand Holiday Leave Act of 2003 and discusses how to:

- Set up employee leave information for New Zealand.
- Define leave rates and methods.
- Process employee leave for New Zealand.

Understanding the New Zealand Holiday Leave Act of 2003 (NZHA)

Employee leave time in New Zealand is governed by the New Zealand Holiday Act of 2003 (NZHA). This act was passed to ensure that employees have an appropriate balance between work and home life, and to ensure that employees receive minimum entitlements to annual holiday leave, public holidays, sick leave, and bereavement leave.

Employers are required to provide these minimum leave entitlements to employees:

Type of Leave	Minimum Entitlements
Annual Holiday Leave	At the end of each completed 12 months of continuous employment, the employee is entitled to no fewer than three weeks of paid annual holiday leave.
Public Holiday Leave	The employee is entitled to 11 public holidays, if the public holidays fall on days that would normally be a working day for the employee
Sick Leave	The employee is entitled to five days of sick leave for each 12 months of continuous employment completed. Sick leave is provided after the employee completes six months of employment that meets the legislative requirements.
Bereavement Leave	The employee may take three days of bereavement leave (per incident) once the employee has completed six months of continuous employment. Three-day bereavement leave is used for the death of family members, as specified in the legislation. An additional day of bereavement leave (per incident) is allowed, if the employer accepts, for the death of a person closely associated with the employee.

In addition to providing minimum leave entitlements to employees, employers must calculate the pay rates that are associated with leave time according to the regulations of the NZHA. The methods that an employer can use are specified in the legislation.

Employers can also enter into employment agreements with employees. These agreements include the pay rates that the employee will receive for leave time. You can set up special rates to calculate leave pay rates for employees with employment agreements.

Under certain circumstances, employers may regularly pay annual holiday leave pay with the employee's earnings.

Depending upon the specific terms of an employment agreement, the type of leave taken, or the method the organization uses, these components are used to calculate pay rates for employee leave:

Leave Component	Definition
Average Weekly Earnings	Average weekly earnings is 1/52 of an employee's accumulated gross earnings for the past 12 months.
Ordinary Weekly Pay	Ordinary weekly pay is the amount of pay the employee receives for an ordinary working week, according to the terms of an employment agreement.
Relevant Daily Pay	Relevant daily pay is the amount of pay the employee would have received had the employee worked on the specified day.
Special Rates	Special rates are predetermined pay rates for specified leave types, as defined by an employment agreement.

Note. The information included in this documentation was current at the time of publication. However, we recommend that you contact the local government authority for the latest information about calculating employee leave pay in accordance with current regulations. Employers who do not pay employee leave according to current regulations might be subject to fines.

Setting Up Employee Leave Information for New Zealand

This section provides an overview of leave setup, lists a prerequisite, and discusses how to:

- Include a pay type in gross earnings.
- Associate leave type codes with leave pay types.

Understanding Leave Setup

Before you process employee leave time in New Zealand, you must set up information to ensure that the leave payments meet the requirements of the NZHA.

Types of Employee Leave

The New Zealand Holiday Act of 2003 specifies two different calculations for employee leave. One calculation method is used to calculate annual holiday leave rates. The other method is used to calculate sick, holiday, and bereavement leave.

You define the types of leave that are available to the employees by entering Benefit/Accrual Type codes in UDC table 75/LT. The system uses the value in the Description 02 column of this UDC table to determine which method to use to calculate employee leave pay. For example, if the organization uses pay type 815 to pay employees for annual leave, pay type 817 to pay employees for sick leave, and 818 to pay employees for holiday leave, you set up this information in UDC table 75/LT:

Code	Description01	Description02
00815	Annual Leave	ANN
00817	Sick	OTH
00818	Public Holiday	OTH

Because the NZHA also requires that employers report different types of leave separately, you must set up leave type codes in UDC table 06/SV. When you set up leave accrual DBAs, you enter the type of employee leave that the accrual is used to calculate.

To ensure that reporting requirements are met, verify that these codes exist in UDC table 06/SV:

Code	Description
V	Vacation Accruals
S	Sick Accruals
H	Holiday Accruals
O	Other Accruals
T	Alternative Holiday
N	Long Service - New Zealand
I	In Lieu Holiday

See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

Leave Accruals

You track the amount of leave entitlement that employees are given using accrual DBAs. You can set up separate DBAs for each type of employee leave that you give to employees. When you set up an accrual to track employee leave time, you specify this information for each accrual:

- The type of leave the accrual tracks.
- The amount of leave time an employee receives.
- Whether the leave time prints on the employee's payment advice.
- The basis of calculation for the accrual.

To ensure that employees receive leave time when they are entitled to it, you need to define entitlement information for each leave accrual. An employee is entitled to minimum leave amounts after he or she completes service requirements that are defined by the NZHA. For example, after an employee completes 12 months of continuous service, he or she is entitled to receive a minimum of three weeks of annual holiday leave.

The method that the organization uses to calculate, accrue, and roll over leave time is dependent upon the leave policies that the organization uses. For example, the organization might choose to set up an accrual DBA to accrue employee leave time starting on the employee's date of hire. When the employee meets the service requirements for the leave type, you can then roll the accrual amount into an available DBA. Alternatively, the organization might choose to set up one accrual to calculate a flat amount of available leave when the employee meets the service requirements.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals".

Pay Types for New Zealand Leave Processing

The NZHA requires that employers use specific calculations to determine an employee's pay rate for leave time. Many of these calculations are based upon the employee's gross earnings. New Zealand has specific regulations regarding the types of earnings that are included in an employee's gross earnings. Therefore, to ensure that calculations are accurate, you must specify which pay types are included in the employee's gross earnings.

You must set up leave pay types for each type of leave that the organization gives its employees. For example, you might set up pay types for sick leave, annual holiday leave, and bereavement leave. When you set up a leave pay type, you must set the Auto Pay Method field to S. Auto Pay Method S specifies that the system subtracts leave time at the employee's regular rate, but adds it back at a different rate.

For example, if an employee normally is paid for 40 hours per week, and takes 8 hours of leave time, the system would subtract 8 hours of time, at the employee's regular rate, from the 40 hours that would normally be generated by autopay during the payroll cycle. Then, after the leave pay rate calculation is complete, the system adds 8 hours of leave time, at the calculated rate, to the employee's pay.

After you set up these pay types, you must associate them with the appropriate leave type codes in UDC (75/LT). The system uses these codes to determine which calculation to perform to arrive at the correct leave pay rate.

After you set up pay types for employee leave, you must also attach the pay types to the associated leave accruals to ensure that the available leave balance is adjusted when an employee is paid with a leave pay type.

Note. Under certain circumstances, employers can pay employees for annual holiday leave time on an ongoing basis and include the payments with employees' regular pay. Employers can pay employees in this manner if one or more of these are met:

The employee is employed on a fixed-term agreement that is scheduled to last less than 12 months.

The employee works on a basis that is so intermittent or irregular that it is impractical to provide three weeks of annual holiday leave.

The employee agrees in their employment agreement to receive leave pay with regular wages, provided that it is paid as an identifiable component of the employee's earnings and is paid at a rate of no less than six percent of gross earnings.

If the organization chooses to include annual leave with regular pay, you must set up a pay type for annual holiday pay. This pay type must be set up to print as a separate item on the employee's payment advice. Additionally, it is not necessary to associate this pay type with an accrual.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Additional Information for DBAs".

Including Pay Types in Gross Earnings

Many of the calculations that are associated with the NZHA, including average weekly earnings and ordinary weekly pay, are calculated using the employee's gross earnings. New Zealand regulations specify that gross earnings are comprised of any payments that an employer is required to make to an employee. To ensure that leave pay rates are calculated correctly, you must specify, on each pay type, whether the earnings associated with that pay type are included in gross earnings.

To include the pay type in the employee's gross earnings, you must set the pay type to calculate for tax input 1. You can also specify whether you want to include the earnings in the employee's Average Gross Earnings (AGE) calculation. You can accumulate both the amount and the hours associated with a pay type or to accumulate only the amount associated with the pay type. The method that you select depends upon the organization's business processes.

Examples of pay types that might be included in gross earnings are:

- Salary and regular wages
- Allowances
- Overtime payments
- Piece work payments
- Commissions
- Leave payments

Examples of pay types that might be excluded from gross earnings are:

- Discretionary payments that the employer is not bound to pay.
- Overtime that is not part of regular pay.
- Payments made by ACC (Workers' Compensation).

Associating Leave Type Codes with Leave Pay Types

The New Zealand Holiday Act of 2003 requires that different types of employee leave are calculated using different methods. For example, annual holiday leave must be paid at the greater of the employee's ordinary weekly rate by hour or their average weekly rate by hour. All other types of leave are calculated using relevant daily rates by hour.

To accurately calculate employee leave pay rates, the system must be able to identify the different types of employee leave. To associate a leave type with a pay type, enter the pay type into UDC table 75/LT. The system uses the information in the Description 02 column of the UDC table to determine which type of leave the employee is taking, and performs the appropriate calculation.

Prerequisite

Set up pay types for all employee earnings, including leave pay. Verify that the Auto Pay Method field for all leave pay types is set to *S*.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Pay Types".

Forms Used to Set Up Leave Pay Types

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), select PDBA Setup.	Locate the pay type that you want to include in gross earnings.
Pay Type Revisions	W059116B	On the Work With PDBAs form, select a pay type and click Select.	Access the Tax Instructions form.
Tax Instructions - Australia and New Zealand	P75ATAX	On the Pay Type Revisions form, select Tax Exemptions from the Form menu.	Include a pay type in gross earnings.
Work With User-Defined Codes	W0004AA	Applicant Setup (G08BA4), User-Defined Codes	Access UDC 75/LT and associate pay types with leave types.

Including a Pay Type in Gross Earnings

Access the Tax Instructions - Australia and New Zealand form.

Tax Calc Input #1 (tax calculation input number 1)

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

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

Enter a *1* in this field to include the pay type in gross earnings.

A.G.E. Hours? (Average Gross Earnings Hours?)

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

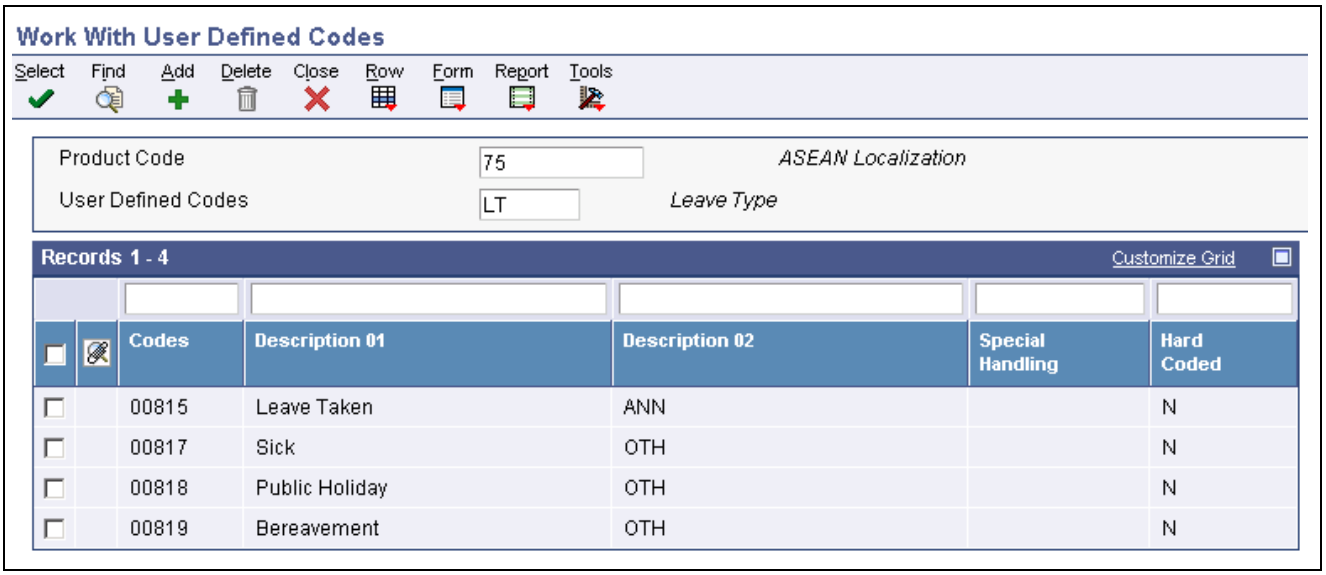
If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

To accumulate both the amounts and the hours associated with this pay type, enter *$H* in this field. To accumulate only the amounts, enter *$0*.

Associating Leave Type Codes with Leave Pay Types

Access the Work With User-Defined Codes form.

Click Add to display a blank line in the detail area of the form.



Work With User-Defined Codes form

Product Code Enter a user-defined code (98/SY) that identifies a system.

Enter *75* in this field.

User-Defined Codes Enter a code that identifies the table that contains user-defined codes. The table is also referred to as a UDC type.

Enter *LT* in this field

Codes Enter the PDBA code for a leave pay type in this field.

Description 01 Enter a description of the pay type in this field.

Description 02 Enter a value that specifies the type of leave. To specify that the pay type is used to pay annual holiday leave, enter *ANN* in this field. For all other types of leave, enter *OTH*.

Defining Leave Rates and Methods

This section provides an overview of rates and methods for calculating leave and discusses how to:

- Entering special rates for employee leave pay.
- Set processing options for the New Zealand Processing Options program.

Understanding Rates and Methods for Calculating Leave

The New Zealand Holiday Act of 2003 enables employers to enter into employment agreements that specify the pay rates that employees receive when they take leave time. You enter special rates using the Maintain New Zealand Special Holiday Rates program (P75Z0008).

You can specify different special rates by union code, job type, job step, or any combination of these items. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

For example, if the organization does not use special rates to calculate annual holiday leave, it is not necessary to enter special ordinary rates. Similarly, if the organization does not use special rates to calculate sick, bereavement, or public holiday leave, it is not necessary to enter special relevant rates.

You can also specify beginning and ending dates for each record that you enter. If the employment agreement spans a specified period of time, you enter dates so that the system no longer uses the special rate once the agreement has ended. The system stores this information in the New Zealand Special Rates table (F75Z0008).

For example, the organization might have these employment agreements in place:

- Agreement A states that the special ordinary rate for all employees in union 9000 is 30 NZD per hour.
- Agreement B states that the special ordinary rate for all employees in union 9000 *and* business unit 50 is 33 NZD per hour.
- Agreement C states that the special ordinary rate for all employees in union 9000 *and* business unit 50 *and* job type 8R-3 is 35 NZD per hour.

Using the previous example, you would enter three records in the Maintain New Zealand Special Holiday Rates program. The record that you enter for Agreement A acts as the default record for all employees in union 9000. Therefore, if an employee worked in union 9000 and business unit 40, their special rate would be 30 NZD per hour for annual holiday leave. Similarly, an employee who works in union 9000, business unit 40, and job type 8R-3 would also have a special rate of 30 NZD per hour.

Alternatively, an employee who works in union 9000, business unit 50, and job type A1-1 would have a special rate of 33 NZD per hour. Though this employee meets the requirements of Agreement A (union 9000), he also meets the requirements of Agreement B (union 9000 and business unit 50), which is more specific. The system assigns the rate that is associated with the most specific record in the F75Z0008 that matches the employee's information.

Note. Entering a special rate does not ensure that the employee receives that rate when they are paid for leave time. The system uses several calculations to determine the correct pay rate for employee leave time. For example, if an employee's regular pay rate is higher than the special rate, the employee might end up receiving their regular rate of pay for the leave time.

You must also set the processing options for the New Zealand Processing Options program (P75Z002A) to use the hierarchy method if you want the system to recognize special rates when calculating leave pay rates.

In addition, to associate employees with special rates, you must populate these fields (as necessary) on the employee's Employee Master Information table (F060116) record:

Union Code

Business Unit

Job Type

Job Step

For example, if you want employees in union 1000 to receive a special rate, you must enter *1000* in the Union Code field for all employees in union 1000.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Employee Information".

Leave Pay Calculation Methods

To ensure compliance with the New Zealand Holiday Act of 2003, you must set up the system to calculate employee leave pay rates. Different types of leave pay require different calculations.

According to NZHA regulations, annual holiday leave must be paid at the greater of these rates:

- Ordinary weekly pay rate by hour.
- Average weekly earnings rate by hour.

Sick, bereavement, and public holiday leave must be paid at the greater of these rates:

- Relevant daily pay rate by hour.
- Average weekly earnings rate by hour.

The system uses the Calculate Holiday Leave Pay Rate business function (B75Z0009) to calculate the employee's average weekly earnings rate by hour. To specify how the system calculates ordinary weekly pay and relevant daily pay rates, you must set up the processing options for the New Zealand Processing Options program (P75Z002A). When you set the processing options, you can select either the hierarchy or formula method for each type of pay rate.

If you set up special rates to calculate the relevant daily rates for any employees, you must use the hierarchy method to derive the relevant daily rate. Similarly, if you set up special rates to calculate ordinary weekly rates, you must also use the hierarchy method to derive the ordinary weekly pay rate. If you do not use special rates, you can select either the hierarchy or the formula method.

If you use the formula method, the system uses the Calculate Holiday Leave Pay Rate business function to perform all of the pay rate calculations.

Note. When you set the processing options for the New Zealand Processing Options program, you must use a version that has the same name as the Time Entry MBF Processing Options program (P050002A) that you use to calculate timecards in the system. You enter the version of the Time Entry MBF Processing Options program in the processing options for the Speed Time Entry program (P051121) and the Time Entry Floods program (P051191).

For example, if you use version ZJDE0001 of the Time Entry MBF Processing Options program, and enter that version name in the processing options of the Speed Time Entry and Time Entry Floods programs, you must set up the processing options for the New Zealand Processing Options program using version ZJDE0001. If the version names of the Time Entry MBF Processing Options program and New Zealand Processing Options program do not match, the system will not calculate leave pay correctly.

This table illustrates how the system calculates the pay rate for each type of leave using both the hierarchy and formula methods:

Leave Type and Method	System Calculation Process
Annual Holiday Leave - Hierarchy Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to ANN for the pay type on the employee's timecard, the system calculates the rate for annual holiday leave. • The system calculates the employee's ordinary weekly pay rate by determining this information, and choosing the highest rate it finds: • What is the special ordinary rate? • What is the employee's ordinary rate (the rate that would normally be on the employee's timecard if no special calculations were done)? • What is the ordinary rate, as calculated by the formula that is defined by B75Z0009? • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. • The system compares the ordinary weekly pay rate by hour and the average weekly pay rate by hour, and assigns the greater of the two values to the employee's leave timecard.
Annual Holiday Leave - Formula Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *ANN* for the pay type on the employee's timecard, the system calculates the rate for annual holiday leave. • The system calculates the employee's ordinary weekly pay rate by hour using the formula, as defined by B75Z0009. • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. The system compares the ordinary weekly pay rate by hour and the average weekly pay rate by hour, and assigns the greater of the two values to the employee's leave timecard.

Leave Type and Method	System Calculation Process
Sick, Bereavement, and Public Holiday Leave - Hierarchy Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *OTH* for the pay type on the employee's timecard, the system calculates the rate for other types of leave. • The system calculates the employee's relevant daily pay rate by hour by determining this information, and choosing the highest rate it finds: • What is the special relevant rate? • What is the employee's ordinary rate (the rate that would normally be on the employee's timecard if no special calculations were done)? • What is the relevant rate as calculated by the formula that is defined by B75Z0009? • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. • The system compares the relevant daily rate by hour with the average weekly earnings rate by hour, and assigns the greater of the two values to the employee's leave timecard.
Sick, Bereavement, and Public Holiday Leave - Formula Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *OTH* for the pay type on the employee's timecard, the system calculates the rate for other types of leave. • The system calculates the employee's relevant daily pay rate by hour using the formula, as defined by B75Z0009. • The system compares the rate on the employee's timecard with the relevant daily rate by hour, and assigns the greater of the two values to the employee's leave timecard.

See Also

JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Setting Time Entry Processing Options," Setting Processing Options for the Time Entry Floods Program (P051191)

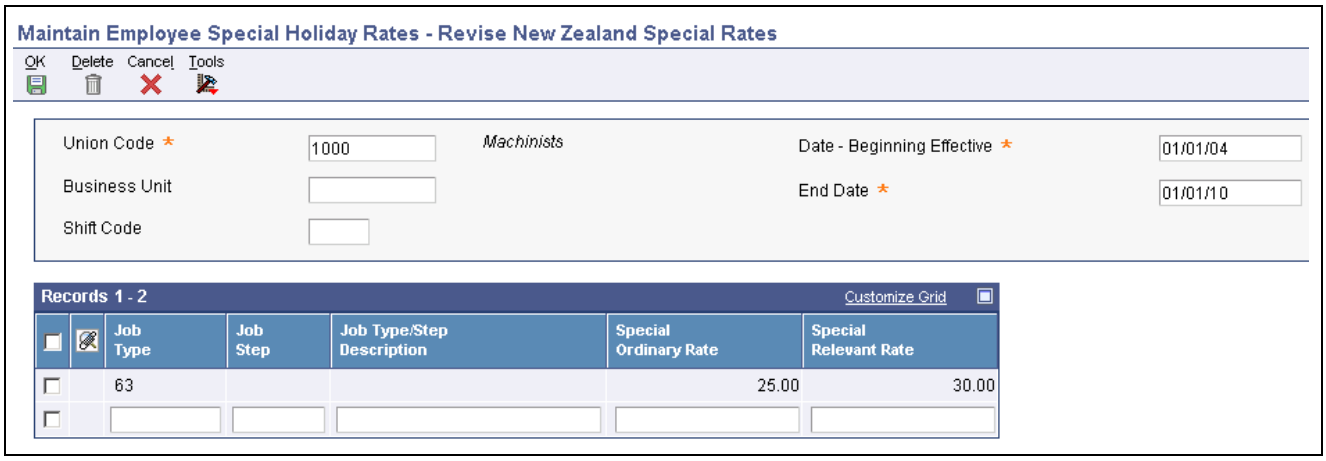
JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Setting Time Entry Processing Options," Setting Processing Options for the Speed Time Entry Program (P051121)

Form Used to Set Up Rates and Methods for Leave Pay

Form Name	FormID	Navigation	Usage
Work With New Zealand Special Rates	W75Z0008A	Australia/New Zealand Payroll Setup (G07BUSP41), Maintain Employee Special Holiday Rates.	Access forms to enter special rates.
Revise New Zealand Special Rates	W75Z0008B	On Work With New Zealand Special Rates, click Add.	Enter special rates for employee leave pay.

Entering Special Rates for Employee Leave Pay

Access the Revise New Zealand Special Rates form.



Revise New Zealand Special Rates form

Enter a record for each union code, business unit, job type, and job step combination for which you want to use special rates. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

Setting Processing Options for the New Zealand Processing Options Program (P75Z002A)

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

New Zealand Processing

Use the processing options on this tab to specify how the system derives pay rates associated with employee leave.

1. Ordinary Weekly Pay Derivation

Specify how the system derives employee ordinary weekly pay rate. The ordinary weekly pay rate is used to calculate annual holiday leave time. Once the ordinary weekly pay rate by hour is derived, the system compares this rate to the average weekly earnings pay rate by hour. The employee is paid for annual leave time using the greater of the two rates.

0: Use Hierarchy

1: Use Formula

You can calculate the ordinary weekly pay rate by hour using the hierarchy method or the formula method. If you use special ordinary rates, you must set this processing option to use the hierarchy method, or the system ignores the special rates.

If you select the hierarchy method, the system performs these functions to determine each employee's ordinary rate:

- The system checks to see if the employee has a special ordinary rate.
- The system checks for the employee's standard ordinary rate.

- This rate is calculated using the standard pay rate derivation sequence, as determined by the processing options for the Time Entry MBF program (P050002A), and it is this rate that appears on the employee's timecard.
- The system uses the formula, as defined in the B75Z0009 business function to calculate the ordinary weekly pay rate.
- The system compares the special ordinary rate, the standard ordinary rate, and the ordinary rate calculated by the formula, and selects the highest of the three rates.

If you select the formula method, the system calculates the employee's ordinary weekly pay rate using the B75Z0009 business function.

2. Relevant Daily Pay Derivation

Specify how the system derives employee relevant daily pay rate. The relevant daily pay rate is used to calculate all leave time except annual holiday leave time. Once the relevant daily pay rate by hour is derived, the system compares this rate to the average weekly earnings pay rate by hour. The employee is paid for leave time using the greater of the two rates. Values are:

0: Use Hierarchy

1: Use Formula

You can calculate the relevant daily pay rate by hour using the hierarchy method or the formula method. If you use special relevant rates, you must set this processing option to use the hierarchy method, or the system ignores the special rates.

If you select the hierarchy method, the system performs these functions to determine each employee's relevant pay rate:

- The system checks to see if the employee has a special relevant pay rate.
- The system checks for the employee's standard relevant rate.

  This rate is calculated using the derivation sequence, as determined by the processing options for the Time Entry MBF program (P050002A), and it is this rate that appears on the employee's timecard.
- The system uses the formula, as defined in the B75Z0009 business function to calculate the relevant daily pay rate.
- The system compares the special relevant rate, the standard relevant rate, and the relevant rate calculated by the formula, and selects the highest of the three rates.

If you select the formula method, the system calculates the employee's relevant daily pay rate using the B75Z0009 business function.

Processing Employee Leave for New Zealand

This section provides an overview of leave processing and discusses how to:

- Review New Zealand holiday and leave data.
- Set processing options for the New Zealand Holiday and Leave Data program.

Understanding Leave Processing

After you set up the system to process employee leave accruals and payments accurately, you can then enter timecards for employees and process them through a payroll cycle.

When employees take leave time, you enter the pay type associated with the type of leave that is taken on a timecard. You can use any of the JD Edwards EnterpriseOne time entry programs to enter employee leave timecards. When you enter a timecard, the system uses this information to determine the employee's pay rate for the leave time:

- The pay type that is included on the timecard.
- The value in UDC 75/LT, associated with the pay type on the timecard.
- The processing options that you set for these programs:
  - New Zealand Processing Options (P75Z002A).
  - Time Entry MBF Processing Options (P050002A).
  - Time Entry Floods (P051191).
  - Speed Time Entry (P051121).
  - The B75Z0009 business function.

After you enter timecards, you process them through a payroll cycle. After you complete the payroll cycle, you can review the employee's leave pay history using the New Zealand Employee Holiday and Leave Data program (P75Z0003).

Reviewing New Zealand Holiday and Leave Data

After you process employee timecards through a payroll cycle, you can use the New Zealand Holiday and Leave Data program (P75Z0003) to review leave pay history. In addition to reviewing leave history online, you can use menu options from the Work With New Zealand Holiday and Leave Data form to process these reports:

- Time and Pay History Detail report (R073002)
- Accrual Roster report (R074501)

You can review each type of leave pay for each employee using this program. To ensure that the information is correct, you must enter the leave codes for each type of leave in the processing options.

Note. When you process employee timecards through a payroll cycle, the system uses the employee's current pay, along with payroll history tables to update the AGE Master table (F75Z0003). The system uses the data in the AGE Master table to populate the fields on the Work With New Zealand Holiday and Leave Data Records form. These fields are reset annually on the employee's anniversary date to reflect current-year balances.

Though it is possible to revise leave history data using the New Zealand Holiday and Leave Data program, we recommend that you use this program only to review leave history. When you change information using this program, the system updates the AGE Master table only and does not update the employee's other payroll history information. In addition, no audit trails exist for these changes. If the information that appears on this form is not correct, you should void the payments that are incorrect and create new payments with the corrected information.

See Also

JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Entering Timecards for Employees"

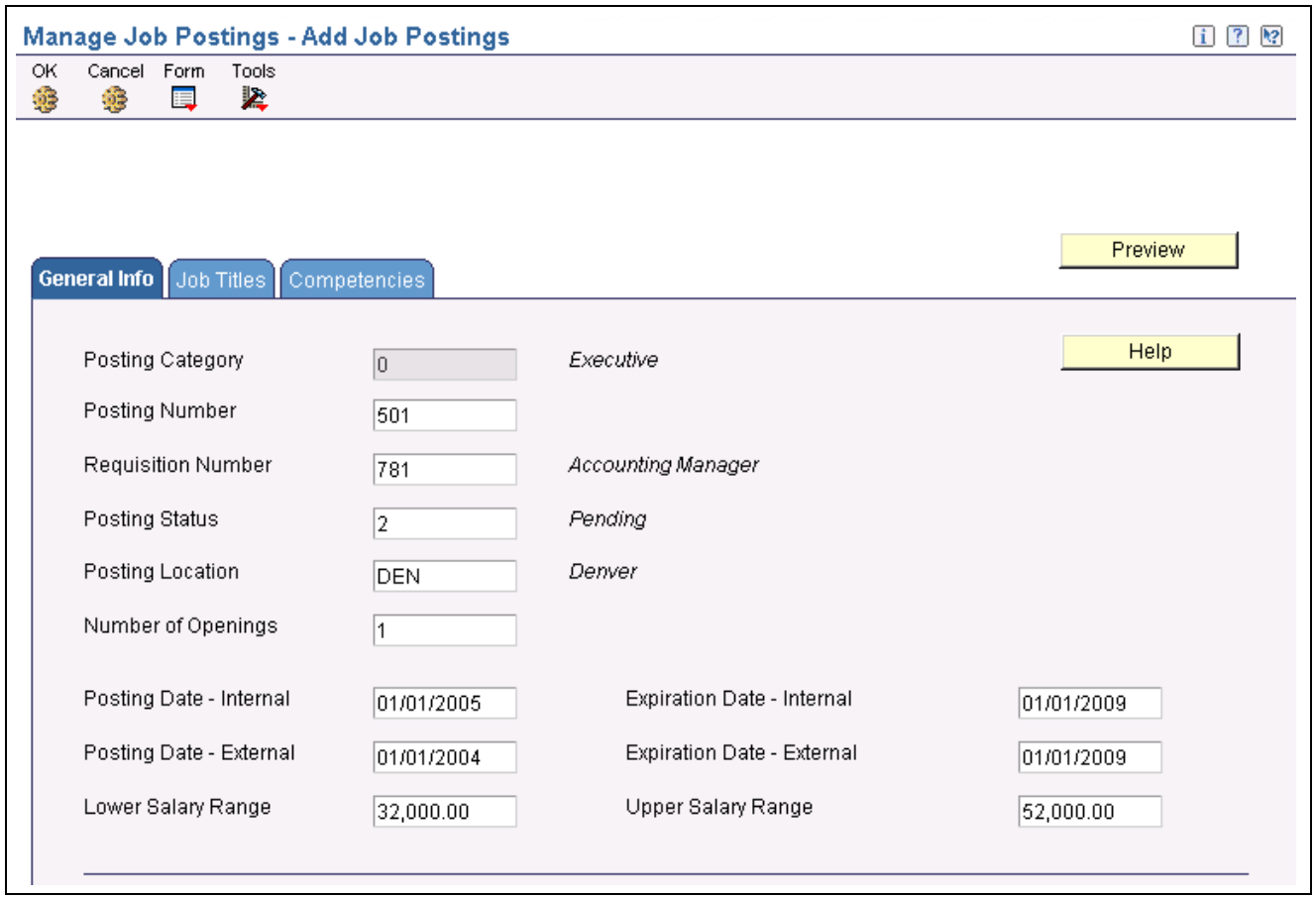
JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with the Payroll Cycle"

Forms Used to Review Leave Data

Form Name	FormID	Navigation	Usage
Work With New Zealand Employee Holiday and Leave Data	W75Z0003A	Australia/New Zealand Inquiries (G07BUSP16), Employee Holiday and Leave Data	Access an employee leave record.
Work With New Zealand Holiday and Leave Data Record	W75Z0003C	On the Work With New Zealand Employee Holiday and Leave Data form, select a record and then click Select.	Review employee leave data.

Reviewing New Zealand Holiday and Leave Data

Access the Work With New Zealand Holiday and Leave Data Record form.



Work With New Zealand Holiday and Leave Data Record form

To process the Time and Pay History report, on the Work With New Zealand Employee Holiday and Leave Data form, select Time and Pay from the Row menu.

To process the Accrual Roster, on the Work With New Zealand Employee Holiday and Leave Data form, select Accrual Roster from the Row menu.

Setting Processing Options for the New Zealand Holiday and Leave Data Program (P75Z0003)

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

Balance DBAs

These processing options enable you to specify the leave type that is associated with each type of leave that the organization gives to employees.

1. Benefit/Accrual Type for Annual Leave Balance	Specify the leave type that is associated with annual leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.
2. Benefit/Accrual Type for Alternative Holiday Balance	Specify the leave type that is associated with alternative holiday leave accruals. Alternative holidays are granted to employees who work on a public holiday. The system groups all accruals with this leave type together to determine the employee's available balance.
3. Benefit/Accrual Type for Sick Leave Balance	Specify the leave type that is associated with sick leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.
4. Benefit/Accrual Type for Lieu Leave Balance	Specify the leave type that is associated with in-lieu leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.
5. Benefit/Accrual Type for Long Service Leave Balance	Specify the leave type that is associated with long service leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.
6. Benefit/Accrual Type for Other Leave Balance	Specify the leave type that is associated with any leave accruals that are not otherwise defined in this set of processing options. The system groups all accruals with this leave type together to determine the employee's available balance.

CHAPTER 10

(AUS) Processing Employee Leave in Australia

This chapter discusses how to:

- Set up rostered days off.
- Set up time off in lieu.
- Set up leave loading.
- Manage long service leave.

Setting Up Rostered Days Off

This section provides an overview of Rostered Days Off (RDO), lists a prerequisite, and discusses how to:

- Set up RDO pay types.
- Set up the RDO accrual.
- Set up the negative RDO accrual.

Understanding RDO

In some Australian companies, employee agreements for hourly workers include Rostered Day Off (RDO) leave. Each pay period, a percentage of the hours that an employee works is banked, or stored to be used as leave at a later date. The employee does not receive payment for these banked hours at the time they are worked. Instead, the employee receives a paid day off, or Rostered Day Off, after a full workday worth of leave time has been accumulated.

Typically, five percent of an employee's hours are banked for RDO purposes. For example, if an employee works a 40-hour workweek, they would accrue two hours of RDO leave and receive pay for 38 hours of work. This enables an employee who regularly works 40 hours each week to receive a paid day off, using RDO leave, every four weeks.

The system calculates RDO time using an accrual PDBA. Typically, the accrual calculates a specified percentage of the employee's hours worked. The system then converts that amount to a negative amount, which is used to create a timecard. That timecard is not included in autopay calculations; therefore, the employee does not receive payment for the number of hours that are included in the RDO calculation. This example illustrates a typical RDO calculation for a single pay period:

- The employee works 40 hours of regular time.
- The RDO accrual is calculated as 5 percent of the 40-hour week, or 2 hours.
- The accrual amount is converted to a negative amount, or –2 hours.

- A timecard is created for that amount, using the pay type associated with the RDO accrual code in UDC 75/RD.

  This timecard, for –2 hours, is not included in autopay.

- The employee is paid for 38 hours of regular time (40 hours of regular time less 2 hours of RDO time).
- The employee banks 2 hours of RDO time using the RDO accrual.

  After four pay periods, the employee, having accrued 2 hours of RDO leave time during each pay period, will have banked enough RDO time to take one day of paid RDO leave.

Note. RDO leave time is taxed at the time it is taken, not at the time it is accrued. Also, to calculate superannuation correctly, the negative portion of RDO must be taken into account. Therefore you should set up a negative DBA that is based on the negative pay type that is generated through the RDO calculation. This DBA should be set up so that it does not have any effect on the general ledger.

RDO Pay Types

To calculate RDO information correctly, you must set up at least two RDO pay types. One pay type, the RDO Accrual pay type, is used to deduct from the employee's pay the amount that the system calculates for the RDO accrual. The other pay type, the RDO Taken pay type, is used to reduce accumulated RDO leave time when an employee takes RDO leave.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Pay Types".

The RDO Accrual

To process RDO leave time, you must set up an accrual PDBA to calculate the amount of RDO time to bank. During each pay period, employees accrue RDO hours using this PDBA. You associate the RDO Taken pay type with this PDBA to reduce the number of available RDO hours when an employee takes RDO leave.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals".

Before you can set up the RDO accrual, you must:

Verify that UDC 06/SV includes code R for RDO accruals. If it does not, add R to the UDC table.

Note. Code R does not appear on employee self-service Paid Time Off inquiry P053020. If you are using self-service time entry, code O in UDC 06/SV is recommended rather than code R.

Setting Up the RDO UDC Table

To process RDO leave time, you must set up pay types and accrual PDBAs. After you set up this information, you must enter in UDC 75/RD the PDBA codes for any accruals that you define, as well as the accrual pay type associated with each accrual.

You must enter every RDO accrual PDBA code in this UDC table. For each PDBA code in the table, you must enter the associated accrual pay type in the Second Description field. This field indicates which pay type is used to create a negative timecard when the system calculates an RDO accrual.

For example, if you set up PDBA code 6900 as an RDO accrual, you would enter this in UDC 75/RD. If you want pay type 690 to be used as the RDO Accrual pay type, you would enter 690 in the Second Description field. After this information is set up, whenever the system calculates PDBA code 6900 for an employee, it automatically creates a negative timecard, for the amount of the accrual, using pay type 690.

Including Negative RDO Amounts in Superannuation Calculations

If you offer RDO benefits to employees, you must include the negative RDO calculation when calculating superannuation for the employees. Because employees are not paid for the time that is banked for RDO purposes when the time is banked, these earnings should not be included in superannuation calculations. To account for this, you must create a negative RDO DBA and include this DBA in the basis of calculation for any of the DBAs that are used to calculate superannuation.

When you set up the negative RDO DBA, use these guidelines:

- The RDO accrual and the negative RDO DBA must be set up with DBA codes that are lower than all of the other DBAs that must include RDO calculations in their basis of calculation.
- The RDO accrual and the negative RDO DBA should be consecutive DBA codes, with the RDO accrual having the lower of the two codes.

  For example, you might assign DBA code 1690 to the RDO accrual and 1691 to the negative RDO DBA.
- The RDO accrual DBA must be used as the basis of calculation for the negative RDO DBA.
- You must add the negative RDO DBA to the basis of calculation for any DBAs that are used to calculate superannuation.

Before you create a negative accrual for negative RDO amounts, you must first set up the RDO accrual DBA.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Additional Information for DBAs"

Prerequisite

Set up the RDO taken pay type.

Forms Used to Set Up RDO

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the RDO pay type
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the RDO Accrual.

Setting Up RDO Pay Types

Access the Pay Type Revisions form.

Auto Pay Methods

Enter *Y* for the RDO Taken pay type.

Enter *N* for the RDO Accrual pay type.

Enter a code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Values are:

Y: The amounts with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.

N: The amounts with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.

S: The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.

B: The amounts with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular commissions, and lump sums use auto pay method B.

C: The hours or amounts entered using this pay type override all auto pay instructions.

Setting Up the RDO Accrual

Access the Basic DBA Information form.

To set up the RDO Accrual:

1. Enter *G* in the Source of Calculation field.
2. Enter *2* in the Method of Calculation field.
3. Enter *N* in the Print Method field.
4. From the Form menu, select Rollover Setup and enter the PDBA code of the RDO Taken pay type in the Related PDBA field.
5. Enter *R* in the Benefit/Accrual Type field.
6. Complete the steps for setting up a basic DBA.
7. To set up a calculation table for the accrual, chose Calculation Tables from the Form menu.
8. On the Calculation Table form, enter *D* in the Table Type field.
9. Enter *SH* in the Table Method field.
10. Enter *0.0* in the Lower Limit field.
11. Enter *999999* in the Upper Limit field.
12. Enter the percentage of hours to accrue for RDO in the Amt/Rate field.

    For example, to calculate five percent of an employee's hours for RDO leave, enter *.05* in this field.
13. Complete the remaining steps for creating a calculation table and then click OK to return to the Basic DBA Information form.
14. On the Basic DBA Information form, enter the table code that you created in the Table Code field.
15. Click OK.

Table Type Enter a code that defines the purpose of the table. Values are:

D: Uses the table to calculate DBAs.

R: Uses the table to determine limits for rolling over sick and vacation accruals.

Table Method Enter a code that specifies the method in which the DBA is calculated.

Lower Limit Enter the lower or minimum amount to be compared.

Upper Limit Enter the upper or maximum amount to be compared.

Amt./Rate (amount/rate) Enter the amount or rate to be used in the calculation of a DBA. The system uses this field when the method of calculation specifies a 1, 2, 3, 4, 5, or 6, and therefore a specific basis table is being retrieved for the ultimate calculation of the transaction.

Benefit/Accrual Type Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.

Table Code Enter the table used if the calculation requires table values.

Setting Up the Negative RDO Accrual

Access the Basic DBA Information form.

To set up the negative RDO accrual:

1. Enter *N* in the Print Method field.
2. Enter *G* in the Source of Calculation field.
3. Enter *W* in the Method of Calculation field.
4. Enter a value of *1.00-* (negative) in the Amount Rate 1 field.
5. Enter *Y* in fields 1 through 5 in the Pay Period of the Month section, and then click OK.
6. On the General Accounting/Arrearage Information form, enter *M* in the Effect on GL field and click OK.
7. On the Basis of Calculation field, enter the DBA code of the RDO Accrual in the From PDBA and Thru PDBA fields and then click OK.
8. On the Tax Instructions - Australia and New Zealand form, click OK.
9. On the Basic DBA Information form, click Cancel.
10. On the Work With PDBAs form, click Find.
11. Select the DBA that you just set up in the detail area and click Select.
12. On the Basic DBA Information form, select Rollover Setup from the Form menu.
13. On the Rollover Setup Window form, enter the PDBA code of the pay type that you use to track RDO time taken in the Related PDBA field.
14. Complete the steps for setting up rollover information.
15. On the Rollover Setup Window form, click OK to return to Basic DBA Information.
16. On the Basic DBA Information form, click OK to save the changes, and then click Cancel.

Accrual Enter a code that specifies the type of payroll entry. Values are:

P: Time Cards (earnings)

D: Deductions withheld

B: Benefit (both cash and non-cash)

A: Time accrual, such as sick and vacation time

Note. You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

DBA 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.

Paystub Text Enter the text that you want the system to print on the employee's paystub. If you are using the 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.

Amount Rate 1 Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Pay Period of the Month Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:

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.

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.

M: Applies only to benefits based on gross hours or amounts. 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.

Setting Up Time Off In Lieu

This section provides an overview of Time Off In Lieu (TOIL) and discusses how to:

- Set up TOIL pay types.
- Set up the TOIL accrual.

Understanding Time Off In Lieu (TOIL)

In some Australian organizations, employees are allowed to bank their overtime hours rather than receive payment for those hours. For every hour of overtime that an employee banks, an equivalent number of leave hours is made available to the employee. This type of leave is known as TOIL. The employee can then take TOIL leave at a time that is mutually acceptable to the employer and the employee. For example, assume that an employee had used all of his annual leave time, but needed to take additional time off from work, he could work overtime to create TOIL leave.

To calculate TOIL leave, you must:

- Verify that UDC 06/SV includes code T for TOIL accruals.

  If you are using self-service time entry, code T is not available on this form. To enable employees to enter TOIL time using self-service, use code L.
- Set up a pay type that you use to enter TOIL hours worked.
- Set up a pay type for TOIL leave hours taken.
- Set up a TOIL accrual that is based on the TOIL hours worked pay type.

When employees work overtime hours that they want to bank for TOIL leave, rather than entering overtime information on their timecard, they would use the TOIL pay type for hours worked, and enter the time as a negative number. For example, if an employee worked four hours of overtime during the pay period, and wanted to bank the hours for TOIL leave, he would enter –4 hours for the TOIL pay type.

The system automatically calculates the TOIL accrual based on the TOIL hours worked pay type. This accrual is set up as a negative amount, and because the pay type was also entered as a negative number, the system calculates a positive number of TOIL leave time. Finally, when the employee wants to take the leave time, you can enter a timecard using the TOIL leave hours taken pay type, which you associate with the TOIL accrual, so that the number of leave hours available is reduced by the number of hours taken.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

Prerequisite

Create a rollover calculation table to attach to the TOIL accrual.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Additional Information for DBAs," Creating Rollover Calculation Tables for DBAs.

Forms Used to Set Up TOIL

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the TOIL pay type.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the TOIL Accrual.

Setting Up TOIL Pay Types

Access the Pay Type Revisions form.

To set up TOIL pay types:

1. Enter *N* in the Auto Pay Method field for the TOIL hours worked pay type, and then complete the remaining steps to set up a pay type.
2. Enter *N* in the Auto Pay Method field for the TOIL hours taken pay type, and then complete the remaining steps to set up a pay type.

Setting Up the TOIL Accrual

Access the Basic DBA Information form.

To set up the TOIL accrual:

1. Enter *G* in the Source of Calculation field.
2. Enter *W* in the Method of Calculation field.
3. Enter *N* in the Print Method field.
4. Enter *-1* (negative one) in the Amount Rate 1 field.
5. Complete any of the remaining fields on the form, and then click OK.
6. On the General Accounting/Arrearage Information form, complete the Effect on GL field and then click OK.
7. On the Basis of Calculation form, enter the PDBA code of the TOIL hours worked pay type in the From PDBA and Thru PDBA fields, and then click OK.
8. On the Tax Instructions - Australia and New Zealand form, enter *1* in the appropriate Tax Calc Input # field.
9. If necessary, complete the Aust. Tax Reporting field and then click OK.
10. On the Basic DBA Information form, click Cancel.
11. On the Work With PDBAs form, click Find.
12. Select the PDBA that you just created in the detail area, and then select Rollover Setup from the Row menu.
13. On the Rollover Setup Window form, enter the PDBA code of the TOIL hours taken pay type in the Related PDBA field.
14. In the Rollover Table field, enter the number of the calculation table that you created.

15. Enter *T* in the Benefit/Accrual Type field, and then click OK.
16. On the Work With PDBAs form, click Close.

Accrual

Enter a code that specifies the type of payroll entry. Values are:

P: Time cards (earnings).

D: Deductions withheld.

B: Benefit (both cash and noncash).

A: Time accrual, such as sick and vacation time.

Note. You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

Amount Rate 1

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Aust. Tax Reporting

Enter a code that is used to group similar DBAs in Box 12 of the W-2. For example, to group all 401(k) deductions on a W-2, enter D for all 401(k) DBAs. You must also enter all the deductions into the Special Handling Table you have set up for Box 12. When W-2s are created, all the DBAs that have D for this code are totaled and appear as one item in Box 12 with D to the left of the item, and the Deferred Compensation box is marked with an X.

These codes are IRS-defined (A-T) and supplied in user-defined code table (07/S2).

Benefit/Accrual Type

Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.

Setting Up Leave Loading

This section provides an overview of Leave Loading (LL), and discusses how to set up the leave loading benefit.

Understanding Leave Loading

Many companies pay employees LL payments in addition to the leave time that the employees are paid when they take leave. The intention of LL payments is to make up for the amount of earnings that the employee potentially could have earned in overtime or bonuses if the leave had not been taken.

Typically, LL payments are paid at 17.5 percent of the amount of leave pay that an employee receives. For example, if an employee receives 1000 AUD in leave pay, an LL payment of 175 AUD would be added to the employee's earnings during the period in which the leave is paid.

Throughout the tax year, employees who are eligible to receive LL payments pay an additional amount of tax. Therefore, a portion of the LL earnings that an employee receives is not taxed at the time it is received. The current tax-free threshold for LL payments is 320 AUD. After an employee receives 320 AUD in LL payments, all additional LL payments are taxed according to current tax regulations.

For example, if the first vacation that an employee takes during the tax year results in a LL payment of 200 AUD, the entire payment is tax-free. If the employee takes another vacation, which also results in a LL payment of 200 AUD, only 120 AUD of that payment is tax-free. The remaining 80 AUD is considered taxable earnings.

To correctly calculate LL payments, you must create a Leave Loading benefit, which is based on the pay types that the organization uses for annual leave. In addition, you must set up the LL tax rule for each tax scale that the organization uses. Each of the tax rules must include the tax-free threshold, which is currently 320 AUD. Finally, you must enter the leave loading percentage (typically 17.5 percent) in the processing options for the Australian Employee Termination Entry program (P75A0008).

Note. Do not set up the leave loading payments using pay types. To ensure that the system calculates the tax-free threshold, you must set up leave loading payments using benefits.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

Chapter 4, "Setting Up Tax Information," Setting Up Organizational Tax Information, page 17

Chapter 11, "(AUS) Terminating Employees in Australia," Creating Termination Payments, page 145

Forms Used to Set Up Leave Loading

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the leave loading benefit.

Setting Up the Leave Loading Benefit

Access the Basic DBA Information form.

To set up the leave loading benefit:

1. Enter *G* in the Source of Calculation field.
2. Enter *%* in the Method of Calculation field.

3. Enter *2* in the Effect on Gross/Net Pay field.
4. Enter the percentage of leave pay that you want the system to use to create leave loading payments in the Amount Rate 1 field.

   If you want leave loading payments to be 17.5 percent of employees' regular earnings, type *17.5* in this field.
5. Enter *Y* in fields 1 through 5 in the Pay Period of the Month section, and then click OK.
6. On the General Accounting/Arrearage Information form, click OK to advance to the next form.
7. On the Basis of Calculation form, enter the PDBA codes for all annual leave pay types in the From PDBA and Thru PDBA fields, and then click OK.

   Depending on the number of leave pay types, and the PDBA codes that are used for those pay types, you might need to enter multiple lines in the detail area of the Basis of Calculation form. For example, if pay type 100 is the only leave pay type the organization uses, you would enter *100* in both the From PDBA and the Thru PDBA fields. If the organization uses pay types 100, 101, and 102 to track leave time, you can enter a range of pay types by entering *100* in the From PDBA field and entering *102* in the Thru PDBA field.

   If the organization uses multiple leave pay types that do not use consecutive numbers, you must create a separate line in the table for each pay type and enter that pay type both in the From PDBA and Thru PDBA fields. For example, if the organization uses pay types 100 and 200 to track leave time, you must enter one line with *100* as the From PDBA and the Thru PDBA. You must then enter a second line with *200* as the From PDBA and the Thru PDBA.
8. On the Tax Instructions - Australia and New Zealand form, enter *1* in the Tax Calc Input #7 field and then click OK.
9. On the Basic DBA Information form, click OK, and then Cancel to exit.

Benefit

Enter a code that specifies the type of payroll entry. Values are:

P: Time cards (earnings).

D: Deductions withheld.

B: Benefit (both cash and noncash).

A: Time accrual, such as sick and vacation time.

Note. You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

DBA 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.

Paystub Text

Enter the text that you want the system to print on the employee's paystub. If you are using the 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.

Effect on Gross/Net Pay

Enter a code that specifies the effect a benefit has on gross and net income. Values are:

1: A noncash benefit that is nontaxable. The benefit, which is a journal entry only, has no effect on gross or net income.

2: A cash benefit that is taxable. The system adds the benefit to gross and net income.

3: A noncash benefit that is taxable. The system adds the benefit to the taxable gross income, but there is no effect on net income other than the tax that is withheld.

4: A cash benefit that is nontaxable. There is no effect on gross income, and the system adds the benefit to net income as an adjustment to net pay. In addition, the system adds this type of benefit to gross wages on the payroll register so that gross − deductions = net.

Amount Rate 1

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Pay Period of the Month:

Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:

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.

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.

M: Applies only to benefits based on gross hours or amounts. 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.

Tax Calc Input #7

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

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

Managing Long Service Leave

This section provides an overview of Long Service Leave (LSL) and discusses how to:

- Enter long service leave records.
- Revise long service leave records.

Understanding Long Service Leave

In Australia, many companies provide employees with leave time after the employee completes a long period of service to the company. Typically, employees begin accruing this leave when they begin employment, but the leave is not available until the employee completes between seven and fifteen years of service. When the employee meets the initial time-of-service requirement, the accrued leave time rolls over, and becomes available to the employee. In addition to the initial rollover that occurs between seven and fifteen years of service, additional rollovers typically occur after the employee completes each additional five years of service.

The system can track the LSL accrual, including gaps of service that might occur due to events such as maternity leave or a sabbatical. After the specified date, employees are entitled to this leave time regardless of whether they stay with the organization. You can use the program (P75A670) to adjust specific dates.

To ensure that accrued LSL hours become available at the correct time, you must enter LSL records for each employee in the organization. You use the Long Service Leave Management program (P75A670) to enter, update, and review employee LSL data. When you enter LSL records, the system creates records in these tables:

- Long Service Leave Dates (F75A670).
- Long Service Leave Audit (F75A671).

In addition to entering LSL records, you must also:

1. Set up accruals to calculate long service leave time.
2. Set up rollover tables to specify when long service leave becomes available.

After you enter LSL records and set up accruals, you must process rollover information. To ensure that each employee's rollover occurs at the correct time, you should process rollover information during each payroll cycle. When an employee reaches a rollover date during the payroll cycle, the system generates the Leave Balance Rollover report (R073910) during final update. You can review this report to verify that the rollover information is accurate.

Long Service Leave Dates

Typically, you base an employee's length of service from the date on which their employment began. However, there are regulations regarding LSL that can cause the date from which an employee's service requirement is met to change. For example, in some states, maternity leave does not count towards an employee's time of service for LSL calculation purposes. Therefore, if an employee takes maternity leave, the time associated with that leave does not count towards the service requirement for LSL.

When you enter an LSL record for an employee, the system automatically populates the LSL Start Date field with the employee's start date from the Employee Master Information table (F060116). However, if the employee takes leave time that does not count towards the LSL service requirement, you can change the date in this field to reflect the leave time taken.

Note. To use the date in the LSL Start Date field as the basis for LSL rollovers, you must enter *LSLD* in the Rollover Date Code field on the Advanced DBA Information form for each LSL accrual.

This example illustrates a situation when the LSL Start Date and the employee's start date are not the same:

1. The company issues 13 weeks of LSL leave to each employee who completes 10 years of service.
2. The employee began working with the company on January 1, 1995.

   When you enter the LSL record for this employee, populate the LSL Start Date field with *01/01/1995*.
3. The employee took six months of maternity leave in 2001.

   To remove this leave time from the employee's LSL service time, you change the date in the LSL Start Date field to *01/07/1995*.

You can also track the LSL pro-rate date for each employee. The LSL pro-rate date is the date on or after which the organization must pay the employee for LSL if the employee leaves the organization. For example, an organization might make long service leave available to employees after 10 years, but pay out a prorated portion of accrued leave time if an employee leaves the organization after seven years.

Note. Typically, if you change the date in the LSL Start Date field, you should also change the date in the LSL Pro_Rate Date field.

Setting Up LSL Accruals

You use Pay Deductions Benefits and Accruals (PDBAs) to calculate and rollover LSL entitlements. Special setup is necessary to ensure that long service leave rolls over to an available accrual at the correct time. To accommodate this special rollover, you must set up all LSL accruals using the benefit/accrual type *A*. In order to use the LSL Date Code field from the P75A670, you must also enter *LSLD* in the Rollover Date Code field for each LSL accrual. In addition, you must set up a rollover table using table method *VR*. This rollover table includes the time specifications for each rollover period within the organization.

This table illustrates an example of an organization's rollover table. This organization initially rolls over LSL after 15 years and makes an additional rollover after each additional five years of service:

Lower Limit (Months of service)	Upper Limit (Months of service)	Amt./Rate (Number of hours to roll over)
180	180	9999999999.00
240	240	9999999999.00
300	300	9999999999.00
360	360	9999999999.00
420	420	9999999999.00
480	480	9999999999.00
540	540	9999999999.00
600	600	9999999999.00
660	660	9999999999.00

In this example, the upper and lower limits represent months of service. When you set up a rollover table using the VR method, the lower and upper limits represent months of service from the employee's original start date.

Using this example, an initial rollover would occur for an employee during the first pay period in which the employee has accumulated 180 months of service. Because the number of hours to rollover is set to 9999999999.00, all of the LSL that the employee has accrued would roll over, and become available to the employee. No additional rollovers occur for the employee until the first pay period in which the employee has accumulated 240 months of service.

Note. We recommend that you set up rollover tables for LSL to accommodate employees who work the maximum length of time with the organization. For example, you might assume that 55 years is the maximum amount of time that an employee will work for the organization. The rollover table should include the months of service range that represents 55 years of service (660 months).

Additionally, you might want to use ranges of three months for the lower and upper limits of each range. Using a three-month range for each rollover period ensures that the rollover occurs regardless of the date on which the employee began employment, or the dates of the payroll cycles. If you do not use a range of months, the rollover of LSL might not occur for some employees.

Revising LSL Records

When an employee takes leave that does not count towards the LSL service requirement, if an employee moves from one state to another, or if data was incorrectly entered for an employee, you might need to update the employee's LSL record. You can use the LSL Service Time Adjustments section of the Long Service Leave Management program (P75A670) to adjust dates and recalculate the accrued time. The system stores changes in the F75A670 table. Each time you change an LSL record, you must specify the reason for the change. LSL change reason codes are stored in UDC (75/LS), and can include:

- C: LSL Record Created.

  The system automatically creates an audit record using this change reason when you enter a new LSL record. Do not change this value, as it is hard-coded.

- D: LSL Record Deleted.

  The system automatically creates an audit record using this change reason when you delete an LSL record. Do not change this value, as it is hard-coded.

- M: Maternity Leave.

- S: State Change.

You can also specify a comment about the change. Each time you update the employee's LSL data, the system creates a record in the Long Service Leave Audit table (F75A671). The system displays these records in the detail area of the Long Service Leave Management form.

Note. If you delete an employee's LSL data, the system deletes the record in the F75A670, but does not delete any of the audit records in the F75A671. Additionally, the system creates a new record in the F75A671 to provide an audit trail regarding when and why the record was deleted.

See Also

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with Rollovers," Processing Rollovers

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Deductions, Benefits, and Accruals"

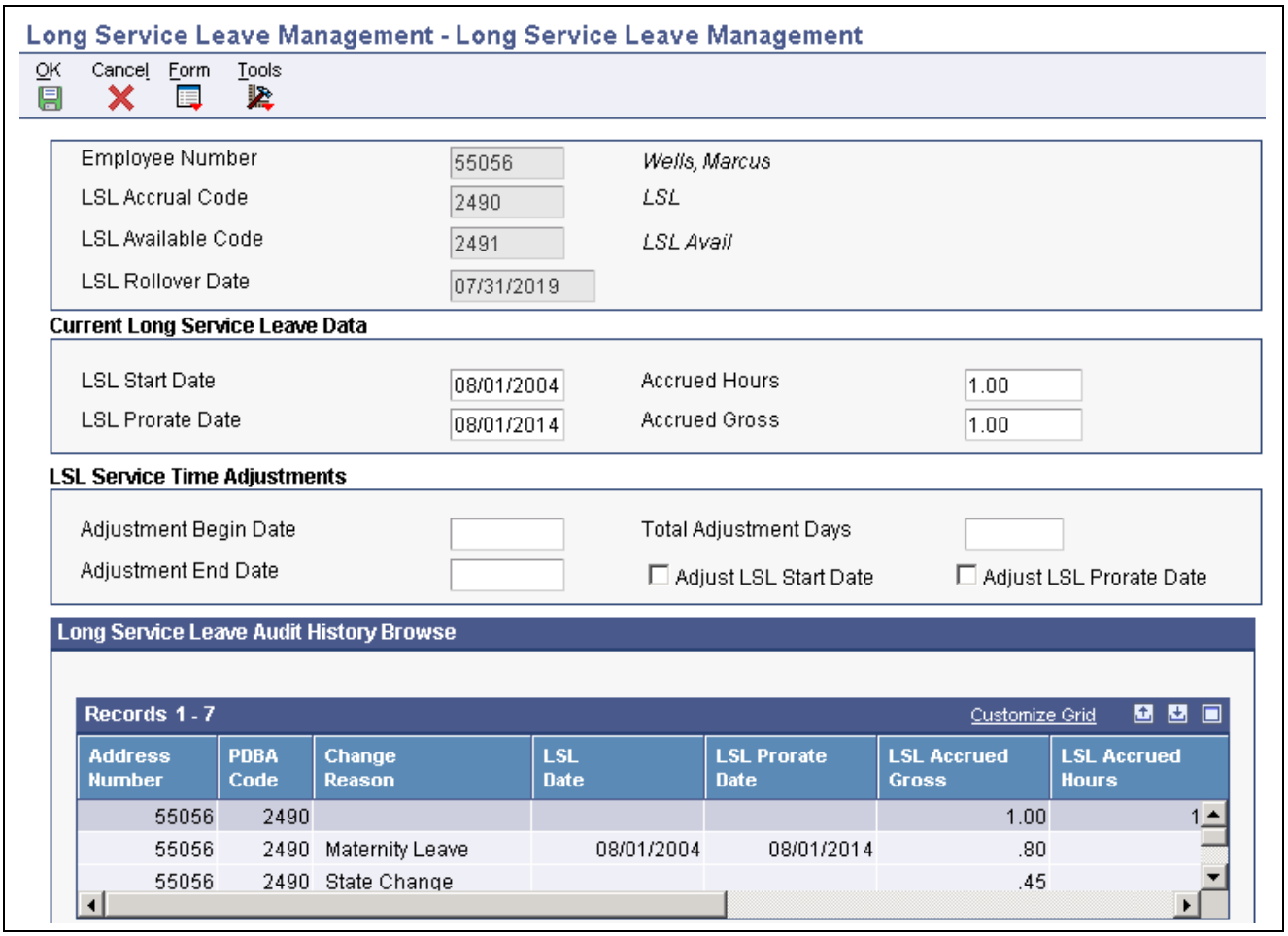
JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Additional Information for DBAs"

Forms Used to Manage Long Service Leave

Form Name	FormID	Navigation	Usage
Work With Long Service Leave Management	W75A670C	Periodic Processing (G07BUSP2), Long Service Leave Management.	Select existing LSL records, access forms to add new LSL records, or delete LSL records.
Long Service Leave Management	W75A670B	On the Work With Long Service Leave form, click Add, or select a record and then click Select.	Enter new LSL records or revise existing LSL records.
Long Service Leave Change Reason	W75A670D	• On the Long Service Leave Management form, make a change to the data and then click OK. • On the Work With Long Service Leave Management form, select a record and then select Delete from the Row menu.	Enter change reasons for long service leave records.

Entering Long Service Leave Records

Access the Long Service Leave Management form.



Long Service Leave Management form

LSL Accrual Code Enter the PDBA code that calculates the amount of long service leave time that an employee accrues. The value in the Rollover Date Code field on this PDBA should be set to *LSLD* to ensure that the employee's long service leave time rolls over at the correct time. When you set up LSL accruals, you must associate this PDBA with the PDBA code that you enter in the LSL Available Code field.

LSL Available Code Enter the PDBA code that stores the long service leave time that becomes available when an employee reaches their length-of-service requirement. When you set up LSL accruals, you must associate this PDBA with the PDBA code that you enter in the LSL Accrual Code field.

LSL Rollover Date Review the date in this field to determine when the employee's accrued long service leave time becomes available. The system calculates this date based on the value in the LSL Start Date field and the data in the rollover table that is associated with the PDBA code in the LSL Accrual Code field.

LSL Start Date Enter the based-on date that the system uses to calculate an employee's length of service for long service leave eligibility. When you create a record for an employee, you should enter the date that the employee's time of service for LSL begins. You can change this date to reflect changes in an employee's total service time.

For example, if an employee takes six months of maternity leave, you can enter a date in this field that is six months later than the employee's initial start date with the organization.

LSL Pro-Rate Date Enter the date on which an employee's long service leave time is eligible for payout. Typically, if an employee leaves an organization after this date, but before meeting the initial service requirement for long service leave, the organization must pay to the employee a prorated portion of the accrued long service leave.

Typically, if you change the date in the LSL Start Date field, you should also change the date in this field.

Adjustment Begin Date Enter a beginning date for a date range that does not accumulate time of service for the employee.

Adjustment End Date Enter an ending date for a date range that does not accumulate time of service for the employee.

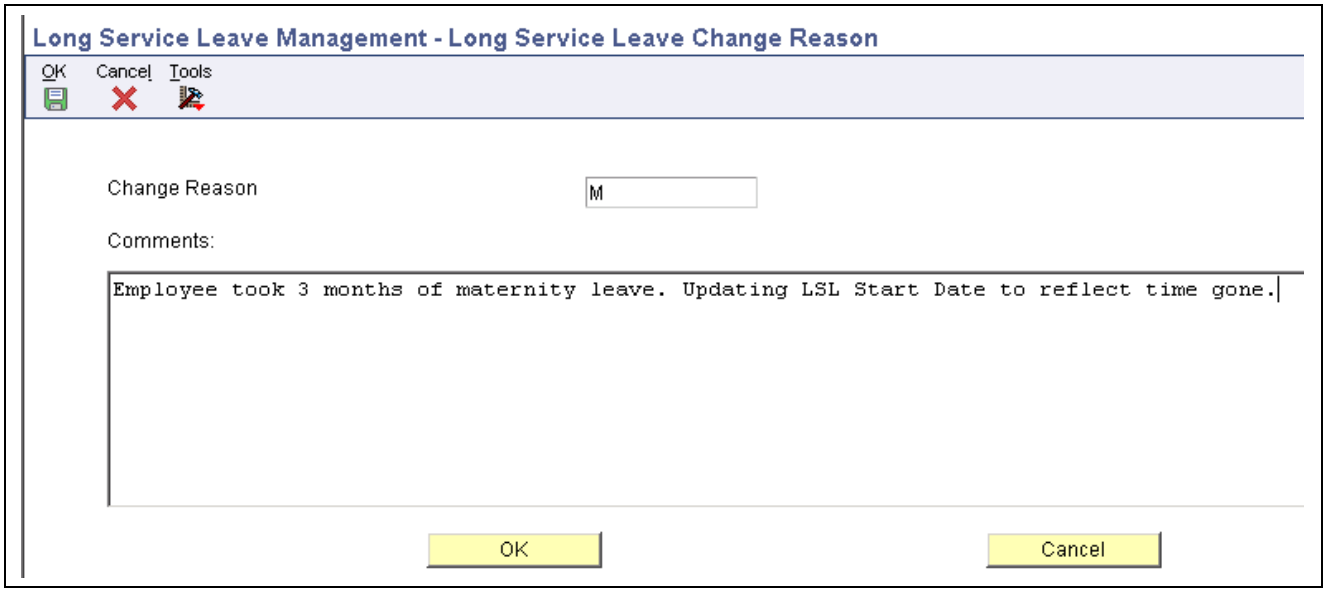
Total Adjustment Days Enter the total number of days that do not accumulate time of service for the employee.

Adjust LSL Start Date Select this option to change the employee's LSL start date by the total adjustment days.

Adjust LSL Prorate Date Select this option to change the employee's LSL pro-rate date by the total adjustment days.

Revising Long Service Leave Records

Access Long Service Leave Change Reason form.



Long Service Leave Change Reason form

Change Reason Enter a code that specifies the reason why the record is changing. If you are adding a new record, the system automatically populates this field with *C*. If you are deleting an existing record, the system automatically populates this

field with *D*. These two values are hard-coded, and we recommend that you do not change them. Change reason codes include:

- *C:* LSL Record Created.
- *D:* LSL Record Deleted.
- *M:* Maternity Leave.
- *S:* State Change.

You can add additional codes to this table as necessary.

Comment

Enter detailed information about why the LSL record is changing. For example, if you enter *M* in the Change Reason field, you might enter *Employee went on maternity leave for six months.* in this field. We recommend that you always enter a comment when changing LSL records to provide a detailed audit trail of long service leave changes.

CHAPTER 11

(AUS) Terminating Employees in Australia

This chapter provides an overview of employee termination in Australia and discusses how to:

- Create termination payments.
- Print the ETP Calculations Worksheet.
- Revise termination payment information.
- Create timecards for termination payments.

Understanding Employee Termination in Australia

When employees are terminated from an Australian organization, they might receive a payment related to their termination. Depending on the circumstances of the termination, that employee might be eligible to receive an Employee Termination Payment (ETP). To determine whether an employee is eligible for an ETP and to determine the amount of that payment, several pieces of information and several complex calculations are required.

You can enter ETPs using either of these programs:

- Employee Termination Entry (P75A0008)
- Employee Termination Payments (P75A0010)

When you enter a termination payment using the P75A0008 program, the system automatically calculates all of the amounts that are associated with the payment, with the exception of the amounts that are associated with transitional agreements. When you enter a termination payment using the P75A0010, you manually calculate and enter all of the amounts for the ETP.

Note. Prior to July 1, 2007, when employees were terminated from an Australian organization, they might have received a payment related to their termination. Depending on the circumstances of the termination, that employee might have been eligible to receive an Eligible Termination Payment. For any terminations that occur on or after July 1, 2007, the term Eligible Termination Payment is no longer valid. The new term for this type of termination payment is Employment Termination Payment, or ETP.

The Australian Tax Office (ATO) mandates tax calculations that are used to create ETPs. These tax calculations can differ depending on these factors:

- The reason for the termination.
- The employee's length of service to the organization.
- The payment method that is used for the ETP.

- The types of earnings and payments that are included in the ETP.
- Whether the employee has a transitional agreement.

The Australian Employee Termination Entry program simplifies the termination process by:

- Automatically retrieving employee leave balances, including annual, sick, long service, and Rostered Day Off (RDO) leave, and if necessary, including those amounts in the ETP calculation.
- Enabling you to enter Golden Handshake amounts when you create termination scenarios.
- Automatically calculating the number of pre-1983 and post-1983 service days.
- Automatically calculating the Post 94 Invalidity amount that is associated with the ETP.
- Enabling you to enter payee details in the event of the employee's death.
- Automatically calculating all tax amounts by using employee history information, tax setup information, and the information that you enter during the termination process.
- Enabling you to override many of the values that are associated with the payment.
- Enabling you to enter the amount of the payment that the employee wants in cash and the amount that the employee wants to roll into an approved fund.
- Enabling you to enter transitional agreement information.

Along with entering actual termination information, you can also use the Australian Employee Termination Entry program to create model termination scenarios. You can enter model termination information for a given employee, calculate the amounts that are associated with the model termination, and create a worksheet for each scenario. You can then allow employees to review the information on these worksheets so that they can determine how they would like to receive their payment.

For example, due to the differences in tax calculations, an employee might find that rolling the entire amount of the payment into an approved fund is more advantageous than receiving a cash payment. Conversely, the employee might decide to take a portion of the payment as cash and to roll the remaining amount into an approved fund. The worksheet can assist the employee in making this decision.

Determining Whether the Termination Requires an ETP

The ATO mandates that some termination payments be made in the form of Eligible Termination Payments (ETP). For a termination to require an ETP, you must be able to answer yes to*either*of these questions:

- Is the termination a Bona Fide Redundancy, as defined by the ATO?
- Are any of the types of pay that are included in the employee's termination payment considered ETP-eligible, as defined by the ATO?

If the answer to either of these questions is yes, you must complete the ETP process for the employee termination. The ETP process includes these steps:

- Entering ETP information.
- Creating ETP worksheets for employee review.
- Soliciting payment instructions from the employee, if necessary.
- Creating ETP timecards.
- Creating ETPs during the payroll cycle.
- Creating ETP payment summaries and submitting them to the ATO.

- Completing Reasonable Benefit Limit (RBL) forms for all ETPs over a specified amount, and submitting them to the ATO.
- Storing appropriate records regarding ETPs to comply with ATO regulations.

If the termination does not require an ETP, but you are still distributing a termination payment to the employee, you can use the same process to produce regular termination payments. However, with regard to record keeping and reporting, regular termination payments are not regulated by the ATO. You can enter regular termination payments the same way that you enter ETPs.

Important! Oracle recommends that you use the Australian Employee Termination Entry program (P75A0008) to enter employee terminations that require ETPs. When you use this program to process terminations, the system creates the history records that are necessary to generate ETP payment summaries, which must be submitted to the ATO. If you manually create an ETP, you must manually calculate all tax information, as well as manually create an ETP Payment Summary.

If the termination does not require an ETP, you can enter the payment manually or use the Australian Employee Termination Entry program, because the tax calculations for a regular termination payment are far less complex than for an ETP. However, if you do enter the payment manually, you must calculate the tax amounts, employee leave balances, and payment amounts manually. Also, to ensure that employee history is updated correctly, you must use the appropriate payment, deduction, benefit, or accrual (PDBA) codes when entering manual termination payments.

Transitional Agreements

Beginning July 1, 2007, the ATO has created new tax regulations regarding the termination of employees who have transitional agreements. Transitional agreements are contractual terms and conditions that are associated with an employee's termination.

Transitional arrangements may apply to ETP payments that are made between July 1, 2007 and June 30, 2012 if the terminated employee were entitled, as of May 9, 2006, to such a payment as specified by one or more of the following items:

- A written contract.
- An Australian or foreign law (or an instrument under such a law).
- A workplace agreement under the Workplace Relations Act 1996.

The portion of an employee's ETP that is associated with the transitional agreement is subject to specific tax calculations, which are defined by the ATO. Contact your local ATO office for additional information about the calculations and regulations that are associated with transitional agreements.

Note. You can use the P75A0008 to enter ETPs that include transitional agreement information. However, when you use this program, the system does not include any information about transitional agreements in the ETP. Therefore, after you create the ETP using the P75A0008 program, you must use the P75A0010 program to enter the transitional agreement information for the payment.

Is the termination a Bona Fide Redundancy?

All terminations that are considered Bona Fide Redundancies require ETPs. The ATO considers a termination to be a Bona Fide Redundancy if one of these criteria is met:

- The employee will no longer be employed by the organization in any capacity.
- The holding of an office is terminated.

If the termination does not meet either of these criteria, the termination is not considered a Bona Fide Redundancy and might not require an ETP. However, if the types of pay that are included in the termination payment are ETP-eligible, you must complete the ETP process.

For example, if an employee changes employment status from full-time to part-time, the ATO does not consider this a Bona Fide Redundancy, and therefore, no ETP calculations are required. However, if an employee is initially the manager of a bank, and then becomes a security guard at that same bank, the ATO considers this a Bona Fide Redundancy.

If you are uncertain about whether the termination is considered a Bona Fide Redundancy, contact the local ATO office for additional information.

Are the types of pay that are included in the employee's termination payment considered eligible ETP items?

If you have determined that the termination is a Bona Fide Redundancy, then you must complete the ETP process. However, if the termination is not considered a Bona Fide Redundancy, you might also need to complete the ETP process, depending on the type of pay that is included in the termination payment.

The ATO considers only certain types of pay eligible for ETP. If any portion of the employee's pay is considered eligible for ETP, regardless of whether the termination is a Bona Fide Redundancy, you must complete the ETP termination process. Types of pay that are typically considered eligible for ETP include, but are not limited to:

- Unused RDO leave time.
- Payments that are given to the employee in lieu of notice of termination.
- Redundancy or bona fide payments.
- Unused sick leave time.
- Compensation for wrongful dismissal.

Employee termination payments might also include pay for items that are not considered eligible for ETP. If all of the payments that are included in the employee's termination payment fall under this category, you need not complete the ETP process. Types of pay that typically are not considered eligible for ETP include, but are not limited to:

- Unused annual leave time.
- Unused leave loading amounts.
- Unused long service leave time.
- Salary or wages that are owed to the employee for work already completed.

Note. The types of pay that are listed in the previous example are for illustrative purposes only and should not be used as a definitive list of eligible and ineligible ETP items. Contact the ATO for the most current information regarding ETPs to ensure that you calculate termination payments correctly.

Employee Payment Instructions

Depending on the amount of the ETP, you might need to solicit payment instructions from the employee whom you are terminating. Payment instructions are used to notify the organization about how the employee wants to receive payment. Employees can receive the ETP as a cash payment to roll the amount into an approved retirement fund, or receive a portion of the payment in cash and roll the remaining amount into an approved fund.

If the payment is less than the amount that is specified by the ATO, the organization is not required to solicit payment instructions from the employee. However, the organization can solicit this information and provide employees with an opportunity to decide how they want to receive their payment.

If the payment is over the amount that is specified by the ATO, you must solicit payment instructions from the employee, and you must also provide the employee with an explanation of the components of the ETP calculation. You can use the ETP Calculation Worksheet program (R75A0100) to create an ETP worksheet that the employee can use to review the details of the ETP.

When the employee gives you payment instructions, you might need to update the termination information that you initially entered into the system. For example, you might need to change the amounts that the employee takes as cash or rolls into an approved fund. Each time that you change an employee's termination information, you can create an updated ETP worksheet for the employee to review.

ATO Filing and Record Keeping Regulations

When you distribute ETPs to employees, you are required to submit information regarding those payments to the ATO. In addition, the ATO also requires that you store detailed records of termination payments.

If you distribute ETPs to employees, you must submit ETP payment summaries to the ATO along with the annual Pay As You Go (PAYG) tax filing information. If the cash portion of an ETP exceeds a certain amount, as specified by the ATO, you must also submit a Reasonable Benefit Limits (RBL) form. RBL forms should be filed monthly with the ATO.

In addition to submitting information to the ATO, the organization is also required to keep detailed records regarding termination payments.

Important! All of the information regarding ATO regulations for ETP filing and record keeping is believed to be current at the time of publication. However, due to periodic changes in tax regulations, you should contact the ATO for the most current regulatory information for ETP processing. Noncompliance with current tax regulations can result in fines to the organization.

See Also

Chapter 12, "(AUS) Processing Payment Summaries," (AUS) Printing Payment Summaries, page 174

Creating Termination Payments

This section provides an overview of termination payment creation, lists prerequisites, and discusses how to:

- Enter termination payment information.
- Enter transitional agreement information for ETP payments.
- Set processing options for Australian Employee Termination Entry (P75A0008).

Understanding Termination Payment Creation

When employees are terminated from an Australian organization, they might receive a termination payment. Depending upon the circumstances of the termination, certain employees might be eligible to receive ETPs. You can create ETP and regular termination payments using either of these programs:

- Employee Termination Entry (P75A0008)

- Employee Termination Payments (P75A0010)

When you enter a termination payment using the P75A0008 program, the system automatically calculates all of the amounts that are associated with the payment, with the exception of the amounts that are associated with transitional agreements. When you enter a termination payment using the P75A0010 program, you manually calculate and enter all of the amounts for the ETP.

Using the P75A0008 program, you can process payments for redundancies, early retirement schemes, death, and invalidity scenarios. You can also create ETP worksheets for employees to review, and you can automatically generate timecards that the system uses to create actual termination payments. Alternatively, you can automatically create an interim payment for the termination. You must set the processing options of the P75A0008 program to specify that you want to create interims and you must specify a payroll ID for the interim header record. You can also use a selection from the Form menu during the termination entry process to review the selected employee's leave balances, such as their sick, vacation, and holiday leave.

You use the P75A0010 program to enter transitional agreement information for a termination, or to update existing termination payments with transitional agreement information.

When you enter termination information, you specify these items, which are used to determine the amount of the payment:

- The reason for the termination.
- Whether you will pay the employee for sick leave that has not been taken.
- Whether you will pay the employee for long service leave that has not been taken.
- The amount of any Golden Handshake payments that will be offered to the employee.
- The amount of any payments that will be made in lieu of notice.
- The amount of any Bona Fide payments that will be made for years of service to the organization.
- Payee information, in the event of an employee's death.
- Transitional agreement information.

After you enter all relevant termination information on the Employee Termination Pay form, you can use features of the Australian Employee Termination Entry program to automate these termination procedures:

- Calculate the leave entitlements, tax amounts, and total payable amount.
- Print a review worksheet, which includes all termination payment details, for the employee.
- Create timecards that are used to create actual termination payments.

The Australian Employee Termination Entry program also enables you to create model termination scenarios. Because the tax calculations that are mandated by the ATO differ by termination reason, payment method, length of service, and types of payments that are included in the termination, model termination scenarios can help illustrate the differences in payment amounts for each scenario.

After you enter termination information into the system, whether it is factual or model information, you can create an ETP worksheet, which the employee can review. The employee can use this information to determine whether to receive the payment as cash, roll the amount into an approved retirement fund, or combine the two options.

You can create multiple termination scenarios for an employee; however, each termination scenario must have a unique termination date and termination reason combination.

For example, you can create a termination scenario for an employee who uses the termination date of May and a termination reason of redundancy. You can create another scenario for the same employee using the same termination date, but the termination reason must be different. Similarly, you can create multiple scenarios using the same termination reason, but with different termination dates.

If you want to review termination payment information for multiple scenarios, all of which use the same termination date and termination reason, you must enter the information for a scenario, print the ETP worksheet for that scenario, and then change the information to reflect a different scenario. You can print the ETP worksheet each time that you change the termination scenario, and then compare the ETP worksheets to determine the differences between the scenarios.

Entering a Termination

To create a termination payment, you must first enter termination payment information. You can use either of these programs to enter termination payments:

- Employee Termination Entry (P75A0008)
- Employee Termination Payments (P75A0010)

Note. Oracle recommends using the P75A0008 program to enter termination payments, this program automates the complex calculations that are required to accurately create a termination payment. Oracle recommends using the P75A0010 program to enter transitional agreement information for a termination, to update existing termination payments that were originally entered using the P75A0008 program, or to manually enter termination payments that do not require complicated calculations.

When you enter a termination payment, the system uses the information from the processing options, the termination payment information, tax information that you have set up in the system, and the employee's payment history to calculate leave entitlements, tax amounts, and the final amount of the payment.

You can enter ETP information as well as regular termination payment information using the Australian Employee Termination Entry program.

Processing Option Settings for P75A0008

The processing option settings for the Australian Employee Termination Entry program (P75A0008) are critical to ensure that employee termination pay is calculated according to ATO regulations. Specifically, you must carefully set up these processing options to ensure that the system correctly calculates termination pay:

Tab Name	Processing Option Number	Special Considerations
Defaults	1	Enter *Y* for this option if you want the system to automatically create an interim payment for the termination. If you enter *Y* for this option, you must also specify a payroll ID in option 10, and specify that you want to create an interim header record in option 11.
Defaults	7	Enter the PDBA code that you created to pay out any tax-free components, such as Lump Sum D. The PDBA that you enter here is used to calculate tax-free amounts for termination payments. If you do not enter the correct PDBA for this processing option, tax-free amounts are not considered when the system calculates termination payments; therefore, the payments might be inaccurate.

Tab Name	Processing Option Number	Special Considerations
Defaults	8	Enter the statutory retirement age, as specified by the ATO. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Defaults	9	Enter the version of the Time Entry MBF processing Options program (P050002A) that you want to use when creating timecards for termination payments. This program controls many of the processes that the system uses to create and calculate timecard information. You should verify that the processing options that are associated with the version that you enter in this field are set correctly.
Defaults	10	Enter the interim payroll ID that you want the system to use when creating the timecards that are associated with terminations. You must enter an interim payroll ID to process the timecards through the Work With Interims Workbench. Because termination payments typically do not coincide with regularly scheduled payroll cycle processing, you might find that processing termination payments through the Work With Interims Workbench is easier and more convenient. If you enter a value for this processing option, you must also complete processing option 11 on this tab.
Defaults	11	If you enter an interim payroll ID in processing option 10, you must set this processing option to enable the creation of an interim payment record.
Defaults	12	Enter the maximum value of leave entitlement, as specified by the ATO, that can be taxed using a flat tax rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current. If you enter a value in this processing option, you must also enter the associated tax rate in processing option 13 on this tab.
Defaults	13	Enter the flat rate of tax, as specified by the ATO, that the system uses to calculate tax amounts when leave entitlements are less than the maximum amount for flat rate tax, which is also specified by the ATO. For example, to enter a tax rate of 35.5 percent, enter *35.50* in this field. Because tax information can change periodically, you should contact the ATO to verify that this information is current.
Balance PDBA's	3	Enter the PDBA that the organization uses to track long service leave that was accrued prior to August 1978. This amount is known as the Band 1 amount. Because tax regulations changed in August of 1978, all long service leave that was accrued prior to that date requires a separate tax calculation to comply with ATO regulations.
Balance PDBA's	4	Enter the PDBA that the organization uses to track long service leave that was accrued between August 1978 and August 1993. This amount is known as the Band 2 amount. Due to changes in ATO tax regulations, a separate calculation is necessary to accurately calculate tax amounts for long service leave that was accrued during this period.
Balance PDBA's	5	Enter the PDBA code that you use to track the employee's total long service leave balance. This PDBA should include Band 1 and Band 2 amounts, along with any long service leave that was accrued since that time, which is considered Band 3.

Tab Name	Processing Option Number	Special Considerations
Tax Area Tax Type	5	Enter the tax type that is used to tax amounts that are associated with approved early retirement, redundancy, or invalidity scenarios. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type	6	Enter the tax type that is used to tax amounts that are associated with Band 3, or the Post 1993 component.
Tax Area Tax Type	7	Enter the tax type that is used to calculate the tax amounts for lump sum amounts. Currently, the tax rate for these amounts is 31.5 percent. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type	8	Enter the tax type that is used to calculate the tax amount that is associated with normal resignations. This rate should reflect the current standard marginal rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current.

Additional versions will be required for P75A0008 to cater to the different parts of the organization, for example, those that receive Leave Loading as part of the termination and those that don't.

Prerequisites

Before you complete the tasks in this section:

- Verify that the tax rules for termination processing have been set up correctly.

  See these additional topics:

  See Chapter 4, "Setting Up Tax Information," (AUS) Setting Up Tax Calculation Options for Australia, page 29.

- Verify that the user profile is set up as an Australian employee using the DMY date format. If the user profile is not set up correctly, you might receive *Division by Zero* errors during payment entry.

  See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

- Set all values in the processing options for the Australian Employee Termination Entry program (P75A0008).

  See Chapter 11, "(AUS) Terminating Employees in Australia," Setting Processing Options for Australian Employee Termination Entry (P75A0008), page 155.

- Verify that these user-defined codes (UDCs) are set up correctly:
  - Termination Type (75/T1)
  - Payee Type (75/PT)

  See Chapter 2, "Understanding Payroll Processing for Australia and New Zealand," UDCs for Australia and New Zealand, page 5.

- Verify that all PDBAs have been set up with the correct tax information.

  See Chapter 4, "Setting Up Tax Information," Setting Up Tax Information for PDBAs, page 28.

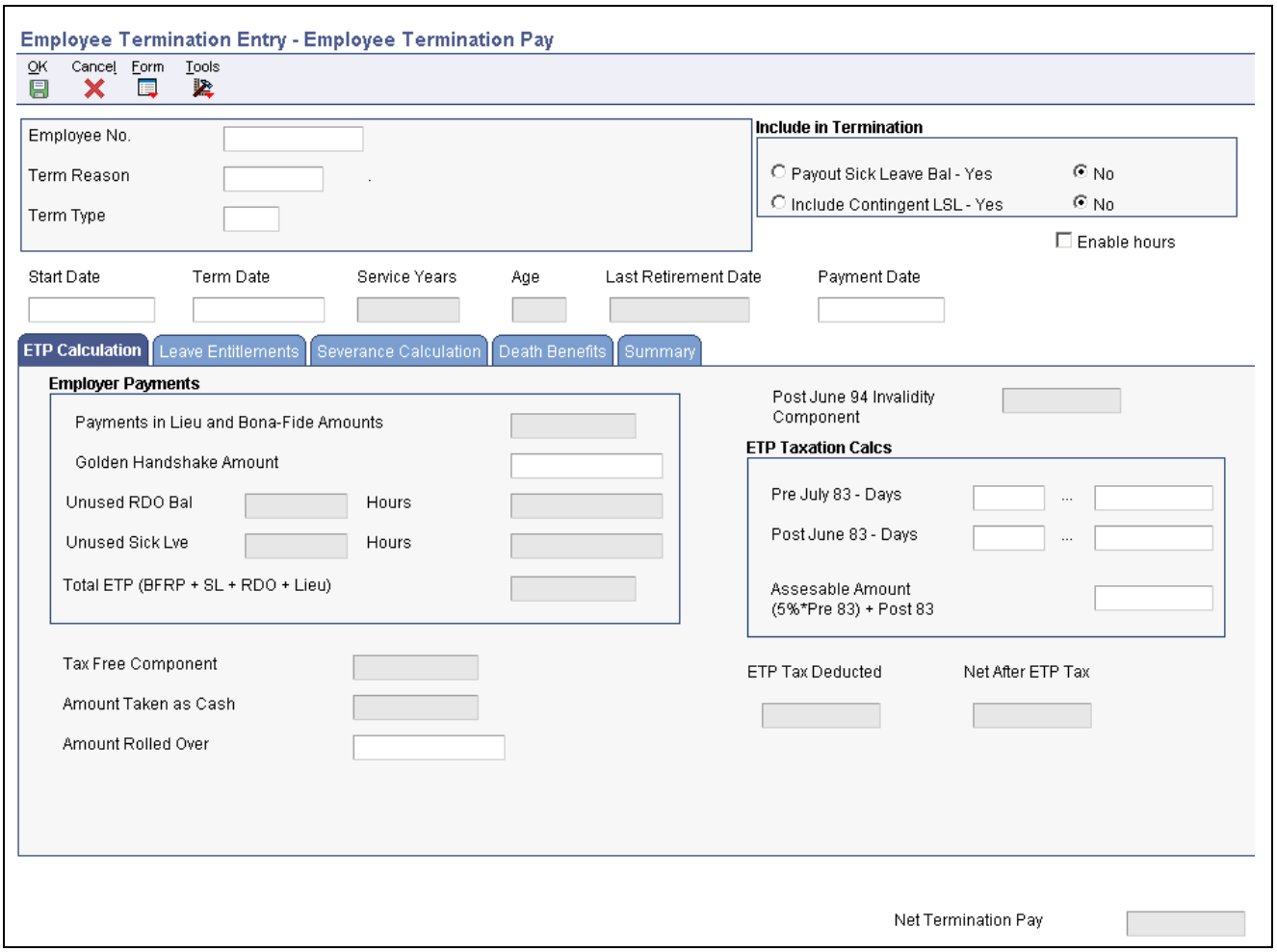
- Enter a termination date for the employee.

Forms Used to Create Termination Payments

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access the termination payment forms.
Employee Termination Pay	W75A0008B	On Work With Terminations, click Add.	Enter termination payment information. Additionally, you can use selections from the Form menu on this form to review employee leave balances and to access interim entry. Interim entry is available only if you have set the processing options to create interim payments during termination entry.
Work With Employee Termination Payments	W75A0010A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Payments	Search for and select existing ETPs that you want to update.
Employee Termination Payment Details	W75A0010C	On Work With Employee Termination Payments, click Add.	Enter ETP payments.
Employee Termination Payment Revisions	W75A0010B	On Work With Employee Termination Payments, select a record and then click Select.	Enter transitional agreement information for an ETP payment.

Entering Termination Payment Information

Access the Employee Termination Pay form.



Employee Termination Pay form

To enter termination payment information:

1. Complete the basic information about the termination payment.
2. Select Retrieve Balances from the Form menu.
3. Select the Leave Entitlements tab and review the information.

   The system uses the information that you entered in the processing options, along with employee history, to populate the fields on this tab.
4. To enable the fields in the Balance, Gross $, and Tax $ columns for entry, select the Enable Hours option in the header of the Employee Termination Pay form and make any necessary changes to the values on this tab.

   When you enter values in the Balance column of the Leave Entitlements tab, the system calculates values in the associated field in the Gross $ column. You can override these calculated values if you select the Enable Hours option.
5. Review each tab on the Employee Termination Pay form to ensure that you have entered all necessary termination details, and then select Calculate Tax from the Form menu.

   The system uses the information in the processing options, tax setup, and employee history and the values that you have entered on the Employee Termination Pay form to calculate all of the tax information for the termination payment.

6. Select the Summary tab to review summarized information about the payment calculations.
7. Select the ETP Calculation tab to review detailed information about the payment calculations.

   After you verify that all the details are correct, the timecards containing all of the termination details need to be created.
8. Click Create Timecards.

   This creates the timecards using the pay types as defined in the processing options.
9. Click OK to save the record.

Term Type Enter the type of termination. This code is used to determine how the termination payment should be taxed, because different termination types have different taxation rules.

Date Term Enter the date that the employee was terminated, if applicable.

The date that you enter in this field is used to calculate the employee's age at the time of termination, the number of years of service to the organization, and the number of pre-July and post-July 1983 days that the employee has worked.

Payment Date The date that you enter in this field is used to create the timecards that the system uses to generate the actual termination payment.

Sick Flag Enter a code that indicates whether to include a monetary amount for unused sick leave balances in the payment amount.

To include any unused sick leave that the employee has accrued, select this option.

LSL Flag (long service leave) Select to include any unused long service leave that the employee has accrued.

Notice Period Specify the number of weeks of payments in lieu of notice that you want to include in the payment.

Gross/ Week Enter a value that indicates the standard, gross weekly pay that the employee receives.

The system automatically calculates this amount using employee pay history. You can override this amount by entering a value in this field.

Gross Severance Click the Calculator button next to the Gross Severance field, complete the calculation, and then click OK to calculate the amount of pay in lieu of notice that you want to include in the payment.

The system populates this field when you click OK on the Calculator form.

Comp Years Of Service Enter the number of years that an employee has worked for the organization.

The system calculates the value in this field using the employee's start date and the date that you enter in the Term Date field.

Amount Paid Severance Complete this field with the amount of pay for service length that you want to include in the payment.

Golden Handshake Amt Enter the amount of any golden handshake payment that you want to include in the termination payment.

Payee Type Enter a code that indicates the type of payee to which the payment is made.

This field must be completed only if the termination is a death benefit payment. In cases in which an employee's termination payment is given to another employee, you must identify the type of payee. This information is used to determine the tax amount of the payment.

Tax File Number Enter the employee's number.

Professional Title Enter the professional title of a Who's Who person.

Given Name Enter the first name of an individual. This field is informational only.

Middle Name Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.

Surname Enter the last name of an individual. This field is informational only.

Birth Date Enter the employee's date of birth.

Address Line 1 Enter the first line of a mailing address for an employee, customer, or supplier in the Address Book system.

City Enter a name that indicates the city that is associated with the address.

State Enter a UDC (00/S) that specifies the state or province. This code is usually a postal service abbreviation.

Post Code Enter the United States ZIP code or the postal code that specifies where a letter is routed. Attach this code to the address for delivery in other countries.

Entering Transitional Agreement Information for ETP Payments

Access the Employee Termination Payment Revisions form.

Employee and ETP Details tab

Non-Transitional Original or Amended Indicator Select the type of nontransitional ETP payment you are revising. If you are revising a payment that has not yet been reported to the ATO, select *Original.* If you are revising a payment that has already been reported to the ATO, select *Amended.*

Transitional ETP Details tab

Previous Amount Enter the amount of any transitional agreement termination payments that the employee has received during the transition period.

Golden Handshake Amount Enter the amount of any transitional golden handshake payments that are made to the employee upon termination.

Payment in Lieu Amount Enter the amount of any transitional payments in lieu that are made to the employee upon termination.

Transitional Amount Enter the total amount of Transitional ETP to be given to the employee. For example, if the employee's contract states that he is to receive 500.00 dollars upon termination, enter *500.00.*

This field does not include other amounts that are associated with the termination payment.

Directed Termination Payment (Tax Free) Enter the amount of the transitional ETP that the employee is directing to an approved superannuation fund. This amount comes from the tax free component of the transitional ETP.

Directed Termination Payment (Taxable) Enter the amount of the transitional ETP that the employee is directing to an approved superannuation fund. This amount comes from the taxable component of the transitional ETP.

Post June 94 Invalidity Enter the amount of the post June 94 invalidity component.

Pre July 83 Days Enter the number of transitional pre-July 83 days.

Pre July 83 Amount Enter the pre July-83 amount.

Transitional Post June 83 Days Enter the number of transitional post June-83 days.

Transitional Post June 83 Amount Enter the transitional post June-83 amount.

Transitional Tax Deducted Enter the amount of tax that is deducted on the portion of the transitional ETP that the employee takes in the form of a cash payment.

Transitional Net ETP Enter the amount of the Transitional ETP, less rollover and tax amounts.

Transition Payment Indicator Specify whether this payment meets the ATO requirements of a transitional payment. The payment summary programs use this value to determine whether to update the transitional payment field when creating payment summaries. Values are stored in UDC 75/TP, and include:

Y: Yes, this is a transitional payment.

N: No, this is not a transitional payment.

Trans Original or Amended Ind Select the type of transitional ETP payment you are entering. If you are entering a payment that has not yet been reported to the ATO, select *Original.* If you are revising a payment that has already been reported to the ATO, select *Amended.*

Note. This field is independent of the Non-Transitional Original or Amended Indicator on the Employee and ETP Details tab.

Process to ATO Specify whether to write the termination record to the EMPDUPE file. Values are stored in UDC 75/SA and include:

0: Do not process to ATO. Select to include the ETP in the EMPDUPE file.

1: Process to ATO. Select to exclude the ETP from the EMPDUPE file.

Setting Processing Options for Australian Employee Termination Entry (P75A0008)

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

Defaults

1. Create payment on interim. (Y/N)
Specify whether the system creates a payment on interim. If you enter *Y* for this option, you must also enter values for options 10 and 11 on this tab.

2. Number of years before pro-rata is included.
Specify the number of years before pro rata is included.

3. Enter the number of hours for a standard work day.
Specify the number of hours for a standard workday.

4. Enter the lump sum tax free threshold for bona-fide redundancy payments.
Specify the lump sum, tax-free threshold for bona-fide redundancy payments.

5. Enter the tax free amount per year of service.
Specify the tax-free amount per year of service.

6. Enter the low rate threshold amount.
Specify the low rate threshold amount.

7. Enter the pay type for Bona Fide redundancy payments (Tax Free).
Specify the pay type for bona-fide redundancy payments (Tax Free).

8. What is the age for Normal Retirement.
Specify the age for normal retirement.

9. Time Entry MBF Version.
Specify the Time Entry MBF version. If you leave this processing option blank, the system uses the default version.

10. Enter a Payroll ID to use when creating an Interim Header Record for Redundancy Processing.
Specify a payroll ID to use when creating an interim header record for redundancy processing.

11. Create an Interim Header Record for Redundancy Processing.
Specify whether the system creates an interim header record for redundancy processing. Values are:

1: Create

0: Do not create

12. Enter the maximum value of leave entitlements to be taxed at flat rate (for example $300).
Specify the maximum value of leave entitlements to be taxed at flat rate (for example, 300 AUD).

13. Enter the flat rate of tax where leave entitlements are less than the maximum value for flat rate tax.
Specify the flat rate of tax for which leave entitlements are less than the maximum value for flat rate tax.

Balance PDBA's

1. Enter the Annual Leave DBA that holds the employee balance. Specify the annual leave DBA that holds the employee balance.

2. Enter the Sick Leave DBA that holds the employee balance. Specify the sick leave DBA that holds the employee balance.

3. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 1. Specify the DBA that holds the balance for long service leave accrued during Band 1.

4. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 2. Specify the DBA that holds the balance for long service leave accrued during Band 2.

5. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 3. Specify the DBA that holds the balance for long service leave accrued during Band 3.

6. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 4. Specify the DBA that holds the balance for long service leave accrued during Band 4.

7. Enter the RDO DBA that holds the employee balance. Specify the RDO DBA that holds the employee balance.

8. Enter the Leave Loading Percentage. (nn.nnnn) Specify the leave loading percentage. (nn.nnnn)

9. Include Accrued Leave in Leave loading calculation. Specify whether the system includes accrued leave in leave loading calculation. Values are:

1: Do not include

0: Include

Tax Area Tax Type

1. Enter the Tax Type for Normal Tax. Specify the tax type for normal tax.

2. Enter the Tax Type for ETP Tax. Specify the tax type for ETP tax.

3. Enter the Tax Type for Band 1 Tax. Specify the tax type for Band 1 tax.

4. Enter the Tax Type for Band 2 Tax. Specify the tax type for Band 2 tax.

5. Enter the Tax Type for Band 3 Redundancy, Approved Early Retirement or Invalidity.
Specify the tax type for Band 3 redundancy, approved early retirement, or invalidity.

6. Enter the Tax Type for Band 3 Tax. All other cases.
Specify the tax type for Band 3 tax.

7. Enter the Tax Type for Lump Sum.
Specify the tax type for lump sum.

8. Enter the Tax Type for Resignation.
Specify the tax type for resignation.

Normal

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.
Specify the pay type to use to pay out the unused annual leave balance.

2. Enter the pay type to be used to pay out the unused Annual Leave Loading.
Specify the pay type to use to pay out the unused annual leave loading.

3. Enter the pay type to use when paying out unused LSL from Band 1.
Specify the pay type to use when paying out unused long service leave (LSL) from Band 1.

4. Enter the pay type to use when paying out unused LSL from Band 2.
Specify the pay type to use when paying out unused LSL from Band 2.

5. Enter the pay type to use when paying out unused LSL from Band 3.
Specify the pay type to use when paying out unused LSL from Band 3.

6. Enter the pay type to use when paying out unused LSL from Band 4.
Specify the pay type to use when paying out unused LSL from Band 4.

7. Enter the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.
Specify the pay type to use when paying out the assessable ETP when the employee is under normal retirement age.

8. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is under the threshold amount.
Specify the pay type to use when paying out the assessable ETP when the employee is over normal retirement age and assessable amount is under the threshold amount.

9. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is over the threshold amount.

Specify the pay type to use when paying out the assessable ETP when the employee is over normal retirement age and assessable amount is over the threshold amount.

10. Enter the pay type to use when paying out the Pre 1/7/83 component of ETP (non taxed).

Specify the pay type to use when paying out the pre-1/7/83 component of ETP (nontaxed).

Redundancy

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.

Specify the pay type to use to pay out the unused annual leave balance.

2. Enter the pay type to be used to pay out the unused Annual Leave Loading.

Specify the pay type to use to pay out the unused Annual Leave loading.

3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**

Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.

7. Enter the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.

Specify the pay type to use when paying out the assessable ETP when the employee is under normal retirement age.

8. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age

Specify the pay type to use when paying out the assessable ETP when the employee is over normal retirement age.

Disability

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.

Specify the pay type to use to pay out the unused annual leave balance.

2. Enter the pay type to be used to pay out the unused Annual Leave Loading.

Specify the pay type to use to pay out the unused annual leave loading.

3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**

Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.

7. Enter the pay type to use when paying out assessable ETP.

Specify the pay type to use when paying out assessable ETP.

8. Enter the pay type to use when paying out Post June 94 invalidity component.

Specify the pay type to use when paying out post-June 94 invalidity component.

Death

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.

Specify the pay type to use to pay out the unused annual leave balance.

2. Enter the pay type to be used to pay out the unused Annual Leave Loading.

Specify the pay type to use to pay out the unused annual leave loading.

3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**

Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.

7. Enter the pay type to use when paying out assessable ETP where paid to a dependent/trustee.

Specify the pay type to use when paying out assessable ETP when paid to a nondependent or trustee.

8. Enter the pay type to use when paying out assessable ETP where paid to a non dependent/trustee.

Specify the pay type to use when paying out assessable ETP when paid to a nondependent or trustee.

Printing the ETP Calculations Worksheet

This section provides an overview of the ETP Calculations Worksheet and discusses how to:

- Print the ETP Calculations Worksheet.
- Set processing options for ETP Calculations Worksheet (R75A0100).

Understanding the ETP Calculations Worksheet

After you enter termination payment information, you can print the ETP Calculations Worksheet. This worksheet includes all of the details that are associated with the termination. Employees can use this worksheet to determine how they want to be paid. Depending upon the amount of the payment, employees can receive the payment in these ways:

- In cash.
- As funds rolled into an approved retirement fund.
- A combination of cash and funds rolled into an approved retirement fund.

Form Used to Print the ETP Calculations Worksheet

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry. Select Print Worksheet from the Row menu.	Select an employee.

Printing the ETP Calculations Worksheet

Access the Report Output Destination form.

Setting Processing Options for ETP Calculations Worksheet (R75A0100)

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

Defaults

1. Enter the Lump Sum Tax Free Threshold for Bona-fide Redundancy Payments Specify the lump-sum, tax-free threshold for bona fide redundancy payments.

2. Enter the Tax Free Amount per year of Service Specify the tax-free amount per year of service.

Revising Termination Payment Information

This section provides an overview of termination revisions and discusses how to revise termination payment information.

Understanding Termination Revisions

After you enter termination payment information and allow employees to review the ETP Calculations Worksheet associated with their termination, you might need to revise the termination information.

For example, after reviewing the details of the termination, an employee might decide to take only a portion of the payment in cash and roll the remaining amount of the payment into an approved fund. If the payment instructions that the employee selects differ from those that were entered with the initial termination payment information, you must revise that information before you create the actual payment, because changes to payment instructions can affect the tax calculations for the payment.

You can revise termination payment information as many times as necessary to ensure that the payment is correct.

Form Used to Revise Termination Payment Information

Form Name	FormID	Navigation	Usage
Employee Termination Pay	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Revise termination payment information.

Revising Termination Payment Information

Access the Employee Termination Pay form.

Make any necessary revisions to the termination information, and then select Calculate Tax from the Form menu. Continue this process until the payment is revised correctly, and then click OK to save the record.

Creating Timecards for Termination Payments

This section provides an overview of timecard creation and discusses how to create timecards for termination payments.

Understanding Timecard Creation

After you have finalized the details of an employee's termination, you can create timecards that the system uses to generate the actual payment. You can use the Australian Employee Termination Entry program to automatically generate timecards for the termination payment. You do so to ensure that:

- The timecards use the correct pay types.
- The system accurately calculates taxes on termination payments such as lump sum amounts.

After you generate these timecards, you can review and revise them until they include all of the information that is necessary to create the payment.

Note. Oracle strongly recommends that you generate timecards for termination payments using the Australian Employee Termination Entry program. Using this program ensures that all of the elements of a termination payment are correctly taxed. Manually entering timecards for termination payments can result in inaccurate tax calculations.

After you create the timecards for the termination payment, you can process them through a payroll cycle to create the actual payment for the employee.

See Also

JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide, "Entering Timecards for Employees"

JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide, "Working with the Payroll Cycle"

Forms Used to Create Timecards for Termination Payments

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access forms to enter and review termination payments.
Employee Termination Pay	W75A0008B	Select a record on the Work With Terminations form and click Select.	Create timecards for termination payments. Also use this form to: • Review or update existing termination payments. • Create termination timecards.
Work With Time Entry by Individual	W051121A	On the Employee Termination Pay form, select Time Entry from the Form menu.	Review timecards for a termination payment.

Creating Timecards for Termination Payments

Access the Employee Termination Pay form.

Select Create Timecard from the Form menu. The system generates the timecards and returns to the Work With Terminations form. You might accidentally or deliberately delete termination records. If these are deleted, unpaid timecards will also be deleted.

CHAPTER 12

(AUS) Processing Payment Summaries

This chapter discusses how to:

- Set up payment summary information.
- Process payment summary information.
- Print payment summaries.
- Generate the electronic payment summary file.

(AUS) Setting Up Payment Summary Information

This section provides an overview of payment summaries, lists a prerequisite, and discusses how to:

- Set up company address information.
- Set up regional information.
- Set up employee name information for payment summaries.

Understanding Payment Summaries

The Australian Tax Office (ATO) requires that all companies in Australia report detailed information about employee earnings on an annual basis. Currently, companies must submit payment summaries to comply with ATO regulations for earnings reporting.

Payment summaries must be submitted to the ATO electronically. In addition, you must provide employees with paper copies of their payment summaries. When employees submit their personal tax information to the ATO, they must include a copy of the payment summary that is provided by the organization.

In addition to creating payment summaries for regular earnings, you must also create ETP payment summaries for any employees who have received ETPs at any time during the reporting year. ETP payment summaries provide detailed information about payments that employees receive when they are terminated from the organization.

The system creates payment summaries using detailed earnings and payment information that is stored in employee history tables. These tables are updated during the final update step of the payroll cycle. To create accurate payment summaries, you must extract the correct information from these history tables.

To accurately create and submit payment summaries for the organization, you should verify that this information has been set up correctly:

- Company address.
- Company regional information.

- Employee names.
- Payment summary reporting codes.
- Reporting codes on PDBAs that are included in payment summary reporting.

After you verify the information, you complete these steps to create and report payment summary information to the ATO:

- Extract payment summary information.
- Review payment summary data.
- Revise payment summary data, if necessary.
- Add fringe benefit taxable amounts, if necessary.
- Print payment summaries.
- Print ETP payment summaries.
- Create the ATO extract file (EMPDUPE).

Setting Up Payment Summary Information

Before you can process payment summaries, you must verify that the information in the system is set up correctly to enssure that the payment summaries that you create are valid. Invalid payment summaries might not be accepted by the ATO.

You must verify this information before you process payment summary information:

- Company address.
- Company regional information.
- Employee names.
- Payment summary reporting codes in user-defined code (UDC) 06/S2.

In addition, you must ensure that PDBAs used in payment summary reporting are associated with the appropriate reporting codes and that processing options for all of the payment summary programs are set correctly.

Verifying Payroll History

Before you create payment summaries, you should verify your payroll history. You use the AU Payroll History Audit Report (R75A7703) to verify that the payroll tax history that has been generated by the payroll cycle is valid and that it does not contain any errors. This report can be run for a specific calendar year and month, or you can run the report without specifying a date to verify all existing payroll history. You can verify payroll tax history, payroll payment history, or both types of history when you run the report. You can also choose to run the report for a specific company.

When you verify tax history, the report compares data from summary tax history tables to the corresponding detail tax history tables and determines whether any discrepancies are in the data. The report compares data in these tax tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.
- Data in the F06146 is compared to data in the F0618 and F0719.

When you verify payment history, the report compares data from summary payment history tables to the corresponding detail payment history tables and determines whether any discrepancies are in the data. The report compares data in these payment tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Note. Oracle recommends that you run this report frequently to verify that all payroll history data is accurate and valid. Oracle also strongly suggests that you run this report and correct all errors before submitting any payroll or tax data to government reporting agencies.

See Chapter 4, "Setting Up Tax Information," Reviewing Tax Reports, page 31.

Company Address and Regional Information

The ATO requires organizations to provide address and regional information for the supplier and the payer companies. In some cases, these are the same companies.

The supplier company is the organization that produces the data and sends it to the ATO. The ATO uses the street address of the supplier company to return magnetic media, if requested. In addition, the ATO uses the regional information that is associated with the supplier company for all supplier-related correspondence.

The payer company is the organization that pays the employees. It is recorded in the Employee Master Information table (F060116) as the home company for the employee. The ATO uses the address and regional information that is associated with the payer company for any payer-related or payee-related correspondence.

Note. Creating separate company address records for the supplier and the payer company is necessary only if the two companies have different physical addresses. If the companies have the same physical address, you can use the same company address record for both the supplier and the payer company.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up System Options," Setting Up Company Options.

Employee Name Information

The ATO requires that the employee names on all payment summaries be formatted using the employee's given name, middle name, and surname. To ensure that the employee name information is formatted correctly on payment summaries, you must enter the employees' name on the Who's Who form.

Note. To avoid time-consuming maintenance associated with employee name formatting, you should enter the employee name information in the Who's Who form during the initial employee entry process. Adding this step to the employee entry process can significantly shorten the amount of time needed to verify the setup information during payment summary processing.

Payment Summary Reporting Codes

You must set up payment summary Reporting codes in UDC 06/S2 to specify where information should print on the payment summaries. Currently, the ATO allows for nine reportable allowances and deductions, and two reportable gifts (Workplace Giving). These should be numbered A1 to A9 for allowances, U1 to U9 for deductions, and G1 for gifts. The codes that you use must adhere to these guidelines to ensure that information prints in the correct area of the payment summary form:

- All reportable allowances must begin with the letter *A*.

For example, you might use code A1 to specify a car allowance, and code A2 to specify a meal allowance. To comply with ATO regulations, you can set up a maximum of five codes for reportable allowances.

- All reportable deductions must begin with the letter *U*.

  For example, you might use code U1 to specify union fees. To comply with ATO regulations, you can set up a maximum of two codes for reportable deductions.

- All lump sum amounts must begin with the letter *L*.

  These codes are hard-coded in the UDC table and should not be changed. For example, codes LA, LB, LC, LD, and LE are used to specify Lump Sum A, Lump Sum B, Lump Sum C, Lump Sum D, and Lump Sum E.

ETP Payment Summaries

When an employee is terminated and receives an ETP, the ATO requires that employers report this information to the employee using documents called ETP payment summaries. This information is then reported to the ATO manually or using an electronic file called the EMPDUPE file, which is produced using the R75A0145.

The type of payment summary that is required depends on whether the employer is creating an original ETP payment or is amending an ETP payment that has already been reported to the ATO. You specify whether an ETP is an original or amended payment using the P75A0010 program or the P75A0008 program. Additionally, the type of payment summary that you create is determined by the type of ETP amounts that the employee is receiving.

If the employee is receiving only transitional amounts in his or her ETP, you create a transitional ETP payment summary. If the employee is receiving only nontransitional amounts, you create a nontransitional ETP payment summary. If the employee is receiving both transitional and nontransitional ETP amounts, you must create two separate payment summaries for that employee. One payment summary includes the transitional amounts, while the other includes the nontransitional amounts. You use a processing option on the ETP payment summary print programs to specify whether to create transitional or nontransitional ETPs.

You can use either of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050 (R75A0175)

  Use this program to print in window-facing format.

- Print Original ETP Payment Summary – JS8048 (R75A0180)

  Use this program to print in Z-fold format.

You can use either of these programs to create amended ETP payment summaries:

- Print Amended ETP Payment Summary – JS8052 (R75A0185)

  Use this program to print in window-facing format.

- Print Amended ETP Payment Summary – JS8049 (R75A0190)

  Use this program to print in Z-fold format.

Note. You use these payment summary programs to produce ETP payment summaries for all ETPs, regardless of whether they include transitional agreement information.

See Also

JD Edwards EnterpriseOne Tools 8.98 Foundation Guide

Chapter 4, "Setting Up Tax Information," Setting Up Tax Information for PDBAs, page 28

Chapter 11, "(AUS) Terminating Employees in Australia," page 141

Prerequisite

Enter employee information into the system.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Employee Information".

Oracle also suggests that you run the AU Payroll History Audit Report (R75A7703) before you process payment summary information. This report enables you to verify that employee payroll history data is accurate before you report information to government agencies.

See Chapter 4, "Setting Up Tax Information," Reviewing Tax Reports, page 31.

Forms Used to Set Up Payment Summary Information

Form Name	FormID	Navigation	Usage
Work With Company Options	W05001CH	HRM Setup (G05B4), Company Options	Select a company.
Company Options	W05001CA	On Work With Company Options, select a record in the detail area, and then click Select.	Enter address information.
Revise Company Constants	W75A9096B	On Company Options, select Regional Info from the Form menu.	Update regional information.
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revisions	Select an employee.
Who's Who	W0111A	On Work With Addresses, select an employee and then select Who's Who from the Row menu.	Set up employee name information.

Setting Up Company Address Information

Access the Company Options form: Address tab.

Repeat this task for all supplier and payer companies for which you are reporting payment summary information to the ATO.

Setting Up Regional Information

Access the Revise Company Constants form.

Branch Number Enter the current active PAYE group number allocated to the employer by the ATO.

Contact Name Enter the name of the caller, customer, or other contact.

Contact Telephone Number Enter the telephone number of the contact person.

Contact Fax Number Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in

conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Company E-mail Address Enter the email address for the company.

Setting Up Employee Name Information for Payment Summaries

Access the Who's Who form.

Address Number Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Given Name Enter the first name of an individual. This field is informational only.

Middle Name Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.

Surname Enter the last name of an individual. This field is informational only.

(AUS) Processing Payment Summary Information

This section provides an overview of payment summary processing and discusses how to:

- Run the Create Payment Summary Extract program.
- Set processing options for Create Payment Summary Extract (R75A0140).
- Enter fringe benefit information by employee.
- Import fringe benefit information from a spreadsheet.
- Set processing options for Payment Summary Extract Review (P75A0140).
- Review and revise payment summary information.

Understanding Payment Summary Processing

After you ensure that the system information is set up correctly, you can begin the payment summary process. You must create payment summaries for all employees who receive earnings from the organization during the tax year.

To begin the payment summary process, you must first extract history information for each employee for whom you want to create a payment summary. You extract payment summary information using the Create Payment Summary Extract Review program (R75A0140). This program creates records in the Australian Payment Summary table (F75A0140). The system uses information in this table to create printed payment summaries and the electronic media that you submit to the ATO. You can use this program to create new payment summaries or to create amended payment summaries.

After you extract payment summary information, you can add any necessary fringe benefit tax records to the Australian Payment Summary table. After you have extracted the information from employee history and added fringe benefit records, you can then review the information online to ensure that it is accurate. You use the Payment Summary Extract Review program (P75A0140) to create fringe benefit tax records and to review payment summary information.

After you have verified that all of the payment summary information is accurate, you can print paper copies of the payment summaries and you can create the file (called EMPDUPE) that you electronically submit to the ATO.

Extracting Payment Summary Information

After you have verified that the information in the system is set up correctly, you can begin the process of creating payment summaries. The first step in creating payment summaries is to extract employee history information to be included on the payment summary forms. You extract this information using the Create Payment Summary Extract program (R75A0140).

The Create Payment Summary Extract program extracts all of the appropriate history records for the employees that you have specified in the data selection of the version that you process. It then creates the Australian Payment Summary table (F75A0140). The system uses this table to create the electronic media that you send to the ATO.

Each time that you process a version of the Create Payment Summary Extract program, the system creates records in the F75A0140. Each of these records includes a system-generated batch number and a print status. When the records are initially created, the print status is blank. The system updates the print status as you progress through the payment summary process.

We recommend that you set up at least three versions of this program:

Version	Description
Version One	Create this version to process year-end payment summary information. The data selection for this version should be set at the *company* level. This is the most commonly used version, and should be used to process the payment summaries for the tax year.
Version Two	Create this version to process interim payment summary information. The data selection for this version should be set at the *employee* level. You might use this version if employees are relocating overseas and they want to reconcile all of their tax obligations at the time of their relocation.
Version Three	Create this version to delete existing batches of payment summaries. You use processing options to specify the batch that you want to delete each time that you process this version. You might find that you need to delete a batch of payment summaries if the information in those payment summaries is inaccurate. To correct the information, you must delete the incorrect batch, correct any necessary information, and then recreate the payment summaries. You must delete the batch before creating a new batch to avoid creating duplicate payment summaries.

Attaching Fringe Benefit Records to Payment Summaries

After you create records in the Australian Payment Summary table (F75A0140), you can update the records to include any necessary fringe benefit information. Fringe benefit information must be calculated outside of the JD Edwards EnterpriseOne system and manually added to the payment summary information.

You can enter fringe benefit information at the individual employee level, or you can import this information using an Excel spreadsheet. Regardless of how you enter fringe benefit information, you must enter it before you distribute printed payment summaries to the employees and before you submit payment summary information to the ATO.

Note. For information about items that are considered reportable fringe benefits, contact the ATO directly.

Before you can attach fringe benefit information to a payment summary, you must:

- Extract employee payment summary information.
- Set the processing options for the Payment Summary Extract Review program (P75A0140) as follows:
  - Set the Bucket ID to FB.
  - Set the Line Number to 99.
- Enter a description that signifies that the manually entered records are fringe benefit tax records. The description is informational only.
- If you are using an Excel spreadsheet to import fringe benefit information, create a two-column spreadsheet; set up column A for the employee number and column B for the reportable fringe benefit amount.

  See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

Reviewing and Revising Payment Summary Information

After you process the Create Payment Summary Extract program (R75A0140) and attach any necessary fringe benefit information to employee payment summaries, you can review the information. Using the Payment Summary Extract Review program, you can review the payment summary for each individual employee.

You can review payment summaries by their print status, which is automatically updated in the Australian Payment Summary table (F75A0140) as you proceed through the payment summary process. A payment summary can have one of these print statuses:

- Unprinted
- Printed
- Submitted to ATO
- Duplicate

Note. You should search for duplicate payment summaries before you print paper copies or submit information to the ATO. Duplicate payment summaries can occur in these circumstances:

You have issued an interim payment summary for the employee, but you included them in the year-end version of the Create Payment Summary Extract program.

When the system identifies an employee for whom more than one payment summary has been created during the current tax year, the system enters a print status of D to mark the record as a duplicate.

The employee was terminated and issued a payment summary at the time of termination, but was rehired by the organization within the same tax year.

You can review information for the entire batch of payment summaries, or you can review the detailed information for selected payment summaries. In addition, you can revise the information contained in each payment summary. You cannot, however, revise a payment summary that has already been printed. To revise a payment summary that has already been printed, you must first delete the batch of payment summaries. You delete a batch of payment summaries by running the Create Payment Summary Extract program (R75A0140), specifying the batch number that you want to delete in the processing options. After you delete the batch, you can correct employee information if necessary. You can recreate the batch of payment summaries and then continue the payment summary process from that point.

You can also create amended payment summaries. If, for example, you have already submitted payment summaries to the ATO, and you then determine that their payroll, tax, leave or other employee information was incorrect, you can update the incorrect information, and then process payment summaries again. When you process payment summaries again, you must select the amended indicator in the processing options.

Forms Used to Process Payment Summary Information

Form Name	FormID	Navigation	Usage
Work With Payment Summary Extract	W75A0140A	Australian Annual PAYG Tax Reporting (G07BUSP19), PAYG Payment Summary Extract Review	Select an employee.
Fringe Benefit Details	W75A0140D	On Work With Payment Summary Extract, select a record in the detail area and then select Maintain FBT from the Row menu.	Enter fringe benefit information by employee.
Review Payment Summary Details	W75A0140C	Work With Payment Summary Extract, select the record in the detail area that you want to review, and then select Review Details from the Row menu.	Review and revise payment summaries.

Running the Create Payment Summary Extract Program (R75A0140)

Select Australian Annual Tax Reporting (G07BUSP19), PAYG Payment Summary Extract.

Setting Processing Options for Create Payment Summary Extract (R75A0140)

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

Delete Option

1. Batch Number to delete. Specify a batch number that you want to delete. Blank is the default.

2. Employee Number to delete. Specify the employee number to delete. This option works in conjunction with the Batch Number To Delete option. If you specify both a batch number and an employee number to delete, only the employee in the specified batch is deleted from the F75A0140 table. If you do not enter an employee number

and you enter a batch number to delete, the entire batch is deleted from the F75A0140 table. If batch number is omitted and you enter an employee number, no records are deleted from the F75A0140 table.

3. Country Code Specify the country code for which you are processing payment summaries. The default value is *AU*.

4. Year to be Processed Specify the year to process, using CCYY format. For example, to process payment summaries for 2009, enter *2009*.

5. Original or Amended Indicator Select the type of payment summaries you are processing. If you are processing a payment summary that has not yet been reported to the ATO, select *Original*. If you are processing a payment summary that has already been reported to the ATO, select *Amended*. Values are:

Blank or *1:* Original

2: Amended

Entering Fringe Benefit Information by Employee

Access the Fringe Benefit Details form.

Payroll Year Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Home Company Enter the number of the company where the employee records generally reside.

Batch Number Enter a number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

Reportable Amount Enter the gross amount of the transaction. The specific meaning, depending on the type of transaction, is:

A Pay types: The total amount of earnings related to the type of pay.

B DBAs: The total amount of the benefit, or accrual.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).

Importing Fringe Benefit Information from a Spreadsheet

Access the Fringe Benefit Detail form.

To import fringe benefit information from a spreadsheet:

1. Press the TAB key to access the first row of the detail area.
2. Right-click and select Import from the menu.
3. Select the application that you used to create the spreadsheet.
4. Locate the spreadsheet that you created and double-click it.
5. Enter the data range that coincides with the data that you entered in the spreadsheet, and then click OK.

The data range should be (A1:B*x*) where *x* is the number of the last row in the spreadsheet. For example, if you entered 450 lines in the spreadsheet, the data range would be (A1:B450).

The system populates the detail area of the Fringe Benefit Details form, and then edits the data that you import from the spreadsheet to ensure against duplicate records and to ensure that you are not importing information for an employee who is not included in the batch.

6. On Fringe Benefit Details, click OK to save the imported information.
7. On Work With Payment Summary Extract, click Close to exit.

Setting Processing Options for Payment Summary Extract Review (P75A0140)

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

Defaults

1. Enter the two character bucket ID for manually added records. Specify the two-character bucket ID for manually added records.

2. Enter the line number for manually added records. Specify the line number for manually added records,

3. Enter the description associated with manually added records. Specify the description that is associated with manually added records.

4. Print Payment Summary Version Specify the print payment summary version.

Reviewing and Revising Payment Summary Information

Access the Review Payment Summary Details form.

If the Prt Flg field contains a *Y,* the payment summary has already been printed and cannot be revised.

Line Number Enter a number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number. In some cases, you can override it.

Bkt No. Enter a value that is used to scrub Specification Data fields that are 2–character alpha fields.

Gross Amount Enter the gross amount of the transaction. The specific meaning, depending on the type of transaction, is:

A Pay types: The total amount of earnings related to the type of pay.

B DBAs: The total amount of the deduction, benefit, or accrual.

C Payroll Taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).

Tax Amount Enter the monthly amount of tax calculated.

U/M Description (unit of measure description) Enter the terminology that best describes the two-character abbreviated unit of measure. For example, *Each* for EA, *Dozen* for DZ and so forth.

C/ M Enter a code that designates the source of a deduction, benefit, or accrual. Codes are:

C: Computer-generated during the prepayroll process.

CD: Computer-generated during the daily post.

M: Manually entered on a time entry screen.

P: An arreared pretax deduction.

During a rerun of a pre-payroll, only those deductions that are computer-generated will be recalculated.

Warning! A computer-generated entry will have its code changed to M if it is called up on a time-entry screen and then a change (C) action code is used. Therefore, delete any deduction or benefit entries that you would want recomputed in the next pre-payroll rerun. If a deduction, benefit, or accrual is removed from the source table (that is, the Union Benefits Master or Employee Instructions), the calculated entry will not automatically be removed from the employee on the pre-payroll rerun.

Prt Flg Indicates whether the documents for this trip have been printed.

(AUS) Printing Payment Summaries

This section provides an overview of the print process, lists a prerequisite, and discusses how to:

- Print selected payment summaries.
- Set processing options for the Print PAYG payment summaries programs.
- Create original PAYG payment summaries.
- Create amended PAYG payment summaries.
- Set processing options for the Print ETP payment summaries programs.
- Create original ETP payment summaries.
- Create amended ETP payment summaries.

Understanding the Print Process

After you have reviewed the PAYG payment summaries and ascertained their accuracy, you can use one of the print payment summary programs to print paper copies to distribute to the employees. You can print an entire batch of payment summaries, or you can specify a date range to print. You can use either of these programs to print original payment summaries that are not ETP payment summaries:

- Print Original PAYG Summary – 14363 (R75A0155)

  Use this program to print original payment summaries using window-facing format.

- Print Original PAYG Summary – 14869 (R75A0160)

  Use this program to print original payment summaries using Z-fold format.

You can use either of these programs to print amended payment summaries that are not ETP payment summaries:

- Print Amended PAYG Summary – JS8037 (R75A0165)

  Use this program to print amended payment summaries using window-facing format.

- Print Amended PAYG Summary – JS8034 (R75A0170)

  Use this program to print amended payment summaries using Z-fold format.

After you print a payment summary, the system updates the print status to 1, which specifies that the payment summary has been printed. Subsequent reprinting does not update the print status.

You cannot revise a payment summary after it has been printed. If you find errors on payment summaries after you have printed them, you must:

- Delete the batch of payment summaries.
- Correct any information that is necessary to create accurate payment summaries.
- Re-create payment summaries and complete all steps of the payment summary process.

Note. If you don't need to print a large batch of payment summaries, you can print selected payment summaries using the Payment Summary Extract Review program (P75A0140).

Printing ETP Payment Summaries

When you terminate employees and create Employee Termination Payments (ETPs), you must create ETP payment summaries. The type of payment summary that is required depends on whether the employer is creating an original ETP payment or is amending an ETP payment that has already been reported to the ATO. You specify whether an ETP is an original or amended payment using the P75A0010 program or the P75A0008 program. Additionally, the type of payment summary that you create is determined by the type of ETP amounts that the employee is receiving.

If the employee is receiving only transitional amounts in his or her ETP, you create a transitional ETP payment summary. If the employee is receiving only nontransitional amounts, you create a nontransitional ETP payment summary. If the employee is receiving both transitional and nontransitional ETP amounts, you must create two separate payment summaries for that employee. One payment summary includes the transitional amounts, while the other includes the nontransitional amounts. You use a processing option on the ETP payment summary print programs to specify whether to create transitional or nontransitional ETPs.

You can use either of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050 (R75A0175)

  Use this program to print in window-facing format.

- Print Original ETP Payment Summary – JS8048 (R75A0180)

  Use this program to print in Z-fold format.

You can use either of these programs to create amended ETP payment summaries:

- Print Amended ETP Payment Summary – JS8052 (R75A0185)

Use this program to print in window-facing format.

- Print Amended ETP Payment Summary – JS8049 (R75A0190)

  Use this program to print in Z-fold format.

Prerequisite

Review the information on the ETP Calculations Worksheet to ensure that the payment summary is accurate.

See Chapter 11, "(AUS) Terminating Employees in Australia," Printing the ETP Calculations Worksheet, page 159.

Printing Selected Payment Summaries

Access the Work With Payment Summary Extract form.

To print selected payment summaries:

1. Select the record in the detail area that you want to print, and then select Print Individual from the Row menu.
2. On Print Confirmation, click OK.
3. On Work With Payment Summaries, click Close.

Setting Processing Options for the Print PAYG Payment Summaries Programs

The processing options that are discussed in this task are for all of these payment summary programs:

- Print Original PAYG Summary – 14363 (R75A0155)
- Print Original PAYG Summary – 14869 (R75A0160)
- Print Amended PAYG Summary – JS8037 (R75A0165)
- Print Amended PAYG Summary – JS8034 (R75A0170)

Defaults

These processing options specify default information that is used when you are printing ETP payment summaries.

1. Report Start Date — Use this processing option to specify the start date of the report. The report produces payment summaries for terminations that occur on or after the date that you enter in this field. Use this processing option in conjunction with the Report End Date option to specify a date range.

2. Report End Date — Use this processing option to specify the ending date of the report. The report produces payment summaries for terminations that occur on or before the date that you enter in this field. Use this processing option in conjunction with the Report Start Date option to specify a date range.

3. Enter the name of the authorized person who signs the Group Certificates — Use this processing option to specify the name of the person that signs the payment summary certificates. Enter the person's actual name in First Name Last Name format. Do not enter the address book number.

Creating Original PAYG Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select one of these programs to create original payment summaries:

- Print Original PAYG Summary – 14363

  Use this program to print original payment summaries using window-facing format.

- Print Original PAYG Summary – 14869

  Use this program to print original payment summaries using Z-fold format.

Creating Amended PAYG Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), use one of these programs to create amended payment summaries:

- Print Amended PAYG Summary – JS8037 (R75A0165)

  Use this program to print amended payment summaries using window-facing format.

- Print Amended PAYG Summary – JS8034 (R75A0170)

  Use this program to print amended payment summaries using Z-fold format.

Setting Processing Options for the Print ETP Payment Summaries Programs

The processing options that are discussed in this section are for all of these ETP payment summary programs:

- Print Original ETP Payment Summary – JS8050 (R75A0175)
- Print Original ETP Payment Summary – JS8048 (R75A0180)
- Print Amended ETP Payment Summary – JS8052 (R75A0185)
- Print Amended ETP Payment Summary – JS8049 (R75A0190)

Defaults

These processing options specify default information that is used when you are printing ETP payment summaries.

1. Report Start Date Use this processing option to specify the start date of the report. The report produces payment summaries for terminations that occur on or after the date that you enter in this field. Use this processing option in conjunction with the Report End Date option to specify a date range.

2. Report End Date Use this processing option to specify the ending date of the report. The report produces payment summaries for terminations that occur on or before the date that you enter in this field. Use this processing option in conjunction with the Report Start Date option to specify a date range.

3. Name of Signatory Use this processing option to specify the name of the person who signs the payment summary certificates. Enter the person's actual name in First Name Last Name format. Do not enter the address book number.

4. Print Transitional ETP Use this processing option to specify whether to create transitional or nontransitional ETP payment summaries. Values are:

Y: Create transitional ETP payment summaries.

N or Blank: Create nontransitional ETP payment summaries.

Creating Original ETP Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select one of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050

  Use this program to print original payment summaries using window-facing format.

- Print Original ETP Payment Summary – JS8048

  Use this program to print original payment summaries using Z-fold format.

Creating Amended ETP Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), use one of these programs to create amended ETP payment summaries:

- Print ETP Payment Summary – JS8052 (R75A0185)

  Use this program to print amended payment summaries using window-facing format.

- Print ETP Payment Summary – JS8049 (R75A0190)

  Use this program to print amended payment summaries using Z-fold format.

(AUS) Generating the Electronic Payment Summary File

This section provides an overview of the Electronic Payment Summary File and discusses how to:

- Generate the electronic payment summary file.
- Set processing options for Create ATO Extract File EMPDUPE (R75A0145).

Understanding the Electronic Payment Summary File

After you have created payment summaries and reviewed them for accuracy, you can generate the electronic file that you use to report payment summary information to the ATO. You use the Create ATO Extract File EMPDUPE program (R75A0145) to generate this file.

You can run this program in test mode to verify that the information contained in the file is correct. After you verify this information, you can run the program in production mode to generate the actual file that you will send to the ATO.

Note. If you are placing more than one file on the electronic media that you are submitting to the ATO, you must name each file sequentially, according to ATO regulations. For example, if you place three files on one tape, you should name those files EMPDUPE.A01, EMPDUPE.A02, and EMPDUPE.A03. You specify the name of the output file in the processing options.

Additionally, if you want to save the output files to the local PC, you must map this job to run locally on the machine.

You must specify the type of software that you are using to produce the EMPDUPE file. Each time that the software is upgraded, this system identification changes. Contact the system administrator for assistance with correctly identifying the software type and release.

Do not include commas or full stops when you enter the address information in the processing options. Use of these characters will cause the ATO to reject the electronic submission.

See *JD Edwards EnterpriseOne Tools 8.98 Configurable Network Computing Implementation Guide*

After you create the EMPDUPE files that you want to submit to the ATO, contact the system administrator for assistance with copying these files to the appropriate electronic media.

Generating the Electronic Payment Summary File

Select Australian Annual PAYG Tax Reporting (G07BUSP19), Create ATO Extract File EMPDUPE.

Setting Processing Options for Create ATO Extract File EMPDUPE (R75A0145)

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

Defaults

1. Enter the type of run (T=test, P=Production)

Specify the type of report that you want to run. Values are:

T: Test

P: Production

2. Enter report start date

Specify the first date for the report.

3. Enter report end date

Specify the last date that is included in the report.

5. Enter the company to use as the supplier of the group certificates

Specify the company code of the organizational entity that supplies group certificates.

6. Enter the file reference for this file. This is your reference not the ATO's

Specify the file reference that you use for your own reference.

7. Enter the Software product type (JD Edwards EnterpriseOne).

Specify the product type for your software.

8. Has the output been tested via the ATO's Electronic Commerce Interface (ECI)? Specify whether the output has been tested using the Electronic Commerce Interface of the ATO.

9. Update Process Indicator Specify whether to update the ATO indicator for these records.

When you run the R75A0145 program, if this option is set to 0, the electronic file is created in test mode and the two flags (F75A0140.PTAO and F75A0010.DNPI) are not updated, indicating that the records have not yet been submitted to the Australian Tax Office.

If this option is set to *1,* the two flags are set to 1, indicating that the records have been submitted to the Australian Tax Office. When you run the R75A0145 program again, the system does not retrieve the records if the flag equals 1.

If this option is set to *2,* the two flags are set to 0. This is used to reset the flags that have been marked as processed records to be marked as unprocessed records. Values are:

0: Do not update the ATO Indicator

1: Update the ATO Indicator.

2: Reset the ATO Indicator.

10. Enter Output filename with Full Path definition. Specify a name, including the full directory path, for the output file.

Postal Address

If the supplier postal address is different from the address specified in the address book record, enter the details here

Postal Address Line 1 Specify the first line of the address.

Postal Address Line 2 Specify a subsequent line of the address.

Suburb, town or city Specify the city portion of the address.

State Specify the state portion of the address.

Post Code Specify the postal code portion of the address.

Country Specify the country portion of the address.

ETP defaults

Enter the first comparison date. (Usually 1st July 1983) Specify the first comparison date.

Enter the second comparison date. (Usually 30th June 1983) Specify the second comparison date.

CHAPTER 13

(NZL) Generating the New Zealand IR File and Report

This chapter provides an overview of tax reporting for New Zealand and discusses how to generate the IR file and report.

Understanding Tax Reporting for New Zealand

New Zealand employers are required to submit monthly tax returns to the New Zealand Inland Revenue Department. Some employers are also required to file this information on a semimonthly basis. All employers are expected to file this information electronically. To accommodate these reporting needs, you can run the New Zealand IR File and Report program (R75Z0006). This program creates a flat file in the format that is required by the Inland Revenue Department, along with a report, which lists all of the information that is contained in the file. The flat file and the report are created based on data that is stored in the New Zealand Ledger Detail table (F75Z0002).

(NZL) Generating the New Zealand IR File and Report

This section discusses how to:

- Generate the New Zealand IR file and report.
- Set processing options for the New Zealand IR File and Report program.
- Generate the Labour Department Statistics Report for New Zealand.
- Set processing options for the Labour Department Statistics Report for New Zealand.

Generating the New Zealand IR File and Report

Select Australia/New Zealand Reports (G07BUSP17), New Zealand IR File and Report.

Setting Processing Options for New Zealand IR File and Report (R75Z0006)

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

Report

1. Enter the Period Start date for this report Specify the period start date for this report.

2. Enter the Period End date for this report Specify the period end date for this report.

3. Enter the deduction code used for Child Support Payments Specify the deduction code used for child support payments.

4. Do you wish to create an electronic file for filing ? Y/N Specify whether you want to create an electronic file for filing. Values are:

Y: Yes

N: No

No is the default value.

Electronic File

1. Enter the Name of the Payroll Contact person. Specify the name of the payroll contact person.

2. Enter the Phone Number of the Payroll Contact person Specify the phone number of the payroll contact person.

3. Enter the IRD form version number to be used. Default value is 0001 Specify the IRD form version number to be used. The default value is 0001.

4. Enter the file name for the output file, including extension Specify the file name for the output file, including the extension.

5. Do you wish to update the date reported field on the records processed Y/N Specify whether you want to update the date reported field on the records processed. Values are:

Y: Yes

N: No

Generating the Labour Department Statistics Report for New Zealand

Select Australia/New Zealand Reports (G07BUSP17), Labour Department Statistics Report.

Employers in New Zealand might be required to report statistical information to the New Zealand Labour Department on a quarterly basis. To fulfill this requirement, you can print the Labour Department Statistics Report (R75Z0007). This report groups selected employees by employment status and sex and lists the number and value of regular and overtime hours worked.

Setting Processing Options for Labour Department Statistics Report (R75Z0007)

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

Date

1. Enter the Date of End of Quarter:

Specify the As Of date. If you leave this processing option blank, the system uses the current date.

The default value is today's date.

Full/Part Time

1. Use Employment Status Field (Y/N)

Specify whether the system uses the Employment Status field or the Employee Master Category Code to determine if an employee works full time or part time. Values are:

Y (default): Use the Employment Status field.

N: Use the Employee Master Category Code.

Note. If the Employment Status field is completed with *LE 1*, the employee is full time. If the Employment Status field is completed with *GT 1*, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.

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2. If using Employee Master Category Code then enter the 3 digit CC Number.

Specify the category code for the Employee Master. You complete this processing option if you completed the Use Employment Status Code processing option with *N*.

Note. If the Employment Status field is completed with *LE 1*, the employee is full time. If the Employment Status field is completed with *GT 1*, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.

Values can range from *001* through *020*.

Ordinary Time/Overtime

1. Use Pay Type Category Field (Y/N)

Specify whether the system uses the Pay Type Category field (PTCT) or UDCs to identify ordinary time and overtime. If you enter *Y* for this processing option, complete the processing options on the Pay Type Category tab. If you enter *N* for this option, complete the processing options on the UDC Tables tab. Values are:

Y (default): Use the Pay Type Category field (PTCT) on the PDBA Master.

N: Use UDC tables.

Pay Type Category

1. Ordinary Time Pay Type Category

Specify a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses *R* (Regular).

2. Overtime Pay Type Category

Specify the code that the system uses for overtime pay. You select a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses *V* (Overtime).

Note. The system uses this processing option only if you entered *Y* in the Use Pay Type Category Field processing option.

UDC Tables

1. If you have specified the use of UDC Tables to identify Ordinary Time

Specify the product code of the UDC that contains the code for identifying overtime pay. For example, if the UDC is set up in the 07 (JD Edwards EnterpriseOne Payroll) system, enter *07*.

Note. The system uses this processing option only if you entered *N* in the Use Pay Type Category Field processing option.

2. If you have specified the use of UDC Tables to identify Overtime:

Specify the user-defined code that identifies overtime pay. The system uses this processing option only if you entered *N* in the Use Pay Type Category Field processing option.

APPENDIX A

Australia/New Zealand Payroll Reports

This appendix provides an overview of JD Edwards EnterpriseOne Australian and New Zealand Payroll reports and enables you to:

- View a summary table of all reports.
- View detail information about selected reports.

Australia/New Zealand Payroll Reports: A to Z

This table lists the JD Edwards EnterpriseOne Payroll for Australian and New Zealand reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07845 DBA Transaction with Fund Information Report	This report lists the fund allocation details that are associated with the superannuation benefit and deduction amounts for each employee.	Reports (G07BUSP165), select DBA Transaction with Fund Information.
R07855 Employee Fund Allocation Report	This report enables you to review superannuation enrollment information for each employee within the organization. The report includes information such as: • Fund ID and name. • Membership number. • Allocation percentage. • Effective dates. You can set the effective dates in the processing options for this report to include historical information.	Reports (G07BUSP165), select Employee Fund Allocation.

Report ID and Report Name	Description	Navigation
R75A0003 Coinage Analysis Report	This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.	Australia/New Zealand Reports (G07BUSP17), select Coinage Analysis. You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench.
R75A0007 Superannuation Contribution by Employee Report	The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.	Australia/New Zealand Reports (G07BUSP17), select Superannuation Contribution by Employee.
R75A0010 Payroll Tax Summary Report	You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area.	Australia/New Zealand Reports (G07BUSP17), select Payroll Tax Summary Report.
R75A0012 Tax Scale Listing Report	This report lists each tax scale that you set up, along with the detail information about that tax scale. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Scale Listing.

Report ID and Report Name	Description	Navigation
R75A0014 Tax Rule Listing Report	This report lists the tax rules, by tax scale, for each tax scale that you set up. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Rules Listing.
R75A0136 Repost Tax Ledger to Tax Summary for AU	You use this report to verify that the Payroll Tax History Detail table (F06166) and the Payroll Tax History Summary table (F06136) are in synch. This report totals the amounts that are contained in the tax detail records in the F06166 and updates the F06136 with the totals, overwriting the existing information. ***Warning!*** Oracle recommends that you back up the F06136 table before you process this report. Additionally, this report should have a high level of security, as running the report incorrectly can adversely affect tax history data. Work with your system administrator to verify that security for this report is set correctly.	Run this report from batch versions by entering BV in the fast path field.

Australia/New Zealand Payroll: Selected Reports

These reports are listed alphanumerically by report ID in this appendix.

Setting Processing Options for the DBA Transaction With Fund Information Report (R07845)

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

Processing

Select the Processing tab.

1. Begin Date Range Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.

2. End Date Range Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

Setting Processing Options for the Employee Fund Allocation Report (R07855)

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

Processing

Select the Processing tab.

1. Begin Date Range Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.

2. End Date Range Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

R75A0010 - Payroll Tax Summary Report

After you complete the final update step of the payroll process, the system stores employee tax information in history tables. You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area. The system uses the localization country code that is set up in the user profile to identify which tax areas to include in the report. The report includes all tax areas that are associated with the appropriate country and that have records in the Tax History table (F06136) for the specified time period.

Setting Processing Options for Payroll Tax Summary Report (R75A0010)

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

Defaults

1. Enter the tax year to be processed. The default of blank will use the current tax year. Specify the tax year to be processed. The default of blank will use the current tax year. Enter a valid tax year.

2. Enter the period number within the tax year for which the report is to be run. The default of blank will use the current period number. Specify the period number within the tax year for which the report is to be run. The default of blank will use the current period number. Enter a valid period number.

3. Enter the Tax Type for the State Payroll Tax. The default of blank will use 'ST'. Specify the Tax Type for the State Payroll Tax. The default of blank will use *ST*. Enter a valid tax type.

Setting Processing Options for the Repost Tax Ledger to Tax Summary for AU Report (R75A0136)

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

Tax Repost

Use these processing options to specify which records you want to repost from the F06166 to the F06136. If you leave these options blank, the system reposts the entire F06166 to the F06136, overwriting all existing records.

Warning! Oracle recommends that you back up the F06136 table before you process this report.

1. Tax Area to Repost Use this processing option to specify the tax area that you want to repost to the F06136 table. Only records associated with this tax area will be reposted. If you leave this option blank, the system reposts all tax areas.

2. Tax Type to Repost Use this processing option to specify the tax type that you want to repost to the F06136 table. Only records associated with this tax type will be reposted. If you leave this option blank, the system reposts all tax types.

3. Tax Year to Repost Use this processing option to specify the tax year that you want to repost to the F06136 table. Only records associated with this tax year will be reposted. If you leave this option blank, the system reposts all tax years.

4. Month to Repost Use this processing option to specify the tax month that you want to repost to the F06136 table. Only records associated with this tax month will be reposted. If you leave this option blank, the system reposts all tax months.

5. Employee Number to Repost Use this processing option to specify the employee that you want to repost to the F06136 table. Only records associated with this employee will be reposted. If you leave this option blank, the system reposts tax records for all employees.

Glossary of JD Edwards EnterpriseOne Terms

Accessor Methods/Assessors Java methods to "get" and "set" the elements of a value object or other source file.

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.

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.

Application Server Software that provides the business logic for an application program in a distributed environment. The servers can be Oracle Application Server (OAS) or WebSphere Application Server (WAS).

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.

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.

Auto Commit Transaction A database connection through which all database operations are immediately written to the database.

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.

best practices Non-mandatory guidelines that help the developer make better design decisions.

BPEL Abbreviation for *Business Process Execution Language*, a standard web services orchestration language, which enables you to assemble discrete services into an end-to-end process flow.

BPEL PM Abbreviation for *Business Process Execution Language Process Manager*, a comprehensive infrastructure for creating, deploying, and managing BPEL business processes.

Build Configuration File Configurable settings in a text file that are used by a build program to generate ANT scripts. ANT is a software tool used for automating build processes. These scripts build published business services.

build engineer An actor that is responsible for building, mastering, and packaging artifacts. Some build engineers are responsible for building application artifacts, and some are responsible for building foundation artifacts.

Build Program A WIN32 executable that reads build configuration files and generates an ANT script for building published business services.

business analyst An actor that determines if and why an EnterpriseOne business service needs to be developed.

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 service EnterpriseOne business logic written in Java. A business service is a collection of one or more artifacts. Unless specified otherwise, a business service implies both a published business service and business service.

business service artifacts Source files, descriptors, and so on that are managed for business service development and are needed for the business service build process.

business service class method A method that accesses resources provided by the business service framework.

business service configuration files Configuration files include, but are not limited to, interop.ini, JDBj.ini, and jdelog.properties.

business service cross reference A key and value data pair used during orchestration. Collectively refers to both the code and the key cross reference in the WSG/XPI based system.

business service cross-reference utilities Utility services installed in a BPEL/ESB environment that are used to access JD Edwards EnterpriseOne orchestration cross-reference data.

business service development environment A framework needed by an integration developer to develop and manage business services.

business services development tool Otherwise known as JDeveloper.

business service EnterpriseOne object A collection of artifacts managed by EnterpriseOne LCM tools. Named and represented within EnterpriseOne LCM similarly to other EnterpriseOne objects like tables, views, forms, and so on.

business service framework Parts of the business service foundation that are specifically for supporting business service development.

business service payload An object that is passed between an enterprise server and a business services server. The business service payload contains the input to the business service when passed to the business services server. The business service payload contains the results from the business service when passed to the Enterprise Server. In the case of notifications, the return business service payload contains the acknowledgement.

business service property Key value data pairs used to control the behavior or functionality of business services.

Business Service Property Admin Tool An EnterpriseOne application for developers and administrators to manage business service property records.

business service property business service group A classification for business service property at the business service level. This is generally a business service name. A business service level contains one or more business service property groups. Each business service property group may contain zero or more business service property records.

business service property categorization A way to categorize business service properties. These properties are categorized by business service.

business service property key A unique name that identifies the business service property globally in the system.

business service property utilities A utility API used in business service development to access EnterpriseOne business service property data.

business service property value A value for a business service property.

business service repository A source management system, for example ClearCase, where business service artifacts and build files are stored. Or, a physical directory in network.

business services server The physical machine where the business services are located. Business services are run on an application server instance.

business services source file or business service class One type of business service artifact. A text file with the .java file type written to be compiled by a Java compiler.

business service value object template The structural representation of a business service value object used in a C-business function.

Business Service Value Object Template Utility A utility used to create a business service value object template from a business service value object.

business services server artifact The object to be deployed to the business services server.

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.

check-in repository A repository for developers to check in and check out business service artifacts. There are multiple check-in repositories. Each can be used for a different purpose (for example, development, production, testing, and so on).

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.

correlation data The data used to tie HTTP responses with requests that consist of business service name and method.

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).

credentials A valid set of JD Edwards EnterpriseOne username/password/environment/role, EnterpriseOne session, or EnterpriseOne token.

cross-reference utility services Utility services installed in a BPEL/ESB environment that access EnterpriseOne cross-reference data.

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.

cXML A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers.

database credentials A valid database username/password.

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 artifacts Artifacts that are needed for the deployment process, such as servers, ports, and such.

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.

duplicate published business services authorization records Two published business services authorization records with the same user identification information and published business services identification information.

embedded application server instance An OC4J instance started by and running wholly within JDeveloper.

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.

Enterprise Service Bus (ESB) Middleware infrastructure products or technologies based on web services standards that enable a service-oriented architecture using an event-driven and XML-based messaging framework (the bus).

EnterpriseOne administrator An actor responsible for the EnterpriseOne administration system.

EnterpriseOne credentials A user ID, password, environment, and role used to validate a user of 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 development client Historically called "fat client," a collection of installed EnterpriseOne components required to develop EnterpriseOne artifacts, including the Microsoft Windows client and design tools.

EnterpriseOne extension A JDeveloper component (plug-in) specific to EnterpriseOne. A JDeveloper wizard is a specific example of an extension.

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.

EnterpriseOne resource Any EnterpriseOne table, metadata, business function, dictionary information, or other information restricted to authorized users.

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.

explicit transaction Transaction used by a business service developer to explicitly control the type (auto or manual) and the scope of transaction boundaries within a business service.

exposed method or value object Published business service source files or parts of published business service source files that are part of the published interface. These are part of the contract with the customer.

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.

foundation A framework that must be accessible for execution of business services at runtime. This includes, but is not limited to, the Java Connector and JDBj.

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.

HTTP Adapter A generic set of services that are used to do the basic HTTP operations, such as GET, POST, PUT, DELETE, TRACE, HEAD, and OPTIONS with the provided URL.

instantiate A Java term meaning "to create." When a class is instantiated, a new instance is created.

integration developer The user of the system who develops, runs, and debugs the EnterpriseOne business services. The integration developer uses the EnterpriseOne business services to develop these components.

integration point (IP) The business logic in previous implementations of EnterpriseOne that exposes a document level interface. This type of logic used to be called XBPs. In EnterpriseOne 8.11, IPs are implemented in Web Services Gateway powered by webMethods.

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.

interface table See Z table.

internal method or value object Business service source files or parts of business service source files that are not part of the published interface. These could be private or protected methods. These could be value objects not used in published methods.

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.

JDeveloper Project An artifact that JDeveloper uses to categorize and compile source files.

JDeveloper Workspace An artifact that JDeveloper uses to organize project files. It contains one or more project files.

JMS Queue A Java Messaging service queue used for point-to-point messaging.

listener service A listener that listens for XML messages over HTTP.

local repository A developer's local development environment that is used to store business service artifacts.

local standalone BPEL/ESB server A standalone BPEL/ESB server that is not installed within an application server.

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.

Manual Commit transaction A database connection where all database operations delay writing to the database until a call to commit is made.

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.

Middle-Tier BPEL/ESB Server A BPEL/ESB server that is installed within an application server.

Monitoring Application An EnterpriseOne tool provided for an administrator to get statistical information for various EntepriseOne servers, reset statistics, and set notifications.

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.

Pathcode Directory The specific portion of the file system on the EnterpriseOne development client where EnterpriseOne development artifacts are stored.

patterns General repeatable solutions to a commonly occurring problem in software design. For business service development, the focus is on the object relationships and interactions. For orchestrations, the focus is on the integration patterns (for example, synchronous and asynchronous request/response, publish, notify, and receive/reply).

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.

Production Published Business Services Web Service Published business services web service deployed to a production application server.

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 business service EnterpriseOne service level logic and interface. A classification of a published business service indicating the intention to be exposed to external (non-EnterpriseOne) systems.

published business service identification information Information about a published business service used to determine relevant authorization records. Published business services + method name, published business services, or *ALL.

published business service web service — Published business services components packaged as J2EE Web Service (namely, a J2EE EAR file that contains business service classes, business service foundation, configuration files, and web service artifacts).

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 message triggered from EnterpriseOne application logic that is intended for external systems to consume.

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.

Rt-Addressing — Unique data identifying a browser session that initiates the business services call request host/port user session.

rules — Mandatory guidelines that are not enforced by tooling, but must be followed in order to accomplish the desired results and to meet specified standards.

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.

secure by default — A security model that assumes that a user does not have permission to execute an object unless there is a specific record indicating such permissions.

Secure Socket Layer (SSL) — A security protocol that provides communication privacy. SSL enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery.

SEI implementation — A Java class that implements the methods that declare in a Service Endpoint Interface (SEI).

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.

serialize — The process of converting an object or data into a format for storage or transmission across a network connection link with the ability to reconstruct the original data or objects when needed.

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. The application also updates the Server Plan detail record to reflect completion.
Service Endpoint Interface (SEI)	A Java interface that declares the methods that a client can invoke on the service.
SOA	Abbreviation for *Service Oriented Architecture*.
softcoding	A coding technique that enables an administrator to manipulate site-specific variables that affect the execution of a given process.
source repository	A repository for HTTP adapter and listener service development environment artifacts.
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.
SSL Certificate	A special message signed by a certificate authority that contains the name of a user and that user's public key in such a way that anyone can "verify" that the message was signed by no one other than the certification authority and thereby develop trust in the user's public key.
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.
superclass	An inheritance concept of the Java language where a class is an instance of something, but is also more specific. "Tree" might be the superclass of "Oak" and "Elm," for example.
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 processing method A method related to the management of a manual commit transaction boundary (for example, start, commit, rollback, and cancel).

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 authentication An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other.

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 identification information User ID, role, or *public.

User Overrides merge Adds new user override records into a customer's user override table.

value object A specific type of source file that holds input or output data, much like a data structure passes data. Value objects can be exposed (used in a published business service) or internal, and input or output. They are comprised of simple and complex elements and accessories to those elements.

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.

versioning a published business service Adding additional functionality/interfaces to the published business services without modifying the existing functionality/interfaces.

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.

Web Service Description Language (WSDL) An XML format for describing network services.

Web Service Inspection Language (WSIL) An XML format for assisting in the inspection of a site for available services and a set of rules for how inspection-related information should be made.

web service proxy foundation Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS.

web service softcoding record An XML document that contains values that are used to configure a web service proxy. This document identifies the endpoint and conditionally includes security information.

web service softcoding template An XML document that provides the structure for a soft coded record.

Where clause The portion of a database operation that specifies which records the database operation will affect.

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.

wizard A type of JDeveloper extension used to walk the user through a series of steps.

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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