



JD Edwards World

Canadian Payroll Guide

Volume I

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1 Overview

Overview to Canadian Payroll

Processing your organization's payroll in-house saves money and gives you control over your payroll functions. The JD Edwards World Payroll system offers simple, yet complete solutions for all your payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of your organization, even as your business grows and your requirements change.

This section contains the following:

- [System Integration](#)
- [System Features](#)
- [Terms and Concepts](#)
- [Payroll System Flow \(Payroll Cycle\)](#)
- [Menu Overview](#)

System Integration

Your Payroll system integrates with other JD Edwards World systems to simplify your processes and facilitate communication within your organization. Integrating Payroll with other systems saves time and reduces keying errors by:

- Eliminating redundant data entry
- Maintaining current and accurate information across all your business operations

To prevent unauthorized access to confidential information, you can set up system security that allows users to access only the information they need for their jobs.

The Payroll system integrates with the following JD Edwards World systems:

System	Description
Address Book	The Address Book system contains the employees' names and addresses.
Human Resources	The Human Resources and Payroll systems share a common database of employee information. You can use either system to enter employee information, which is then available to users of both systems. The Human Resources system also incorporates the Benefits Administration system.

Additionally, the Payroll system integrates with other JD Edwards World systems:

System	Description
General Accounting	You can set up your Payroll system to integrate with the General Accounting system so that Payroll automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the accounting instructions you define. You can use full detail on your labour accounts and summarize your liabilities and cash accounts.
Accounts Payable	You can set up your Payroll system to integrate with the Accounts Payable system, so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. The Payroll system creates vouchers to these payees for employee-paid and company-paid benefits and taxes and for employee obligations.
Job Cost	You can use the Payroll system to enter labour and equipment time by day. Then, you can use the Job Cost system to analyze the labour and equipment costs for a job.
Service Billing	You can use the Payroll system to enter labour and equipment time by job (business unit). Then, you can use the Service Billing system to bill customers for the labour and equipment expenses associated with that job. You can also use Service Billing to charge customers for payroll burden expenses.
Equipment/Plant Management	You can use the Payroll system to enter labour and equipment time. Then, you can use the Equipment/Plant Management system to: <ul style="list-style-type: none"> ▪ Charge a job for use of equipment ▪ Track labour for equipment maintenance ▪ Track labour for work orders
Contract Billing	You can use the Payroll system to enter labour and equipment time by job (business unit). Then, you can use the Contract Billing system to bill customers for that time.
Work Orders	You can use the Payroll system to enter labour and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.

System Features

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

Task	Description
Define your payroll environment	<p>You can use your Payroll system to:</p> <ul style="list-style-type: none"> ▪ Track information for an unlimited number of companies within your organization. ▪ Set up default values for commonly used information. When necessary, you can override default values. ▪ Set up master pay cycles that define your organization's pay periods and corresponding cheque dates. ▪ Define an unlimited number of employee and employer payroll deductions, benefits, and accruals. ▪ Restrict access to confidential information. ▪ Process your payroll in a union environment.
Simplify tax calculations	<p>You can use your Payroll system to:</p> <ul style="list-style-type: none"> ▪ Identify an unlimited number of taxing entities. ▪ Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates federal and Quebec taxes. ▪ Calculate taxes for bonuses and other supplemental pay to accommodate different taxing methods, such as concurrent, previous, and cumulative aggregation.
Track complete employee information	Eliminate redundant data entry and improve communication between departments by using JD Edwards World integrated Payroll and Human Resource systems.
Give employees a variety of payment options	You can set up employees to receive their payments by cheque, automatic deposit, cash, or any combination of these forms of payment.
Choose from a variety of time entry methods	<p>To record employees' time, you can:</p> <ul style="list-style-type: none"> ▪ Choose from several methods of entering timecards, including by employee, by business unit, or by day. ▪ Simplify timecard entry by defining default job and pay information at the employee or group level. When necessary, you can override default values. ▪ Eliminate manual timecard entry for salaried employees and hourly employees who work standard hours. ▪ Automatically create overtime pay from regular hours.
Process payments outside the payroll cycle	<p>When you need to process payments outside the payroll cycle, you can:</p> <ul style="list-style-type: none"> ▪ Use the interim cheque feature for special circumstances, such as terminations, pay advances, and vacation pay. ▪ Quickly calculate an employee's gross-to-net pay for a manual or computer-printed cheque.

Task	Description
Process payrolls efficiently	<p>When you process payrolls, you can:</p> <ul style="list-style-type: none"> ▪ Select the employees to include in a payroll. You can simultaneously process multiple payrolls for different groups of employees. ▪ Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the cycle. ▪ Correct processed timecards and history to account for negative time, and have the system calculate associated DBAs and create reversing entries to provide a solid audit trail. More easily administer your company's benefits plan by associating an inception-to-date (ITD) limit within each range in your calculation table. Having multiple ITD limits associated with a single accrual is useful for companies with fiscal anniversary accruals. ▪ Account for all current pay period activity related to an accrual, so that employees whose pay period amounts fall below an ITD limit, the accrual will be calculated within that same payroll cycle. The accrual will stop calculating if the employee is at or above the ITD limit. ▪ Accurately process deductions for employees who have enough money to take a current deduction, but not the arrearage amount. ▪ Control the sequencing of employees' cheques to make it easier to distribute payments. ▪ Print available and taken accrual amounts other than sick and vacation on all net pay documents and on the payroll register. ▪ Review and report benefit accrual amounts in days rather than hours, as needed. ▪ Print time entry, pay, summary, and tax reports during a payroll processing cycle. ▪ Selectively reconcile computer-generated cheques, manual cheques, auto deposits, or all three types. ▪ Use a payroll register report to validate payroll calculations for accruals and pay type, deduction, and benefit totals. Reviewing this information simplifies the process of reconciling your total accrual liability. ▪ Create journal entries automatically each time you process a payroll. When you integrate JD Edwards World Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Submit positive pay data	<p>Immediately after cheques are printed, you can build a positive pay work file for some or all paycheque records to create a bank transmittal file that can be sent to your financial institution. This optional security feature helps prevent cheque-cashing fraud.</p>

Task	Description
Review payroll history	Review history for pay types, deductions, benefits, accruals, timecards, paycheques, taxes, and insurance. Being able to review accruals in addition to pay types, deductions, and benefits simplifies the process of reconciling total accrual liability. You can review historical information online or print history reports.
Satisfy government reporting requirements	Print federal and Quebec tax reports, year-end forms for employees, and Statistics Canada reports. Use new laser printer formats for all Canadian year-end forms.
Prepare required tax forms	Process pay period, monthly, quarterly, and year-end tax forms. Use new laser printer formats for all year-end forms.

Terms and Concepts

The following terms and concepts are important to your understanding of the Payroll system:

- Information about the employee
 - Job type versus job
 - Pay frequency
 - Autopay
- Paying the employee
 - Pay types (transactions)
 - Hourly rates
 - Deductions, benefits, and accruals (DBA transactions)
 - Net pay instructions
- Transferring information to general accounting
 - Automatic Accounting Instructions (AAIs)
- Payments outside the pay cycle
 - Interim cheques

Information About the Employee

Job Type Versus Job

In the Payroll system, the term *job* is used in two contexts:

- Job type
- Job (business unit)

Job types are the classifications your organization uses to identify employees who perform identical (or similar) tasks and functions. For example, your organization might define job types such as administrative assistant, accountant, foreman, and vice president of finance. You can associate pay rates and benefit plans to job types.

Typically, when you see the word *job* alone, it denotes a business unit. A job (business unit) is an entity within your organization for which you track costs. For example, a business unit might be a warehouse, a project, or a construction site. Although you must assign a home business unit to each employee, the business unit in which the employee works can vary by pay period.

Pay Frequency

You must enter a pay frequency for each employee. The pay frequency indicates how often the employee receives payments and determines how the system calculates taxes. Typical pay frequencies include weekly, biweekly, semi-monthly, and monthly.

Autopay

During payroll cycle processing, the system uses timecards to create payments for employees. All employees must have timecards to receive payments.

For certain employees, you can automatically generate timecards during payroll cycle processing. Employees whose timecards are automatically generated are classified as autopay employees. Autopay employees include:

- Salaried employees
- Hourly employees for whom you entered standard hours

For autopay employees, you can enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also use time entry to override the default timecard information for an employee.

Paying the Employee

Pay Types (Transactions)

You use pay types to categorize employee earnings. You can set up pay types to meet the needs of your organization. Typical pay types include regular pay, overtime, sick time, and vacation. When you enter timecards for employees, you charge their time to pay types.

Hourly Rates

Hourly rates are the pay rates that the system uses to calculate an hourly employee's pay. You can enter hourly rates in several places in the system. There are processing options in time entry that you can set to control the sequence the system uses to search for the hourly rate of pay for each employee included in a payroll cycle. The sequence includes the following rates:

1. An hourly rate override entered in time entry.

2. A rate for a specific group, such as a union, in a pay rate table.
3. A rate per employee by job type using occupational pay rates.
4. A rate per pay grade in the Pay Grade Step Table.
5. A rate per employee.

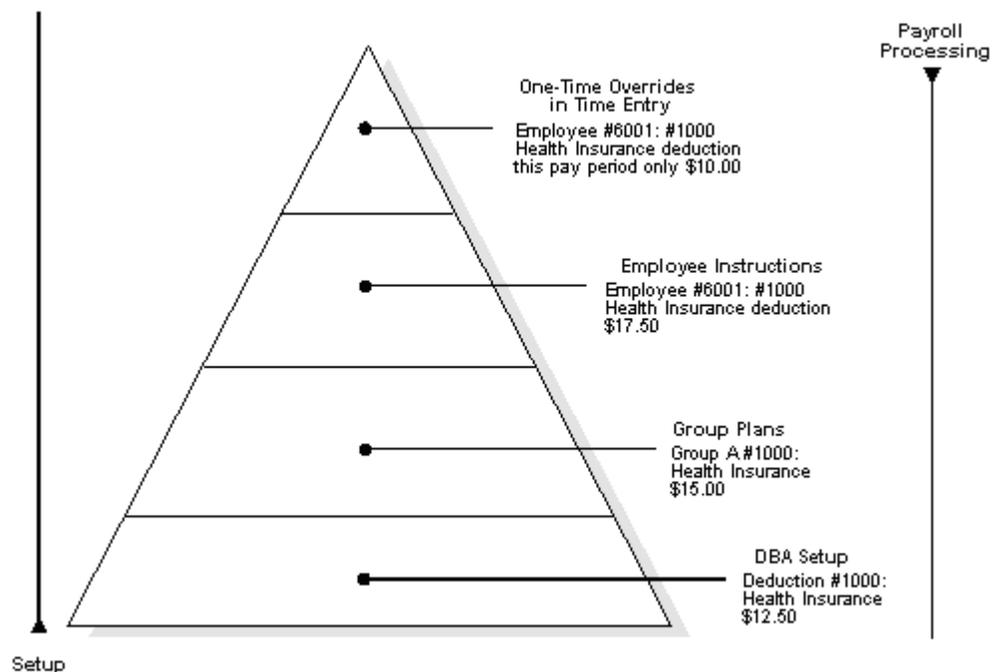
For each employee, the system stops searching when it finds an hourly rate.

Deductions, Benefits, and Accruals (DBA Transactions)

You set up DBAs to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run your payroll cycle.

Deductions represent dollar amounts, excluding taxes, withheld from an employee's earnings. Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up DBAs before you can assign them to employees at the group or individual level.

After you set up a DBA, you can assign it to an employee at several places in the system. During payroll cycle processing, the system uses a default sequence to search these places for the appropriate DBAs for each employee included in a payroll cycle. For each employee, the system stops searching when it finds a DBA assignment.



Net Pay Instructions

The payments you issue to employees can be any combination of the following forms:

- Cheque
- Automatic deposit

- Cash

When you print payments, the system prints a different form for each type of payment. Each of these forms contains a pay stub that lists the employee's earnings, deductions, and taxes.

In addition to vacation and sick accruals, you can enter a field value to print available and taken amounts on all net pay documents and the payroll register.

Transferring Information to General Accounting

Automatic Accounting Instructions (AAIs)

You set up tables of AAIs that control the accounts to which the system posts payroll journals. During payroll cycle processing, the Payroll system creates a journal entry of every calculation for every employee included in the cycle. These calculations include salary and wage expenses, cash disbursements, liabilities, and accruals. After it creates and summarizes journal entries, the system passes them to the general ledger.

You can also set up rules for how the system summarizes journal entries.

Payments Outside the Payroll Cycle

Interim Cheques

When you need to print a cheque between payroll cycles, you can print an interim cheque from the regular payroll cycle. You might print an interim cheque for an employee who is terminated, goes on vacation and misses payday, or receives a bonus.

The interim cheque feature gives you the flexibility to either print an interim cheque from the Payroll system or write a manual interim cheque and enter its information into the Payroll system. The system creates historical records of both computer and manual interim cheques.

Just as with regular payroll cheques, you can submit a positive pay workfile when you print interim cheques to help prevent cheque-cashing fraud.

Payroll System Flow (Payroll Cycle)

The following graphic shows the system flow that you use to process payrolls for employees.

Menu Overview

The Payroll system contains the following menus. This illustration does not show navigation among the menus.

Menu Overview - Payroll Master

Canadian Payroll Master Menu G77



Daily Operations

- * Employee Information G7711
- * Additional Employee Data G77111
- * Change Control and Monitoring G77112
- * Step Progression Information G77114
- * Time Entry G7712
- * Edit Uploaded Timecards G77121
- * Canadian Pay Cycle Processing G7713
- * Canadian Payroll History inquiries G7714
- * Canadian Payroll History Reports G7715
- * Job, Trust, and Union Reports G7716
- * Piecework Processing G7729



Periodic Operations

- * Interim Cheques and Special Post G7721
- * Paycheque Reconciliation G7722
- * Governmental Reports G7724
- * Federal/State/Local Reports G77241
- * Canadian Year-End Processing G77247
- * Retroactive Payroll Processing G7725

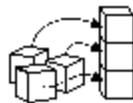
Menu Overview - Payroll Master

Payroll Master Menu G77



Advanced and Technical Operations

- * Payroll Advanced/Technical Operations G773
- * Data Integrity and Global Updates G7731
- * Time Data Interchange G7732
- * History and Turnover Technical Operations G7733
- * Edit Upload Timecards G77121
- * EI Integrity G77311



Setup Operations

- * Payroll Setup G774
- * Payroll General Constants G7741
- * Pay Deductions, and Benefits G7742
- * Auto Accounting Instructions G7743
- * Taxes and Insurance G7744
- * Group Constants G7745
- * Pay Cycle Report Setup G7746
- * Employee Profile Setup G7747
- * Constants and History/Turnover Setup G7748
- * Payroll Pay Grade/Calendar Setup G7749

2 Employee Information

Overview to Employee Information

Objectives

- To enter information about employees to ensure that they will get paid
- To enter job-related information to ensure appropriate compensation
- To enter home business unit information for accounting and reporting purposes
- To enter essential tax information for taxing and government reporting

About Employee Information

You can enter and maintain employee master and profile information.

Complete the following tasks:

- Enter employee information
- Enter employee instructions
- Enter additional employee information
- Enter information for multiple jobs
- Work with employee profile data
- Review employee information
- Revise employee information

Employee Master Information

You must create a master record for each employee you want to include in your payroll. After you have entered employee-related information, you must verify that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

The system uses employee information, such as tax and job data, to produce employee payments. After you enter master information for an employee, you can enter additional pay information, such as labour distribution instructions or deductions and benefits assignments.

You can also enter optional information about your employees in addition to the standard data that the system requires to pay an employee. Optional employee information is commonly used for special taxing and reporting purposes or other requirements of your company.

You can change employee data at any time. Typical changes include:

- Promotions
- Raises
- Leaves of absence
- Transfers
- Name and address

Employee Profile Information

You enter profile data, also known as supplemental data, to create a user defined database of auxiliary information on employees, such as:

- Emergency contact
- Skills
- Licenses
- Training and educational background

Entering and using employee profile data makes it easy to search on this information to locate employees who meet specific criteria. You do not use the supplemental data in the employee's profile to process payroll.

Enter Employee Information

Entering Employee Information

Before you can enter timecard information for an employee, you must create a master record for each employee you want to include in your payroll. The system uses the master and timecard information to produce employee payments.

This section contains the following:

- [Entering Employee Master Information](#)
- [Attaching a Contract Calendar](#)

Entering Employee Master Information

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Employee Entry
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Employee master information consists of three categories:

- Employee identification
- Job-related information
- Pay rate information

You can set the Employee Entry processing options and the payroll company constants to display additional forms when you enter employee information.

Complete the following tasks:

- Enter employee master information
- Enter employee information in the Address Book
- Enter history and turnover information
- Enter tax information

Some examples of employee identification include name and social insurance number. By entering location identification, you can classify employees by common company factors, such as home business unit and home company.

System constants enable you to track history and turnover information when you enter a record for a new employee or change existing employee information. The system updates the Employee History table (F08042) with any changes to the data items you choose to track. When you enter change reasons for turnover, the system updates the Employee Turnover table (F08045). For example, you can enter a code to denote that an employee has been promoted.

Job-related information identifies characteristics about an employee's work assignment. You can assign employees to a tax area, union, or benefit group. For example, you can assign the same union code to all employees who belong to the same union.

The system uses pay rate information to determine when and how much to pay an employee. Some examples of payroll-specific information include salary and pay frequency.

To enter employee master information

On Employee Entry

The screenshot shows the 'Employee Entry' form in Oracle JD Edwards World. The form is titled '070101 Employee Entry' and includes a menu bar with options like 'Tools', 'Help', 'URL Open', 'PDF Document', 'Email', 'World Resources', and 'Support'. The main area is divided into several sections:

- Employee No:** 7701 Anthony Holiday
- Social Ins. No:** 256136888
- Add'l EE No:** 2000
- Name (F/M/L):** R
- Salary:** 11.250 (R, N, S, D, W)
- Hourly Rate:** 11.250
- Billing Rate:**
- Cheque Route Code:**
- Department Code:**
- Tax Area (Res.):** 700150000
- Tax Area (Work):** 700150000
- Marital Status:** S
- Gender:** M
- Country/Lang Pref:** CA / E
- Category Cd 1 & 2:**
- Labour Load Method:** B
- Flat Bdn. Factor:** 1.0000
- Net Fed Tax Credit:** 6,456.00
- Action Code:** F
- Address Number:** 7701
- Home Company:** 00077
- Home Business Unit:** 707
- Security Bus. Unit:** 1
- Date Started:** 06/01/2010
- Orig. Hire Date:** 06/01/2010
- Date Pay Starts:** 06/01/2010
- Date of Birth:** 11/03/1987
- Job Type/Step:** 53-1 /
- Pay Freq/Class:** B / H
- Pay Grade/Step:** /
- Workers Comp:** 001 /
- Exempt Y/N:** N
- Benefit Group:**
- Union Code:** 7700
- EDC Cat/Ethnic:** 002 / 01
- Std Hrs/YR:** 1950.00
- Net Prev Tax Cr:**

At the bottom of the form, there are function keys: F4=Ctrl, F5=Basic, F11=Addr, F15=Labour, F16=08R, F21=Auto Dep, F24=More.

- To assign a specific employee number, complete the following field:
 - Employee number
- To enter employee identification, complete the following fields:
 - Social Insurance Number
 - Home Company
 - Home Business Unit
 - Name
 - Security Business Unit
 - Date Started
 - Original Hire Date
 - Date Pay Starts
 - Date of Birth
 - Tax Area (Residence)

- Tax Area (Work)
 - Marital Status
 - Gender
 - EOC Category
 - Ethnic Category
3. To include additional identification, complete the following optional fields:
- Additional Employee Number
 - Cheque Route Code
 - Category Code 1
 - Category Code 2
4. To identify job-related information, complete the following fields:
- Pay Frequency
 - Pay Class
 - Exempt
5. To include additional job-related information, complete the following optional fields:
- Standard Hours per Year
 - Job Type
 - Job Step
 - Pay Grade
 - Pay Step
 - Workers Compensation
 - Benefit Group
 - Labour Load Method
 - Union Code
 - Flat Burden Factor
6. To enter pay rate information, complete one of the following fields:
- Salary
 - Hourly Rate
 - Billing Rate
7. To enter tax credit information, complete the following fields:
- Net Federal Tax Credit
 - Net Provincial Tax Credit

After you enter master information for an employee, you can enter information in the Address Book.

Field	Explanation
Home Company	<p>The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you leave this field blank, the system enters the home company code associated with the home business unit.</p>
Home Business Unit	<p>The number of the business unit in which the employee generally resides.</p>
Security Bus. Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>A business unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.</p>
Date Started	<p>The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.</p> <p>For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.</p>
Orig. Hire Date	<p>The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by data field Date Started (DST).</p>

Field	Explanation
Date Pay Starts	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
Tax Area (Res.)	<p>A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Vertex payroll number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit state code if no state or city code is required.</p>
Tax Area (Work)	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit code if no state or city code is required.</p>
EOC Cat/Ethnic	<p>A user defined code (07/J) that specifies classifications established by the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by JD Edwards World and Company. You can add codes if needed.</p>
Ethnic Code	<p>A user defined code (07/M) that designates minority classifications according to Canadian Employment Equity standards. The predefined codes provided by JD Edwards World are hard coded and are used by the system to generate EEO reports. Do not change these values. You can add codes if needed.</p>
Add'l EE No	<p>An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the JD Edwards World system.</p> <p>When you search using this number, preface the number with a slash (/).</p>

Field	Explanation
Cheque Route Code	<p>A user defined code (07/CR) that specifies the cheque routing or mail stop code. Use this code to sequence the printing of payroll cheques to facilitate their handling and delivery.</p>
Category Cd 1 & 2	<p>Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:</p> <ul style="list-style-type: none"> ▪ Division ▪ Supervisor ▪ Branch Office ▪ Health Insurance Plan ▪ Stock Plan <p>Category Code 1 is used for time entry.</p> <p>You can use this category code for reporting purposes on timecard and human resources job information.</p> <p>The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.</p>
Pay Freq/Class	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B Bi-weekly</p> <p>W Weekly</p> <p>S Semi-monthly</p> <p>M Monthly</p> <p>A Annually</p> <p>C European Annualized</p> <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Pay Class (H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>“ ” Blank</p> <p>H Hourly</p> <p>S Salaried</p> <p>P Piecework</p>

Field	Explanation
Exempt Y/N	<p>A code that indicates whether the employee fits the rules of the Fair Labour Standards Act and thus does not have to be paid for working overtime. Valid codes are:</p> <p>Y Yes, the employee fits the rules and does not have to be paid for working overtime.</p> <p>N No, the employee does not fit the rules and is to be paid for working overtime.</p>
Std Hrs/Year	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> ▪ Employee entry forms (this field) ▪ Pay Grade Step table (hours per day multiplied by days per year) ▪ Payroll company constants for the employee's company ▪ Payroll company constants for the default company (company 00000) ▪ Data dictionary ▪ System default value of 2080 standard hours per year
Job Type/Step	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>
Job Step	<p>A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table.</p>

Field	Explanation
Pay Grade/Step	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate comp-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p> <p><i>Form-specific information</i></p> <p>In the Payroll system, this field is for information only. The Human Resources system performs all calculations on pay grade and step.</p>
Pay Grade Step	<p>A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate.</p> <p>If you have set your constants to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:</p> <ul style="list-style-type: none">▪ Salary▪ Hourly Rate▪ Hours per day▪ Hours per year▪ Days per year
Workers Comp	<p>A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.</p>
Benefit Group	<p>The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups.</p> <p><i>Form-specific information</i></p> <p>Note: If you are not using the JD Edwards World Human Resources system, this field is for information only.</p>

Field	Explanation
Labour Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 Flat burden percentages will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> ▪ Business Unit ▪ Pay Rates table ▪ Employee level
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Flat Bdn. Factor	A multiplier to load direct labour costs with burden. For example, a factor of 1.32 loads every dollar of labour cost with 32 cents worth of burden.

Field	Explanation
Salary	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> ▪ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency) ▪ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay) <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:</p> <ul style="list-style-type: none"> ▪ Hours in a year specified in Payroll Company Constants ▪ Annual hours entered at the employee level
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p>Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>

Field	Explanation
Billing Rate	<p>A rate used for the billing of labour services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> ▪ Pay Rate Information ▪ Employee Labour Distribution ▪ Occupational Pay Rates ▪ Time Entry by Employee ▪ Time Entry by Job or Business Unit ▪ Daily Timecard Entry ▪ Time Entry by Employee with Equipment ▪ Time Entry by Shop Floor Control
Net Tax Credit	<p>Federal: This is the net Claim amount from the TD1 (Personal Tax Credit Return)</p> <p>Provincial (Quebec): This is the net Claim amount from the MR-19-V (Exemptions & Deductions)</p>

What You Should Know About

An alternative entry method	<p>You can also use the Basic Employee Data screen to enter employee information. You might use the alternative method if you are entering only non-confidential data.</p> <p>See <i>Entering Basic Employee Data</i>.</p>
Deleting employee records	<p>You cannot delete an employee record on Employee Entry if the employee has historical payroll information in the system. JD Edwards World recommends correcting erroneous employee master information using the following methods:</p> <ul style="list-style-type: none"> ▪ Correct the field value on the appropriate form ▪ Correct the history information
Entering future data changes	<p>You can use Employee Entry to enter a change for future update.</p> <p>See <i>Revising Employee Information</i>.</p>

Duplicate social insurance numbers	<p>Each time you enter a new employee, the system automatically verifies that the social insurance number is unique. The system does not allow duplicate social insurance numbers.</p> <p>The system validates social insurance numbers using the same formula that Revenue Canada uses.</p>
Salary and hourly rate	<p>If you enter an annual salary for a salaried employee, the system calculates the hourly rate based on the hours in a year specified on Payroll Company Constants or annual hours entered at the employee level.</p>
Maiden name reporting requirements in Quebec	<p>JD Edwards World recommends that you enter a female employee's maiden name on the Employee Entry screen and use the Maiden Name field on International Data screen to record the married name. This satisfies the Quebec requirement for reporting based on maiden name.</p>

To enter employee information in the Address Book

After you enter the master information for an employee, you can enter the employee's address information.

The system updates the Search Type field with an E for employee. It also updates the Employee Y/N field with a Y on Address Book Information. If you have not assigned an employee (address) number on Employee Entry, the system assigns one using the next numbers feature.

The employee's address that displays on the employee's T4 screen comes from the last three non-blank Address lines plus the City, State, and Postal Code fields.

You can enter a maximum of five lines that you can use to print such items as Employee Master labels. These are the name, as many as three address lines, and the city, state, and postal code line. There is a maximum of 30 characters per line.

On Address Window

Complete the following fields:

- Mailing Address
- Phone Number

After you enter the employee's address, you enter history and turnover information.

See Also

- *Year End Processing Guide* for information on T4 reporting.

To enter history and turnover information

After you enter the employee's master and address information, you can enter history and turnover information.

On History and Turnover Information

OBEFT History and Turnover Information ONLY

Effective On 06/01/2010
 Change Reason 001
 (Blank=No turnover on this change.)

Complete the following fields:

- Effective On
- Change Reason

After you enter history and turnover information, you can enter tax information.

Field	Explanation
Date - Effective On	<p>The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.</p> <p><i>Form-specific information</i></p> <p>The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes you make to the Employee Master table take effective immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.</p>

Field	Explanation
Change Reason	<p>To record a reason for the change in the Employee Turnover Analysis table (F08045) and the HR History table (F08042), enter a value in this field. Completing this field also updates the Employee Master table (F060116) and the Employee Multiple Job table (F060118) with the new change reason. The change reason code indicates the following:</p> <ul style="list-style-type: none"> Why an active employee's master table record was changed Why an employee was terminated <p>When the HR Monitor reads the information on this form, it creates a turnover record only if you enter a change reason in this field. If you do not want to create turnover records for a data change, leave this field blank.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Whenever you make a change and you want to record the reason for the change in the HR History table (F08042), you must enter a value in this field.</p> <p>When you enter a new employee, a default value of 001, New Hire, appears in the field.</p>

To enter tax information

After you enter master, address, history, and turnover information, you can enter tax information for an employee.

On Canadian Tax Information

The screenshot displays the 'Canadian Tax Information' form in the Oracle JD Edwards World application. The form is for employee 070105, Anthony Holiday, with address number 7701. The 'Federal' section includes a Net Tax Credit of 6,456.00 and an EI Rate Code/Rate of 102 / .000000. The 'Provincial' section has fields for Net Tax Credit, Additional Tax, and Additional Deduction. The 'Other' section includes fields for Prescribed Area Deduction, Child Care, Alimony, Etc, and Pensioner/Non-Resident Flag. The 'Overrides' section has fields for Federal Tax Override %, Quebec Tax Override %, and CPP/QPP Override %. The 'Exemptions' section has checkboxes for EI (Y/N), EI/ CPP/QPP (Y/N), CPP/QPP (Y/N), and All Taxes (Y/N). The form also includes a sidebar with navigation options like 'Field Sensitive Help' and 'Display Error Message', and a footer with function keys F19, F20, and F24.

1. Review the default data for the employee.
2. Change the data in any of the following fields under their respective headings:

Federal

- Net Tax Credit
- Additional Tax
- Other Tax Credits
- EI Rate Code/Rate

Quebec Provincial

- Net Tax Credit
- Additional Tax
- Additional Deduction

Other

- Prescribed Area Deduction
- Child Care, Alimony, Etc.
- Pensioner/Non-Resident Flag

Overrides

- Federal Tax Override %
- Quebec Tax Override %
- CPP/QPP Override %

Exemptions

- EI
- CPP/QPP
- UI/ CPP/QPP
- All Taxes

Field	Explanation
Additional Tax	Federal: The amount of additional federal tax to be deducted per pay period. Provincial: The amount of additional provincial tax to be deducted per pay period.
Other Tax Credit	Other federal tax credits, such as medical expenses and charitable donations requested by an employee and authorized by the Revenue Canada District office.

Field	Explanation
- EI Rate Code / Rate	<p>This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax.</p> <p>Additionally, the exemptions specified on this line will be used for all state and local authorities for which there is no specific entry lower in this table. The overrides (that is, additional, flat amounts, etc.) do not carry forward.</p>
Additional Deduction	Quebec additional deductions claimed on the MR-19-V screen or other deductions authorized by the Ministère du Revenu du Québec.
Prescribed Area Deduction	Annual deduction for living in a prescribed area as per screen TD1
Child Care, Alimony, etc	Annual deductions such as child care expenses, alimony payments, maintenance payments, etc.
Tax Overrides	<p>Allows the ability to override the standard tax rate with the entered flat %.</p> <p>In addition to the default flat % method (Method 1), the payroll system allows you to select other tax calculation methods for federal supplemental pay and bonus taxes, including:</p> <ul style="list-style-type: none"> 2 Concurrent Aggregation 3 Previous Aggregation 4 Cumulative Aggregation <p>Note: Method 4, Concurrent Aggregation, can only be passed to Vertex in the pre-payroll process. It cannot be performed via Interim Cheque Entry. The other three methods (1-3) can be used in both the pre-payroll and Interim Cheque Entry processes.</p> <p>You specify these values on the Tax Withholding Overrides (P060120) screen in the W/H Exm field (Withholding Exemptions).</p>
Exemptions	<p>This field indicates that the employee is exempt or non-exempt from tax deductions. A Y entered in any of the fields listed below indicates:</p> <ul style="list-style-type: none"> ▪ EI - Employee is exempt from federal employment insurance deduction. ▪ EI/ CPP/ QPP - Employee is exempt from employment insurance and Canadian pension plan or Quebec pension plan deductions. ▪ CPP/ QPP - Employee is exempt from Canadian pension plan or Quebec pension plan deductions. ▪ All Taxes - Employee is exempt from all tax deductions.

What You Should Know About

Exemption from all taxes

Use caution when designating an employee as exempt from all taxes. This designation changes other tax credits and tax exemptions to their upper limits and blanks out non-essential fields. It also sets all other exemption options to yes. The system issues a warning before this designation goes into effect, and you must confirm your choice by pressing Enter again.

You can use this designation to exempt students from all taxes.

Attaching a Contract Calendar

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Employee Entry
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For an employee whose work days are specified by contract, such as a public school teacher, you can use the contract calendar feature to track the specific days that the employee works during the course of the contract. You can set up a calendar so that some days count as more than one full day. For example, days on which teachers have parent-teacher conferences might count as 1.5 days.

You can set up separate contract calendars for each of your employees, or you can attach the same contract calendar to multiple employees. Employees who have multiple jobs can have a different contract calendar for each job.

You can also specify how an employee receives payments for each job. For example, for an employee who works only part of a year but wants to receive a payment each pay period throughout the entire year, you can set up the system to withhold part of the employee's salary each pay period and deposit it in an accumulated wages account. The system uses the money in the accumulated wages account to pay the employee during the pay periods when the employee is not working.

You can also account for an employee who begins working after the beginning date of the contract, or for an employee who receives a salary increase in the middle of a contract.

Before You Begin

- Ensure that the contract/calendar selection has been activated on Constants Information. See *Setting Up Position Control Information in the Human Resources Guide*.
- Set up a contract calendar. See *Setting Up a Contract Calendar*.

To attach a contract calendar

On Employee Entry

1. Complete the steps to enter employee master information.

2. On Contract Calendar, complete the following fields and press Enter:
 - Periods to Pay
 - Contract Calendar
 - Contract Salary
 - Calendar Start
 - Stop
3. Review the information in the following fields:
 - Daily Rate of Pay
 - Pay Period Gross
4. Choose the Update function

Field	Explanation
Pds To Pay	<p>The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you change contract calendar information for an employee, enter the number of pay periods remaining in the contract calendar for which the employee will be paid.</p>
Contract Calendar	A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.
Contract Salary	The annual salary an employee earns for a job attached to a Contract/Calendar.

Field	Explanation
Calendar Start	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following:</p> <ul style="list-style-type: none"> ▪ The first date covered under the contract, if the employee will begin work by that date ▪ The actual date the employee begins work, if the employee's start date is later than the first date covered by the contract
Stop	<p>The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following:</p> <ul style="list-style-type: none"> ▪ The last date covered under the contract, if the employee will work to that date ▪ The actual date the employee will stop work, if the employee's stop date is earlier than the last date covered by the contract
Daily Rate Of Pay	<p>The daily rate of pay earned by an employee attached to a Contract/Calendar.</p> <p>The system calculates the daily rate of pay as follows:</p> <p>Contract Salary / Number of work days in the contract calendar that fall between the start and stop dates</p>

Field	Explanation
Pay Pd Gross	<p>The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labour distribution. See data item DPAY.</p> <p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>To calculate the pay period gross amount, the system divides the annual salary by the pay frequency.</p> <p>For example, assume that:</p> <ul style="list-style-type: none">▪ An employee earns 3000.00 for a job that lasts three months▪ The employee's pay frequency is monthly▪ The employee is to receive payments for the job only during the three months that the job lasts <p>The system calculates the following:</p> <p>$(3000 \text{ divided by } 3) \times 12 = 12000 = \text{annualized salary}$</p> <p>$12000 \text{ divided by } 12 = 1000 = \text{pay period gross salary}$</p> <p>For employees whose records are attached to contract calendars, payments are not based on the pay period gross amount.</p>

What You Should Know About

Removing a contract calendar	<p>Choose the Detach function for either of the following reasons:</p> <ul style="list-style-type: none">▪ You attach a contract calendar to an employee in error▪ Before the contract calendar dates have expired, an employee transfers to a different position and no longer works under a contract calendar, for example, a teacher transfers to an administrative position
Copying employee records	<p>If you copy an employee record to add a new employee record, you must clear and replace the standard hours per year, salary, and hourly rate information to ensure accurate calculations.</p>
Changing periods to pay	<p>To change the periods to pay information, make the corrections on Contract Calendar. Do not change this information on Employee Entry.</p>

Processing Options

See [Employee Initial Entry \(P070101\)](#).

Enter Employee Instructions

Entering Employee Instructions

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

This section contains the following:

- [Entering Labour Distribution Instructions](#)
- [Working with Deduction, Benefit, and Accrual Instructions](#)
- [Entering Automatic Deposit Instructions](#)
- [Entering Commission Information](#)

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

Entering Labour Distribution Instructions

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Labour Distribution
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You enter labour distribution instructions for individual employees to allocate time worked to multiple general ledger accounts. You can enter labour distribution instructions for hourly and salaried employees.

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

Use labour distribution instructions to:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Specify job type information when using multiple jobs
- Override position ID and AAI accounts for an employee

To enter labour distribution instructions

On Labor Distribution

1. Complete the following fields:
 - Employee Number
 - Percent or Hours
 - Pay Type
 - Account Number
2. Complete the following optional field:
 - Hours / %
3. Access the detail area to enter override values.
4. If an employee has multiple jobs, complete the following fields:
 - Job Type
 - Job Step
 - Home Business Unit

Field	Explanation
Percent or Hours	<p>This field represents the method of distribution used for employee labour (either percentage or hours). Valid codes are:</p> <p>% Percentage (must equal to 100%)</p> <p>H Hours</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you enter H for hours in this field, you must enter a valid pay type in the Pay Type field and a general ledger account number in the Account Number field. You can, however, leave the number of hours blank, retrieve the distribution instruction during time entry, and enter the number of hours there.</p>
Pay	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Hours Worked	<p>The number of hours associated with each transaction.</p> <p>When you enter labour distribution with the hours' method, this field can be blank. You must make an entry when using the percent method.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When used in conjunction with the employee labour distribution instructions for an individual employee, you can use this field to enter a percentage. To account for all hours that an employee worked during the pay period, the sum of the percentages defined on all labour instruction entries must equal 100% for each job type, job step and home business unit. The system converts the percentages to hours when it copies the labour instruction records into actual time entry (timecard) records.</p>

What You Should Know About

Workers compensation code

The processing options indicate where to find the workers compensation code.

Multiple active jobs

Labour distribution is used to override position ID accounts or AAIs both in the multiple job and single job environment. The percentage of all jobs must total to 100% if the percent method is used. Home business unit, position ID, job type, and job step specify which job is being entered. If you are using multiple jobs, these fields must match an active job in the Employee Multiple Job table (F060118).

See also *Entering Multiple Job Information*.

See Also

- *Copying Labour Distribution Instructions (P060151)*

Processing Options

See [Labor Distribution \(P060151\)](#).

Working with Deduction, Benefit, and Accrual Instructions

Deductions represent dollar amounts withheld from an employee's earnings (excluding taxes). Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up benefits to calculate dollar amounts, such as health care insurance. You set up accruals to calculate hours, such as vacation and sick time.

Working with deductions, benefits, and accruals (DBAs) includes:

- Assigning DBAs
- Reviewing DBAs

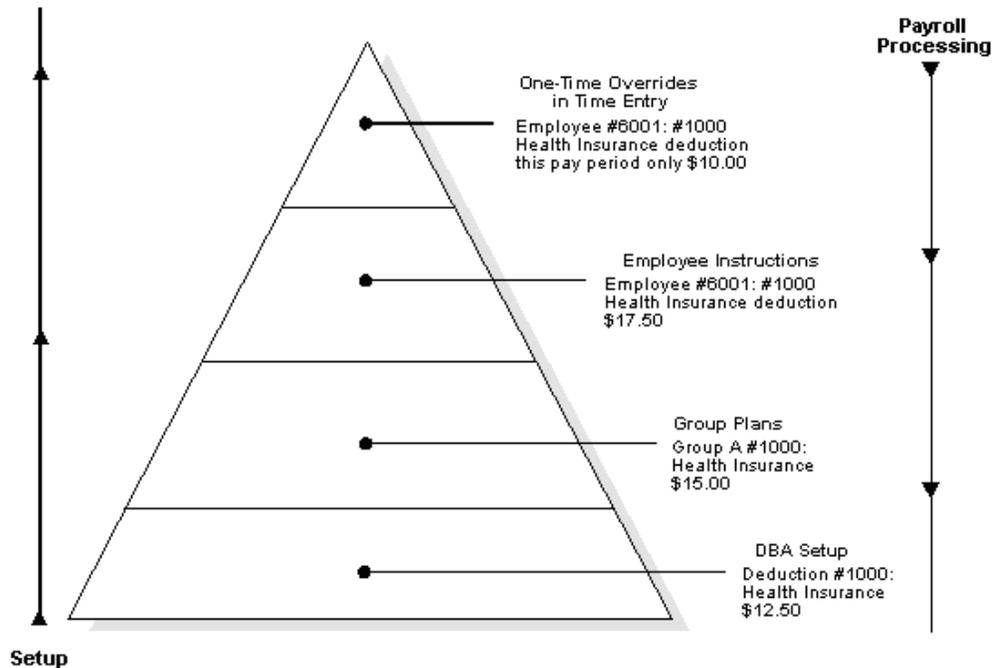
To simplify the handling of DBAs among employees, you can combine DBAs into groups of similar benefits that fit groups of employees with common characteristics. By using benefit groups, you can avoid keying identical lists of DBAs for each employee. The system refers to these groups of DBAs as Union or Group codes.

You can use DBA instructions to define exceptions to union and group codes. Although you can use this screen to define all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, JD Edwards World recommends that you define the majority of an employee's DBAs in a union or group code, and that you use DBA Instructions only for exceptions. You can override a DBA in a union or group code on the DBA instructions, as well as add DBAs to an employee record.

If you use the Human Resources Benefits Administration system, you also have Benefit Group codes. The system displays Benefit Group codes assigned to an employee on Employee DBA Instructions.

After you set up your DBA specifications, you can assign them. You can assign DBAs at four levels.

The following graphic represents the DBA hierarchy.



After you assign DBAs, the system calculates them during the payroll process according to the following search sequence:

1. One-time DBA override in Time Entry
2. Employee DBA instructions
3. Union or group plan
4. DBA setup

Assigning DBAs

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose DBA Instructions
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You assign DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. DBAs assigned at the employee level override DBA amounts or rates defined at the group or DBA setup level, unless it is a table method DBA.

The information you enter in the DBA instructions represents the third level of DBA assignment, the employee level.

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

- Enter exceptions by employee for a group of DBAs
- Specify overrides for amounts, dates, and limitations
- Set up start and stop dates for a DBA

- View expired or cleared transactions

To assign DBAs

On DBA Instructions

070181 DBA Instructions

Oracle JD Edwards World

URL Open PDF Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Detail
Account Master
Employee DBA Review
Field Sensitive History-
Transaction Index
Previous Employee
Next Employee
Clear Screen

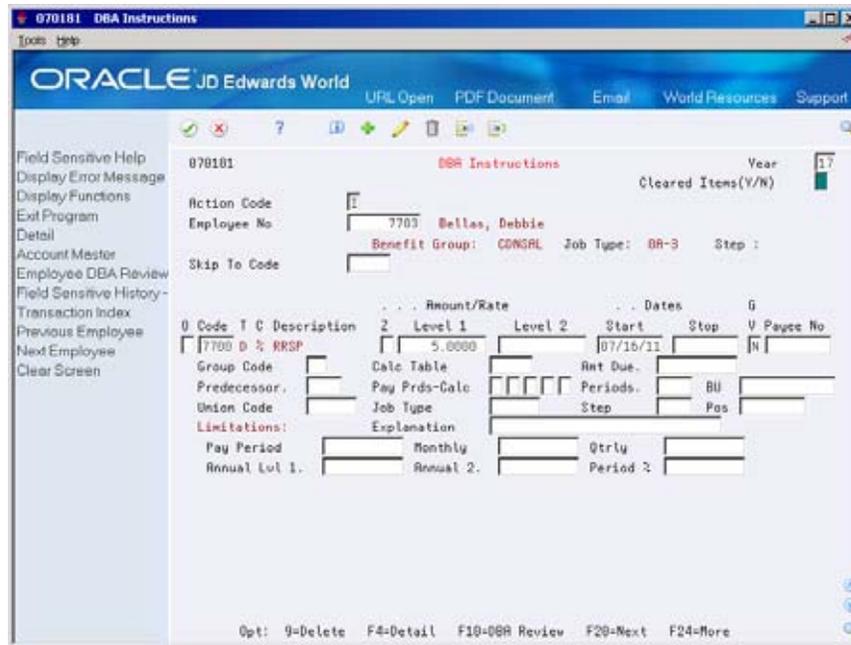
070181 DBA Instructions Year 17
Cleared Items(Y/N)

Action Code
Employee No 7703 Bellas, Debbie
Benefit Group: CONSRL Job Type: BR-3 Step :
Skip To Code

0 Code	T C	Description	Amount/Rate		Dates		G	V	Payee No
			Level 1	Level 2	Start	Stop			
7700	D %	RRSP	5.0000		07/16/11		N		
7701	B %	RRSP Co.			07/16/11		N		
7705	A	Dental/Co.			07/16/11		N		
7725	B 3	Life 1 x sal			04/26/17		N		
7735	B A	Ext Health			07/16/11		N		
7740	B A	CarAllowGRN	410.0000				N		
7785	A 2	Salary Vac			07/16/11		N		
7790	A %	RRSP Fixed	50.0000		07/16/11		N		
7791	A %	RRSP Mutual	50.0000		07/16/11		N		

Opt: 9=Delete F4=Detail F10=DBA Review F20=Next F24=More

1. Complete the following fields:
 - Employee Number
 - DBA Code
2. Complete the following optional fields:
 - Amount or Rate Level 1
 - Date Pay Starts
 - Date Pay Stops
 - Generate A/P Voucher (GV)
 - Payee Number
3. Access the detail area.



4. Review the default information and, if necessary, enter override information.
5. If you are assigning a DBA that applies only to the secondary job, complete the following fields:
 - Business Unit (MCU)
 - Position ID (Pos)
 - Job Type
 - Job Step

Field	Explanation
Level 1	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. 2 For a pay type, amounts entered in this field override the hourly rate.

Field	Explanation
Start	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p> <p>The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p> <p>Note: It is recommended that you make the Start Date equal to the first day of the pay cycle when you are going to start a DBA at the beginning of the pay cycle. See <i>Appendix H – Working with DBA Start and Stop Dates</i> for details.</p>

Field	Explanation
Stop	<p>The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p> <p>Note: It is recommended that you make the Stop Date one day prior to the first day of the next pay cycle in order to stop a DBA before the next pay cycle. See <i>AppendixH - Working with DBA Start and Stop Dates</i> for details.</p>
G V	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <p>N No, do not generate a voucher</p> <p>Y Yes, generate a voucher</p> <p>Note: You can generate separate vouchers for multiple payments to the same payee for the same DBA for the same employee where the payments represent separate wage attachments.</p>
Payee No	<p>The Address Book number for the supplier who receives the final payment.</p> <p>In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.</p> <p>For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the cheques.</p>

What You Should Know About

Overriding the group DBA If an employee does not qualify for a DBA in a union or group, you can indicate that the employee does not receive the benefit by entering a Y (yes) in the Z (zero) field. The system overrides the amount in the Amount/Rate field with a zero amount.

Declining balance In order to enter an amount due during DBA setup, you must set up deductions with the declining balance indicator set to Y (yes). Both the indicator and the amount are on the DBA Additional Information window.

Processing Options

See [Employee DBA Instructions Processing Opt \(P070181\)](#).

Reviewing DBAs

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose DBA Instructions
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For any employee you can review:

- All the assigned DBAs
- All the required DBAs
- All parts of a group or union plan
- DBAs unique to an employee

To review DBAs

On DBA Instructions

1. Choose the DBA Review function.



2. On Employee DBA Review, review the following field:
 - File Code (F)

Field	Explanation
File Code	Code used to select a specific file that should be used for Employee DBA Overview Inquiry (P06087). If a value is specified, only information from that file will be displayed. Valid values are: E Employee Pay Instructions (F06106) U Union Benefits Master (F069106) D Deduction/Benefit Specs (F069116)

Entering Automatic Deposit Instructions

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Auto Deposit Instructions
--	--

You can define any of three methods of payment for each employee:

- Cheque
- Automatic deposit
- Cash

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

You can perform the following additional functions:

- Set up a combination of automatic deposit, cheque, or cash payment
- Reconcile all three types of cheques via a processing option (automatic deposit, computer-generated, and manually generated)
- Set up multiple bank accounts for an employee
- Start and stop automatic deposits by period
- Start and stop automatic deposits by date
- Set up a remainder code to automatically process any money remaining when employees select different ways to distribute a payment

Before You Begin

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

To enter automatic deposit instructions

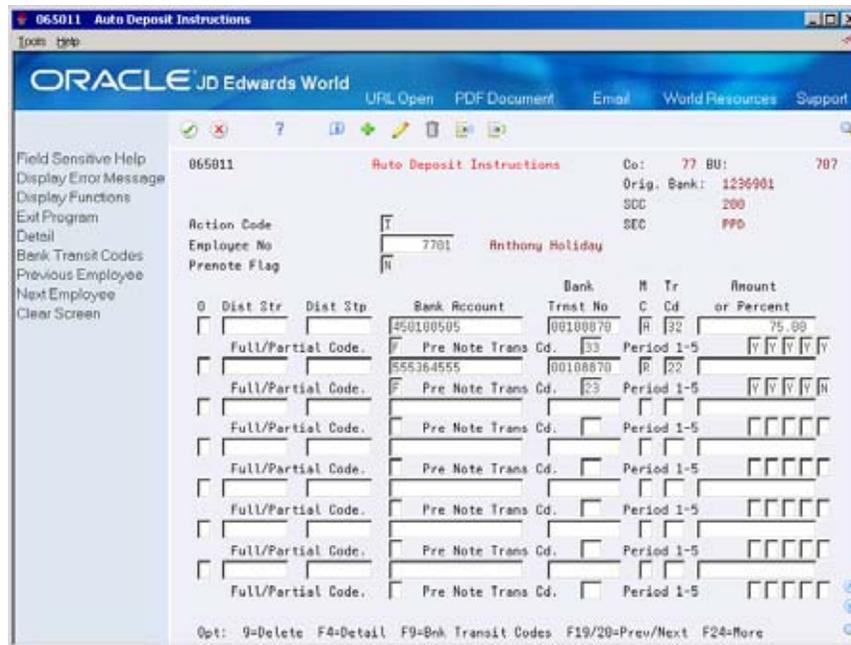
On Auto Deposit Instructions

1. Complete the following fields:

- Employee Number
- Bank Account
- Bank Transit Number
- Method Code (MC)
- Amount or Percent

The system supplies values for the following fields:

- Prenote Flag
 - Transaction Code
2. Access the detail area.



3. Review the values supplied by the system for the following fields:
- Full/Partial Code
 - Pre Notification Code
 - Deduction Period Codes 1-5

Field	Explanation
Bank Account	<p>The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided cheque or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.</p> <p>If you change this number, the system automatically prenotes the employee's auto deposit record again.</p> <p>Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables:</p> <p>F06560 - Bank Reconciliation - Issue Table F06561 - Bank Reconciliation - Paid Table</p>
Bank Trnst No	<p>The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's cheques or deposit slip. They are located between the MICR colons (:) at the bottom of the cheques. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.</p> <p>If you change this number for an employee, the system prenotes the employee's auto deposit record again.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Bank might refer to this number as the ABA or routing number.</p>

Field	Explanation
M C	<p>An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed:</p> <p>A A specific amount is to be deposited.</p> <p>% A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals.</p> <p>C A specific amount is to be generated as a payroll cheque.</p> <p>P A specific amount is to be generated as cash.</p> <p>R The remainder of the net pay, after % and/or specific amount segments are processed, is to be deposited in the bank. This is the default.</p> <p>Q The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash.</p> <p>D The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll cheques.</p>
Amount or Rate	<p>You can have only one R, Q, or D instruction per employee.</p> <p>Note: Even if you have only one line, you must designate a remainder record as the last instruction. This code identifies how to distribute any money left over from rounding. You can only use R, Q, or D as the remainder record. You cannot use the Distribution Start Date and Stop Date fields for remainder records.</p> <p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <p>1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.</p> <p>2 For a pay type, amounts entered in this field override the hourly rate.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For auto deposit instructions using a percentage method, enter whole numbers. Do not use decimals.</p>

Field	Explanation
Prenote Flag	<p>Note: You cannot use this field for Canadian employees.</p> <p>A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this screen automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a cheque. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives cheques for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field.</p> <p>If you leave this field blank, the system uses the default value of P.</p>
Tr Cd	<p>A code used to distinguish various types of bank accounts, for example, chequing, savings, or credit union. Currently the following codes have been assigned:</p> <p>Demand Account Credits</p> <p>20 Reserved</p> <p>21 Credit entry to return automated deposit</p> <p>22 Automated Deposit</p> <p>Savings Account Credits</p> <p>30 Reserved</p> <p>31 Credit entry to return automated deposit</p> <p>32 Automated Deposit</p> <p>Demand Account Debits</p> <p>25 Reserved</p> <p>26 Debit entry to return automated payment</p> <p>27 Automated Payment</p> <p>Savings Account Debits</p> <p>35 Reserved</p> <p>36 Debit entry to return automated payment</p> <p>37 Automated Payment</p> <p>Note: If you leave this field blank, the system uses the default value of 22.</p>

Field	Explanation
Full/Partial Code	<p>This code only applies to method code A (see BDM). If there is not enough net pay remaining to process the amount specified in the amount/percentage field, a value of "P" in this field specifies that a partial amount can be generated for the bank and account specified for the segment. A value of "F" specifies that if the full amount cannot be generated, the segment is ignored.</p> <p>If you leave this field blank, the system uses F as the default value.</p>
Pre Note Trans Cd	<p>A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee.</p> <p>Demand Account Credits</p> <p>23 Prenotification of Credit Authorization</p> <p>24 Prenotification of Credit/Mailed Authorization</p> <p>Savings Account Credits</p> <p>33 Prenotification of Credit Authorization</p> <p>34 Prenotification of Credit/Mailed Authorization</p> <p>Debits are not currently handled by this Payroll system.</p> <p>Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.</p>
Period 1-5	<p>These period fields represent the five possible payroll periods in a month. They are used to control which period within the month a specific type of earnings may be paid or which deductions, benefits or accruals may be calculated.</p>

See Also

- *Printing Cheques and Autodeposits (P07230)*

Processing Options

See [Auto Deposit Instructions \(P065011\)](#).

Entering Commission Information



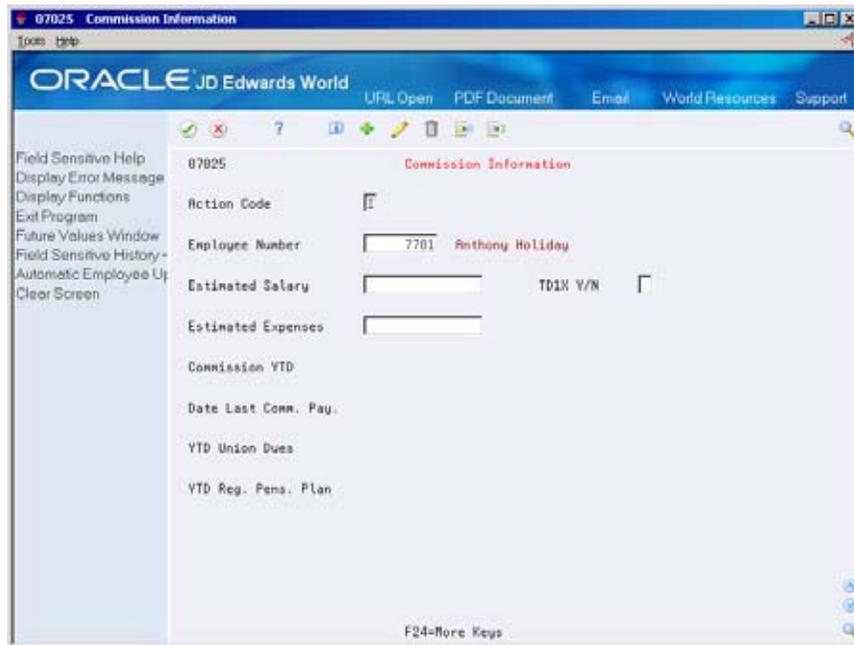
From Canadian Payroll Master (G77), choose **Employee Information**
 From Employee Information (G7711), choose **Commission Information**

You can enter commission information for your employees who are paid irregular commissions only and who file a TD1X form. The system uses this information as the basis for calculating taxes for commissioned employees. You can also use this screen to maintain estimated annual salary information which the system uses to calculate commissions and bonuses.

If the employee is not a TD1X employee, do not use this screen unless bonuses must be calculated.

To enter commission information

On Commission Information



1. To locate the employee for whom you want to enter commission information, complete the following field:
 - Employee Number
2. Change the information in the following fields:
 - Estimated Salary
 - TD1X Y/N
 - Estimated Expenses

Field	Explanation
Estimated Salary	The amount of estimated salary to be applied toward the calculation of Canadian payroll taxes.

Field	Explanation
TD1X Y/N	<p data-bbox="776 264 1414 323">Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance?</p> <p data-bbox="776 338 1321 396">N Indicates that the employee does not qualify. (default)</p> <p data-bbox="776 411 1240 438">Y Indicates that the employee qualifies.</p> <p data-bbox="776 453 1414 512">B Indicates that the employee qualifies and that his/her spouse also qualifies.</p> <p data-bbox="971 527 1224 554"><i>Form-specific information</i></p> <p data-bbox="776 569 1393 627">Is the employee paid by irregular commission payments and has a TD1X screen been completed for this employee?</p> <p data-bbox="776 642 1273 669">N Indicates the employee has not (default)</p> <p data-bbox="776 684 1393 772">Y Indicates the employee has completed the TD1X screen for employees paid by irregular commission payments</p> <p data-bbox="776 787 1403 932">You must enter Y to correctly calculate taxes for employees who file the TD1X form. When set to Y, the system calculates all taxes regardless of pay type as an irregular commission. CPP and EI are calculated using only the annual limits.</p>
Estimated Expenses	<p data-bbox="776 961 1414 1199">An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations where the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.</p>

Enter Additional Employee Information

Entering Additional Employee Information

After you enter employee information, you can enter additional employee information. Additional employee information is commonly used for special taxing, reporting purposes, or other requirements of your company.

This section contains the following:

- [Entering Basic Employee Data](#)
- [Entering Pay and Tax Information](#)
- [Entering Dates, Eligibility, and EOC Information](#)
- [Entering International Employee Information](#)
- [Assigning Category and Geographic Data Codes](#)

Entering basic employee data is an alternative method you can use to create an employee master record. Use this method if the person who enters employee information does not have authority to enter anything other than non-confidential information. You can enter other employee data that can be found only on this form, such as the employee's supervisor and shift code.

You can enter additional pay and tax information to more completely define the pay and tax information you entered on the initial employee entry form.

You enter dates, eligibility, and EOC information for reporting purposes or for any other business requirement. You can enter dates and EOC data that can be found only on this form, such as the date of the last contact with a seasonal employee.

International employee information includes information about individuals you employ from other countries.

You assign category codes to employees when you want reporting capabilities for classifications not already defined by the Payroll system. You assign geographic codes for reporting purposes.

Entering Basic Employee Data



From Canadian Payroll Master (G77), choose **Employee Information**
From Employee Information (G7711), choose **Additional Employee Data & Reports**
From Additional Employee Data & Reports (G77111), choose **Basic Employee Revisions**

Entering basic employee data is an alternative method to the Employee Entry program that you can use to create an employee master record. You might limit individuals who have authority to enter only non-confidential information to using

this method. You can also enter other employee data, such as the employee's supervisor and shift code.

Use Basic Employee Data to complete one of the following tasks:

- Enter basic employee data for a new employee
- Enter additional data for an existing employee

You can use the Basic Employee Data program to enter new employee information when the person who enters employee information does not have authority to enter anything other than non-confidential information.

To enter basic employee data for a new employee

On Basic Employee Revisions

1. To assign a specific employee number, complete the following field:

- Employee Number

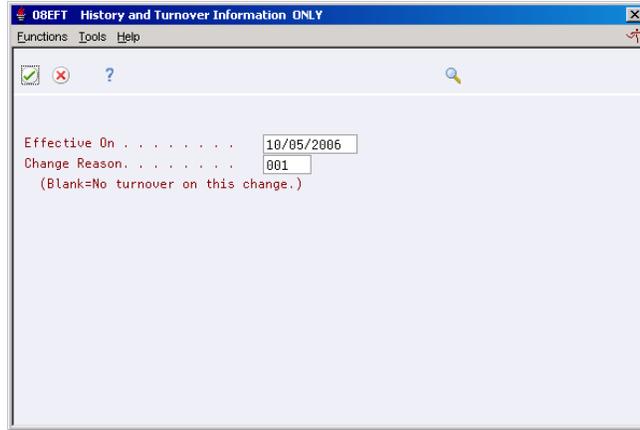
2. Complete the following fields:

- Social Insurance Number
- Home Company
- Home Business Unit
- Pay Status
- Pay Frequency
- Pay Classification
- Security Business Unit

3. Complete the following optional fields and press Enter:

- Employment Status
- Supervisor
- Workers Compensation
- Pay Grade
- Pay Step
- Number of Pay Steps
- Locality
- Shift Code
- Work Schedule Code
- Record Type
- Employee Classification Status
- Dock Component Flag
- Job Title

4. On Address Window, complete the following fields and press Enter:
- Mailing Address
 - Phone Number



5. On History and Turnover Information, review the information.

Field	Explanation
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.</p>
Employment Status	<p>A user defined code (07/ES) that identifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. For example:</p> <ol style="list-style-type: none"> 1 Full-time temporary 2 Part-time temporary 3 Part-time regular 4 Seasonal 5 Casual
Supervisor	<p>The address book number of the supervisor.</p> <p>Note: A processing option for some forms allows you to enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. You can either accept or override the default value.</p>

Field	Explanation
No. Pay Steps	<p>Indicates the number of optional pay increments, if any, available within each pay grade.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field is informational only.</p>
Locality	A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Work Schedule	<p>A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example:</p> <p>A Monday through Friday</p> <p>B Saturday through Wednesday</p> <p>C Monday through Thursday (4 x 10 hrs)</p>
Record Type	<p>A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are:</p> <p>1 Payroll Processing Only</p> <p>2 Payroll and Recharge Processing</p> <p>3 Recharge Processing Only</p> <p>After a timecard has been added, you cannot change its record type.</p>
Employee Class	<p>A code that represents the employee's classification status. Valid values are:</p> <p>Y Contract labour (non-employee)</p> <p>N Regular employee</p> <p>S Employee to be included in step progression process</p>

Entering Additional Data for an Existing Employee

	<p>From Canadian Payroll Master (G77), choose Employee Information</p> <p>From Employee Information (G7711), choose Additional Employee Data & Reports</p> <p>From Additional Employee Data & Reports (G77111), choose Basic Employee Revisions</p>
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After you create an employee record, you can enter other employee data that can be found only on this form for an existing employee, such as the employee's supervisor and shift code.

To enter additional data for an existing employee

On Basic Employee Revisions

1. To locate the existing employee, complete the following field:
 - Employee Number
2. Review the values supplied by the system for the following fields:
 - Last Job Worked
 - Pay Cycle Code
3. Change the information in any of the fields, as applicable.
4. Complete the following optional fields and press Enter:
 - Job Title
 - Shift Code
 - Work Schedule
 - Supervisor
 - Dock Component Flag

The system displays History and Turnover Information.

5. On History and Turnover Information, review the information.

Field	Explanation
Last Job Worked	The last Business Unit (job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries.
Pay Cycle Code	A code that identifies the values for a master pay cycle.
Job Title	A title associated with an employee's job.

Field	Explanation
Dock Pay Flag	<p>Use this field for employees assigned contract calendars if you want to dock, or deduct, standard pay when they take leave in excess of what has been earned. Valid values are:</p> <p>Y The system includes the daily rate of pay for this job to calculate the daily rate of pay to deduct when it docks the employee's pay. (default)</p> <p>N The system does not include the daily rate of pay for this job.</p> <p>If you dock pay for leave taken in excess of the earned amount, but the employee's record does not have a contract calendar attached, you should enter N.</p>

What You Should Know About

Setting processing options The processing options control both the basic employee data and the employee entry programs.

Entering Pay and Tax Information



From Canadian Payroll Master (G77), choose **Employee Information**
 From Employee Information (G7711), choose **Additional Employee Data & Reports**
 From Additional Employee Data & Reports (G77111), choose **Pay & Tax Revisions**

You enter pay and tax information to more completely define the pay and tax information you entered during initial employee entry.

When you enter pay and tax information, you can:

- In Canada, when you enter the code for a non-resident employee, the employee is taxed differently from a regular employee. Define a tax method for an employee.
- Define an hourly employee as autopay by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.

To enter pay and tax information

On Pay and Tax Information

1. To locate the employee, complete the following field:
 - Employee Number
2. Complete any of the following optional fields:
 - Pay on Standard Hours
 - Number of Pay Periods Per Year
 - Maximum/Minimum Net Pay
 - Default Auto Pay Type
 - Tax Method

Field	Explanation
Vacation Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.

Field	Explanation
Pay on Std Hours	<p>The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>By entering a value in this field, you identify this employee as autopay.</p>
No. Periods/Year	The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year.
Max/Min Net Pay	The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.
Auto Pay Type	<p>This code is used specifically to designate the default pay type to be used in the generation of autopay in those instances where the system does not use the employee labour distribution instructions.</p> <p>If nothing is entered in this field, then pay type 001 will be used.</p>
Tax Method	<p>This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM.</p> <p>Note: Method 4, Cumulative Aggregation, values can only be passed to Vertex in the pre-payroll process and cannot be performed via Interim Cheque Entry. The following federal supplemental tax calculation methods can be used in a pre-payroll process, as well as through Interim Cheque Entry:</p> <ul style="list-style-type: none"> 1 Flat Percentage Method (default) 2 Concurrent Aggregation 3 Previous Aggregation

What You Should Know About

Employees with contract calendars attached

You cannot use Pay and Tax Information to enter standard hours or pay information for employees with contract calendars attached. You must make these changes on Contract Calendar window.

Processing Options

See [Employee Pay & Tax Information \(P060121\)](#).

Entering Dates, Eligibility, and EOC Information

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional Employee Data & Reports From Additional Employee Data & Reports (G77111), choose Dates Eligibility & EEO
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You enter dates, eligibility, and EOC information for reporting purposes or for any other business requirements. You can enter dates and EOC data that can be found only on this form, such as the date of the last contact with a seasonal employee.

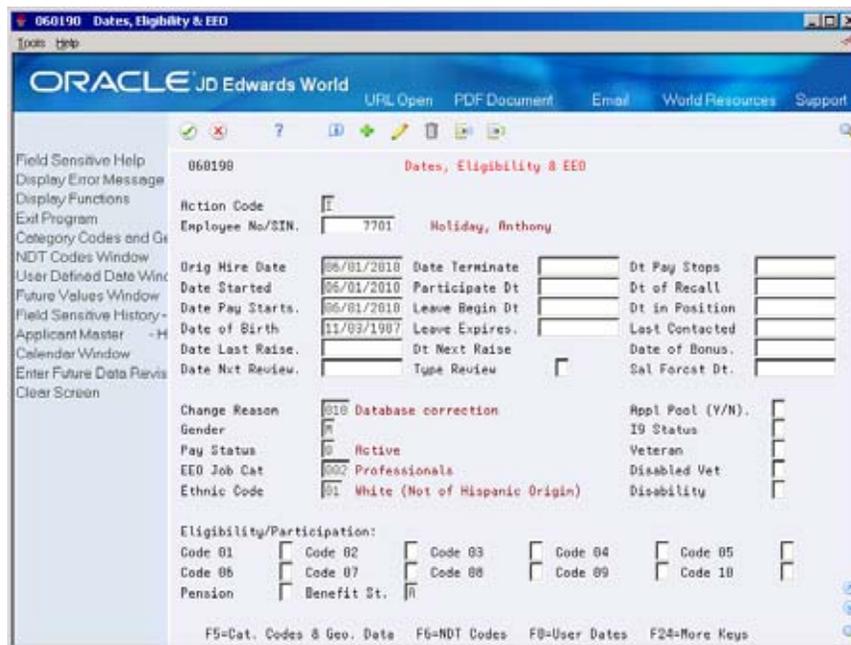
You can enter date information such as:

- The date of the employee's next review
- The date an employee's leave of absence expires

To enter eligibility information, you assign eligibility codes to employees. Eligibility codes are additional user defined codes that you define when you set up your Payroll system. Use these codes when you want reporting capabilities for classifications not already defined by the system.

To enter dates, eligibility, and EOC information

On Dates, Eligibility, and EEO



The screenshot shows the Oracle JD Edwards World interface for the 'Dates, Eligibility & EEO' form. The window title is '060190 Dates, Eligibility & EEO'. The employee number is 7701, and the name is 'Holiday, Anthony'. The form contains various date and eligibility fields.

Action Code		Employee No./SIN.		7701	Holiday, Anthony	
Orig Hire Date	06/01/2010	Date Terminate		Dt Pay Stops		
Date Started	06/01/2010	Participate Dt		Dt of Recall		
Date Pay Starts	06/01/2010	Leave Begin Dt		Dt in Position		
Date of Birth	11/03/1987	Leave Expires		Last Contacted		
Date Last Raise		Dt Next Raise		Date of Bonus		
Date Nxt Review		Type Review		Sal Forcst Dt		
Change Reason	010 Database correction	Appl Pool (Y/N)				
Gender	M	I9 Status				
Pay Status	0 Active	Veteran				
EEO Job Cat	002 Professionals	Disabled Vet				
Ethnic Code	01 White (Not of Hispanic Origin)	Disability				

Eligibility/Participation:

Code 01	<input type="checkbox"/>	Code 02	<input type="checkbox"/>	Code 03	<input type="checkbox"/>	Code 04	<input type="checkbox"/>	Code 05	<input type="checkbox"/>
Code 06	<input type="checkbox"/>	Code 07	<input type="checkbox"/>	Code 08	<input type="checkbox"/>	Code 09	<input type="checkbox"/>	Code 10	<input type="checkbox"/>
Pension	<input type="checkbox"/>	Benefit St.	<input type="checkbox"/>						

Footer: F5=Dat. Codes & Geo. Data F6=NDT Codes F8=User Dates F24=More Keys

1. To locate the employee, complete the following field:

- Employee Number

2. To enter additional date information, complete any of the following optional fields:
 - Date Pay Stops
 - Participation Date
 - Leave Begin Date
 - Leave Expires Date
 - Date in Position
 - Date of Recall
 - Last Contacted
 - Date of Last Raise
 - Date of Bonus
 - Date of Next Review
 - Type of Increase Next Review
 - Salary Forecast Data
3. To enter eligibility information, complete the following optional fields:
 - Eligibility Codes 01-10
 - Employee Benefit Status
4. To enter EOC information, complete the following fields as appropriate:
 - Applicant Pool Y/N
 - Veteran
 - Disabled Veteran
 - Disability

Field	Explanation
Date Pay Stops	The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. It may also be the date that a deduction, benefit, or instruction stops.
Participate Date	The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.
Leave Begin Date	The date on which an employee's paid or unpaid leave of absence begins. Use this date to indicate the leave for the Family and Medical Leave Act.
Leave Expires	The date on which an employee's paid or unpaid leave of absence expires.

Field	Explanation
Date of Recall	The date on which the employee can be recalled for employment.
Last Contacted	The date you last contacted a temporary, seasonal, or laid-off employee, or an employee on furlough or leave of absence.
Date Last Raise	The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information. <i>Form-specific information</i> The system retrieves the system date for this field any time you make changes to an employee's salary using Employee Entry. If the system date is not appropriate, you can change it, or make rate changes by specifying an effective date on Pay Rate Information.
Date of Bonus	The date an employee is to receive a bonus. This date is also part of the supplemental data for a bonus review.
Date Nxt Review	The date the next employee review is scheduled.
Type Review	A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV.
Sal Forecast Dt	A date in the future when it is expected the employee will be given a salary change. The position budget module uses this date to determine if employee position assignments will result in effective budgeted salary amounts being exceeded. The system also uses this date to include future forecast salary changes in generating position budgets when the Create Next Year's Position Budget program (P081820) is used. In both cases, the system stores the future rate values in either the Union Rates table (F069126) or the pay grade step table (F081002).
Code 01	A code to specify an employee's eligibility for or participation in various user defined plans or programs. For example, these codes can be used to designate the following: Voluntary Accidental Death & Dismemberment Insurance Overtime Call Up Profit Sharing Political Action Committee Coffee Fund U.S. Citizen

Field	Explanation
Pension	A code that specifies whether an employee is participating in the company's pension or 401(k) plan. The W-2 program uses the code in this field to determine whether to place an X indicating employee participation into the pension box of the tax return form.
Benefit St	<p>A user defined code (07/EA) that allows the system to test an employee's eligibility for benefits and to determine for enrollment parameters (guidelines) for benefits administration.</p> <p>This code specifies the employee action for which the system searches as it tests for eligibility. An asterisk (*) indicates the guidelines refer to all employee actions not otherwise specified.</p> <p>Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.</p>
Appl Pool (Y/N)	<p>You can enter a value in this field only when you terminate an employee (enter a termination date).</p> <p>Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:</p> <p>Y Yes, move the employee's information to the applicant database</p> <p>N No, do not move the employee to the applicant database</p> <p>When you enter Yes in this field, the system:</p> <ul style="list-style-type: none"> ▪ Generates an applicant record for the employee ▪ Retains an employee record for the employee ▪ Changes the employee's search type to Applicant (A) <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p>
I9 Status	<p>A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are:</p> <p>Y I9 form on file</p> <p>P Passport used for verification</p> <p>R Resident alien or alien registration card</p> <p>S Social Security card</p> <p>L Driver's license and Social Security card</p> <p>V Visa (worker's permit)</p> <p>B Birth certificate</p> <p>N Waiting for verification</p>

Field	Explanation
Veteran	<p>A code that indicates the veteran status of the employee. Valid codes are:</p> <p>N No, this employee is not a veteran.</p> <p>Y Yes, this employee is a veteran.</p> <p>V This employee is a Vietnam era veteran.</p>
Disabled Vet	<p>A code indicating whether this employee is a disabled veteran. Valid codes are:</p> <p>Y Yes, this employee is a disabled veteran.</p> <p>N No, this employee is not a disabled veteran.</p> <p>This field is used to generate the Veterans Employee (VETS-100) report.</p>
Disability	<p>A code indicating whether this employee has a mental or physical disability. Valid codes are:</p> <p>Y Yes, this employee has a mental or physical disability.</p> <p>N No, this employee does not have a mental or physical disability.</p> <p>U Unknown</p>

What You Should Know About

User Dates Choose the User Dates function to define up to 10 dates according to your business needs. These dates do not print on reports and are not used by DBAs.

See Also

- *Setting Up User Defined Codes for Payroll (P0051)*
- *Technical Foundation Guide* for information about user defined codes.

Entering International Employee Information

	<p>From Canadian Payroll Master (G77), choose Employee Information</p> <p>From Employee Information (G7711), choose Additional Employee Data & Reports</p> <p>From Additional Employee Data & Reports (G77111), choose International Data</p>
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If your company has international employees, you can enter information, such as maiden name, alien registration number, and country code. Also, for Canadian employees, you can enter information that is required for Canadian employment equity.

To enter international employee information, complete the following tasks:

- Enter personal information for international employees
- Enter additional information for Canadian employees

Before You Begin

- To track personal and employment equity information for Canadian employees, verify that the employee's home company is Canadian.
- Verify that the International Flag is set to Y (yes) for the default company, Company 00000, in the payroll company constants.

To enter personal information for international employees

On International Data

The screenshot shows the 'International Data' form in Oracle JD Edwards World. The form is titled '06020 International Data' and includes a menu bar with options like 'URL Open', 'PDF Document', 'Email', 'World Resources', and 'Support'. The main content area is divided into several sections:

- Employee Information:** Action Code (blank), Employee Number (7701), and Name (Holiday, Anthony).
- International Information:**
 - Country Code: CA (Canada)
 - Currency Code: CAD (Canadian Dollar)
 - Alien Reg. No. (blank)
 - Maiden Name (blank)
 - Extended Alpha Name (blank)
 - Preferred Name (blank)
 - Additional Name (blank)
 - Salutation: MR. (Mister)
 - Suffix (blank)
- For Canadian Employees:**
 - Language: E (English)
 - Medical Plan ID (blank)
 - National Occ. Code: 0042 (Fire Chiefs & Senior Officers)
 - Census Metrop. Area: 60 (Toronto, Ontario)
 - Sector Indus. Code: 812 (Protective Services)

At the bottom of the form, there are function key definitions: F13=Future Values, F14=Field History-HR only, and F20=Enter Future Data Rev.

1. For Canadian employees, complete the following field:
 - Maiden Name
2. Complete any of the following optional fields:
 - Country Code
 - Currency Code
 - Alien Registration Number
 - Extended Alpha Name
 - Preferred Name
 - Additional Name
 - Salutation
 - Suffix

Field	Explanation
Name - Maiden	A female employee's maiden name. If this employee is a resident of Canada, this field is mandatory. This information is used for all government reports.
Alien Reg. No	The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field.
Extended Alpha Name	<p>A 50-character alphabetical field for the extended name for an employee. You can use this field on certain designated reports in place of the normal 40-character name.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The standard JD Edwards World name field is 30 characters long. This field allows you to enter the complete legal name of an employee whose name is between 30 and 50 characters long. You can run a World Writer report on the Extended Alpha Name field to obtain a listing of the complete name of all your employees with names longer than 30 characters.</p>
Preferred Name	The preferred name of the employee. For instance, an employee might have the legal name of Catherine, but she might be known as Cathy.
Suffix	A code that identifies the credentials for a given employee. Some examples are PhD, MD, CPA, and so on.

To enter additional information for Canadian employees

On International Data

1. Complete the following fields:
 - Language
 - Medical Plan ID
2. To enter Canadian employment equity information, complete the following fields:
 - National Occupation Classification
 - Census Metropolitan Area
 - Sector Industrial Code

Field	Explanation
National Occ. Code	<p>A code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes. For more information about NOC codes, see the Canadian Employment Equity documentation.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You enter the default value for National Occupational Classification (NOC) codes at the job level. This default value does not appear on the Employee International Data form. However, any value you enter in this field on Employee International Data overrides the default value that you entered at the job level. The override value appears on the Employee International Data form.</p>
Census Metrop. Area	A code that identifies the Census Metropolitan Area code of work. Valid codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation.
Sector Indus. Code	A code that identifies the Sector Industrial Code. These codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation.

What You Should Know About

Canadian values for visible minorities The user defined code table for Ethnic Code (07/M) stores values for visible minorities. Visible minorities are people who belong to ethnic groups other than Caucasian, such as Southeast Asian or Latin American.

Assigning Category and Geographic Data Codes

	<p>From Canadian Payroll Master (G77), choose Employee Information</p> <p>From Employee Information (G7711), choose Additional Employee Data & Reports</p> <p>From Additional Employee Data & Reports (G77111), choose Category Codes and Geographic Data</p>
---	--

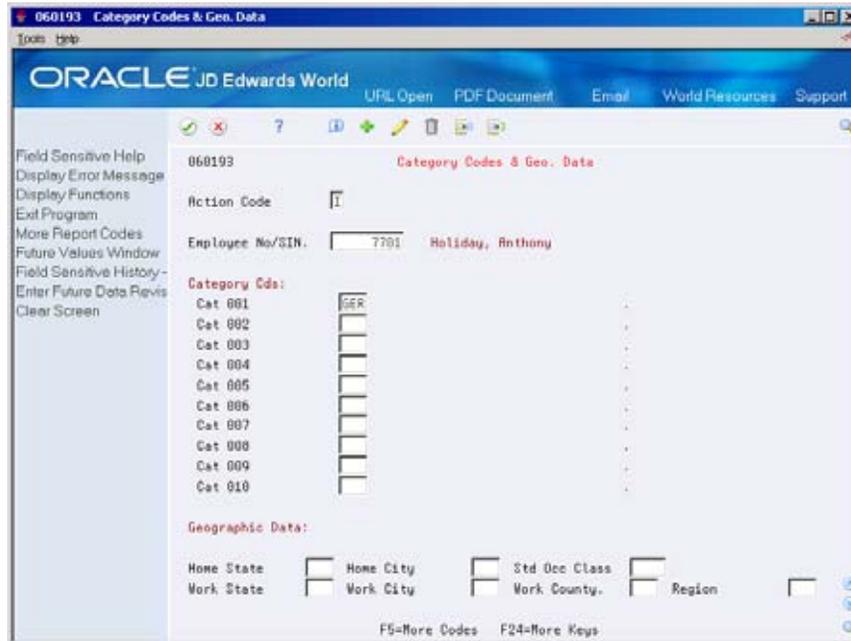
Category codes are user defined codes that you define when you set up your Payroll system. You assign category codes to employees when you want reporting capabilities for classifications not defined by the Payroll system.

For example, you might assign employees to a category code that you have defined to determine stock option eligibility. After you define the category codes and assign your employees to them, you can run a report listing the employees who are eligible to own stock options.

You assign geographic data codes for reporting purposes. Geographic data codes are user defined codes. For example, in the United States some states use these codes to prepare unemployment reports.

To assign category codes and geographic data codes

On Category Codes and Geographic Data



Complete the following fields as appropriate:

- Category Codes 1-20
- Home City
- Standard Occupational Class
- Work City
- Work County
- Region

Field	Explanation
Category Cds:	<p>Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:</p> <ul style="list-style-type: none"> ▪ Division ▪ Supervisor ▪ Branch Office ▪ Health Insurance Plan ▪ Stock Plan <p>Category Code 1 is used for time entry.</p> <p>You can use this category code for reporting purposes on timecard and human resources job information.</p> <p>The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.</p>
Std Occ Class	<p>A series of codes that identify occupational titles and their definitions. These codes are used in one or more states in the preparation of unemployment reports.</p>
Region	<p>A region within a state. This field is intended for use in preparation of unemployment reports for Alaska.</p>

See Also

- *Setting Up User Defined Codes for Payroll (P0051)*
- *Technical Foundation Guide* for information about user defined codes.

Enter Information for Multiple Jobs

Entering Information for Multiple Jobs

You enter information about multiple jobs for an employee who holds more than one job or position. For example, you might employ an individual whose primary job is an English teacher and whose secondary job is a basketball coach.

You define occupational pay rates for employees who perform various jobs and have different hourly rates for each job.

When you enter multiple job information, you have the ability to link the information to position control. Entering multiple job information also offers more flexibility than defining occupational pay rates. When you enter multiple job information, you can enter start and stop dates for each job. When you define occupational pay rates, you can enter only one start and stop date that applies to all jobs.

This section contains the following:

- [Entering Employee Multiple Job Information](#)
- [Defining Occupational Pay Rate Tables](#)

Entering Employee Multiple Job Information

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Employee Multiple Job Entry
---	--

For employees who have more than one job or position within your organization, you can enter multiple job information. Entering multiple job information allows you to:

- Track separate job and pay information for each job.
- Define job start and stop dates for each position.
- Avoid entering timecards for an hourly employee by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.
- Set an employee to autopay status for more than one job. Autopay status means that you do not need to enter timecards for the employee's regular hours. You enter a timecard only when the employee has exception time, such as vacation or sick time.

For example, if you have an employee who is an English teacher for nine months per year as well as a basketball coach for three months per year. You can track the

different rates of pay for each of these jobs. You can also assign different effective dates to each job so that the employee receives payments for teaching during the nine months that he teaches, and receives payments for coaching only during the three months in which he actually coaches.

When you inquire on a specific employee, the system displays the total current salary for all jobs the employee holds.

When you add information using Employee Multiple Job Entry, the primary job information also updates the Employee Master table (F060116).

To enter employee multiple job information

On Employee Multiple Job Entry

Home Business Unit	Position ID	Job Type	Job Step	Union Code	Salary	Hourly Rate
2435	TR03	TEACH	R1		34,000.00	25.676
2435	CH02	COACH			3,000.00	15.000

1. Complete the following fields:
 - Address Number
 - Home Business Unit
2. Complete the following optional fields:
 - Position ID
 - Job Type
 - Job Step
 - Union Code
3. Complete one of the following fields:
 - Salary
 - Hourly Rate
4. If you entered an effective salary, complete the following field:

- Salary Frequency
5. Access the detail area.

ORACLE JD Edwards World
Employee Multiple Job Entry

060118 Employee Multiple Job Ent

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details

Toggle Between Forms
Profile Data Entry
EEO Dates and Eligibility
Pay Rates for Groups/Units
HR Employee Master
Exit to Address Book
Requisition Preview
Field Sensitive History
Labor Dist. Instructions
Pay & Tax Information
Basic Employee Information
Payroll Employee Master
Next Record
Previous Record
Employee Database Instructions
Clear Screen
Employee Multiple Job

Action Type: [I] Total Salary: 37,000.00
Address Number: 3050 Morrisey, Anne E.

D	P	Home	Position ID	Job Type	Job Step	Union Code	Salary	Freq	Hourly Rate
[P]			TR03	TEACH	H1		34,000.00	[R]	25.676
Home Bus Unit Desc: School							Pay Pd Gross	2,039.39	
Position ID Desc: English Teacher							Change Reason		
Job Type Desc: Teacher							Effective Date	05/02/2015	
Job Step Desc: Masters 1 year							Date Pay Starts	06/02/2015	
Union Code Desc:							Date Pay Stops		
FTE: 1.00							Periods/Year		
Job Title:							Std Hrs/Day		
Shift Code: No Shift							Std Days/Year		
Locality: Headquarters							Std Hours/Year	1324.19	
Employment Status: Full-time Reg							Pay on Std Hours		
Supervisor:							Pay Grade/Step	[R] / [1]	
Pay Class(R/S/P): [S]							Sal Frost Chg Dt		
Workers Comp/Sub: 0010 / [Administrativ							Nxt Ruv Dt/Type	06/01/2017 [R]	
EEO Job Cat: 001 Officials and							Compa-Ratio	.76	
FLSA Exempt Y/N: [F] Dock Component Flg: []							Default Auto Pay		

Opt: 6=Position 7=Job Info F5=Format F10=HR EE F15=Labor Dist

6. Complete the following fields:
- Change Reason
 - Effective Date
 - Pay Class
 - FLSA Exempt (Exempt in Canada)
 - EEO Job Category (EOC in Canada)
7. For employees with contract calendars attached, complete the following field:
- Dock Component Flag
8. To enter pay information for the job, complete the following fields:
- Date Pay Starts
 - Date Pay Stops
 - Pay on Standard Hours
 - Periods per Year
 - Standard Hours per Day
 - Standard Days per Year
 - Standard Hours per Year
9. Complete the following optional fields:
- FTE
 - Supervisor

- Next Review Date
- Next Review Type
- Default Auto Pay

10. Complete the information for each job the employee holds.

Field	Explanation
Date Pay Stops	<p>The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For secondary jobs, the system uses this date as the associated position's end date. This allows the position to account for a limited assignment in the calculation of projected year end values. For payroll, when the pay stop date is less than or equal to a pay period end date, the employee is paid for the period. In the next pay cycle, the Purge Employee Multiple Job File program (P0601182) deletes this record from the Employee Multiple Job table (F060118) as part of the final update.</p>
Std Hrs/Day	<p>The number of hours in a day that the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants.</p> <p>For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field.</p>
Std Days/Year	<p>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>
FTE	<p>The full-time equivalent amount (FTE). This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.</p>

What You Should Know About

Working with contract calendars

If you set the contract calendar selection on Constants Information, Contract/Calendar Window automatically displays when you enter a new employee.

If you need to change information on a job with a contract calendar attached, choose the Contract/Calendar Window option.

You can attach a different calendar to different jobs, or you can use the same calendar for more than one job.

See *Attaching a Contract Calendar*.

Employees with contract calendars attached can accumulate wages for their primary job only. They cannot accumulate wages for secondary jobs.

See *Setting Up A DBA to Accumulate Wages*.

Processing Options

See [Employee Job Entry \(P060118\)](#).

Defining Occupational Pay Rate Tables

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional Employee Data & Reports From Additional Employee Data & Reports (G77111), choose Occupational Pay Rates
---	---

You define occupational pay rates for employees who perform various job types and have different hourly rates for each job type. Pay rates are specific to an employee. They can be specific to a business unit and union for that employee.

Field	Explanation
Rates	<p>A rate used for the billing of labour services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> ▪ Pay Rate Information ▪ Employee Labour Distribution ▪ Occupational Pay Rates ▪ Time Entry by Employee ▪ Time Entry by Job or Business Unit ▪ Daily Timecard Entry ▪ Time Entry by Employee with Equipment ▪ Time Entry by Shop Floor Control
Piece	<p>The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.</p>

What You Should Know About

Using occupational pay rates in time entry	To use the occupational pay rate in time entry, you must enter the associated job type from the occupational pay rates table on the timecard.
Accessing pay rates	<p>Set the processing options in time entry to access the rates defined on the occupational pay rate tables. The system derives the hourly rate for an employee using information you enter in the following forms:</p> <ol style="list-style-type: none"> 1. Time entry - hourly rate information 2. Pay Rates for Groups/Unions - union and job type 3. Occupational Pay Rates - job type and job step 4. Employee Multiple Job Entry - job type and job step 5. Employee Entry - hourly rate

See Also

- *Entering Employee Multiple Job Information (P060118)*

Work with Employee Profile Data

Working with Employee Profile Data

Profile data is any type of additional information that you want to track, such as the person to contact for an employee in an emergency situation, or certifications and job skills for employees.

When you set up your system, you specify the types of profile information you want to track for your employees.

This section contains the following:

- [Entering Profile Data](#)
- [Copying Profile Data](#)
- [Changing Profile Data](#)
- [Reviewing Profile Data](#)
- [Reviewing Profile Reports](#)

Before You Begin

- Define your types of profile data and associated user defined codes. See *Setting Up Profile Data*.

See Also

- *Purging Profile Data (P98300)*

Entering Profile Data

Profile data is any type of additional information that you want to track. Profile information is not required by the system.

For employees, typical types of profile data might include:

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

When you set up your system, you specify the types of profile information, or data types, that you want to track. For each data type, you specify the format in which you want to track information. Valid formats include:

- Narrative
- Code

For narrative format data types, you enter free-form text. For code format data types, you enter information in predefined columns. When you enter information in code format, you also can associate narrative information with it.

Entering profile data includes:

- Entering profile data in narrative format
- Entering profile data in code format

What You Should Know About

Entering multiple types of information

To save time during data entry, you can choose multiple types of profile data to update. The data types can be all narrative format, all code format, or a combination of these formats. The system displays the screen in data type sequence for each type of data you chose. When you exit from one form, the system displays the screen for the next type of data that you chose.

Entering Profile Data in Narrative Format

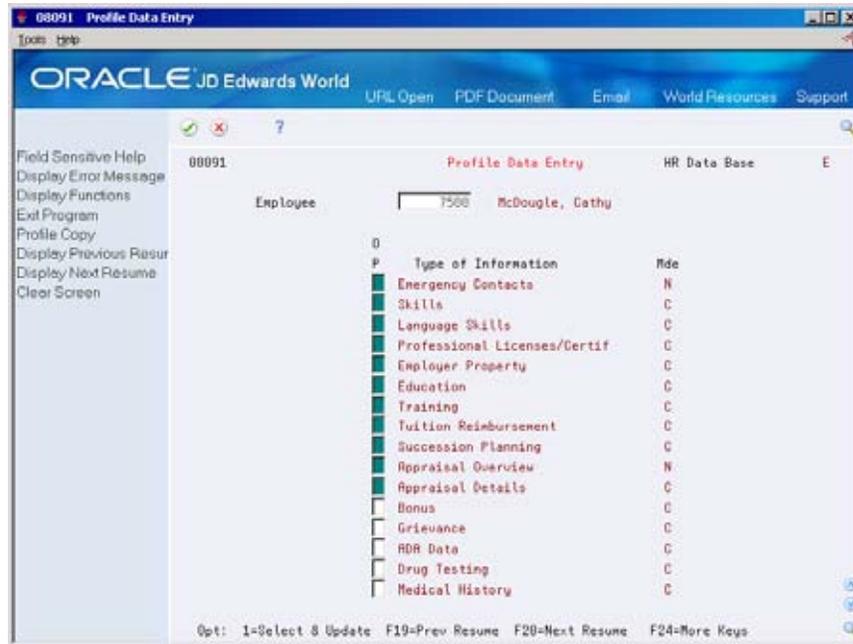


From Canadian Payroll Master (G77), choose **Employee Information**
From Employee Information (G7711), choose **Profile Data Entry**

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

To enter profile data in narrative format

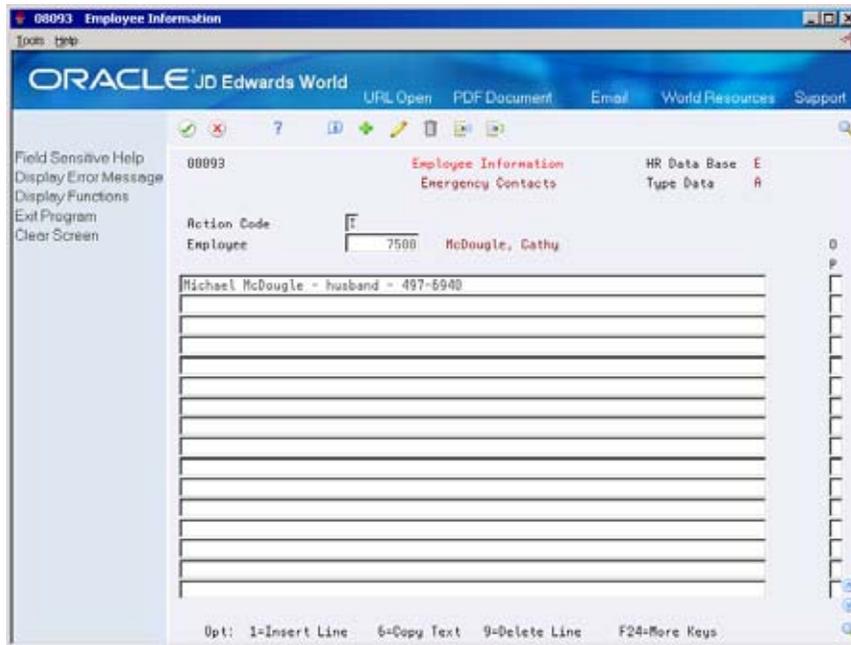
On Profile Data Entry



1. Locate the employee for whom you want to enter profile data.
2. To determine which types of profile data are in narrative format, review the information in the following field:
 - Mode

3. Choose the Select and Update option for one or more types of narrative format information and press Enter.

The system displays the screen for the first type of data.



4. Enter the appropriate information and press Enter.
5. Choose the Field Exit function to advance to the next type of data you chose.

Field	Explanation
Display Mode - Code or Narrative	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <ul style="list-style-type: none"> C Code format, which displays the screen for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the screen for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the screen for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

What You Should Know About

Deleting narrative format information To delete an entire screen of narrative information, use the Delete action. To delete only some information from a form, use the change action. To delete information, you can either type over it or choose the Delete Line option.

Entering Profile Data in Code Format

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Profile Data Entry
---	---

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

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be included in the associated user defined code table. For fields that are associated with a user defined code table, the length of the field and the user defined code description display above the column.

When you enter information in code format, you also can associate narrative information with it.

To enter profile data in code format

On Profile Data Entry

1. Locate the employee for whom you want to enter profile data.
2. To determine which types of profile data are in code format, review the information in the following field:
 - Mode

Copying Profile Data

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's record to another employee's record. You also can copy all of one employee's profile data to another employee's record.

You can also choose specific types of narrative information, including information that is associated with code format information, to copy from one employee's record to another employee's record. For example, if two employees share the same emergency contact information, but do not have any other profile data in common, you can copy only emergency contact information.

After you copy profile data, you can revise it, if necessary.

Copying profile data includes:

- Copying narrative text
- Copying all profile data for an employee

Copying Narrative Text

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Profile Data Entry
---	---

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's record to another employee's record.

You can copy narrative information by data type. For example, if two employees have the same emergency contact, you can enter this information for one of the employees and then copy it into the other employee's record.

You also can copy any narrative information that is associated with a code format data type. For example, assume that:

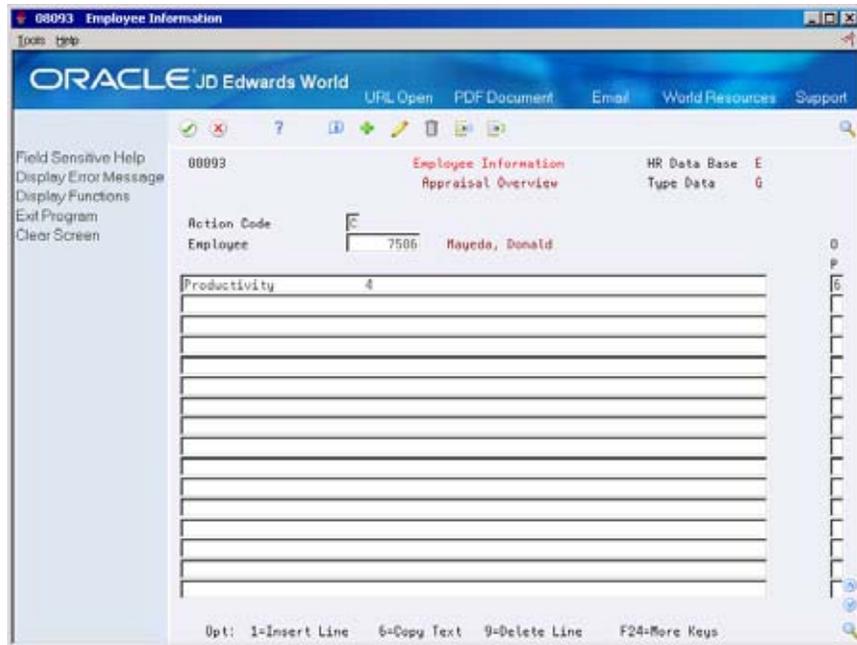
- A group of employees attended the same training class
- You track training information in code format
- You need to enter a description of the class as narrative text

In this case, you do not need to enter the class description for each employee. Instead, you can enter the class description for one employee and then copy it into the training profile records for all the other employees who attended the class.

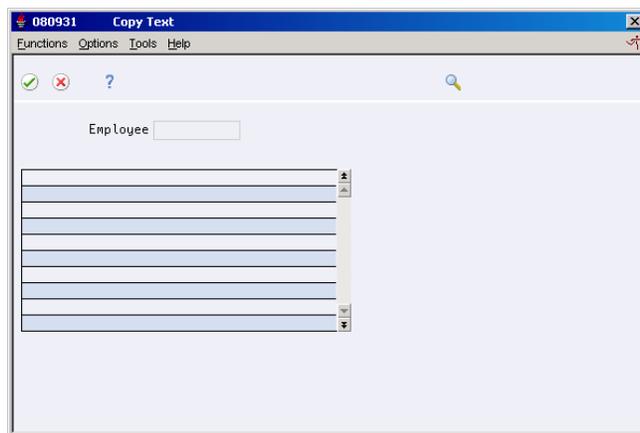
To copy narrative text

On Profile Data Entry

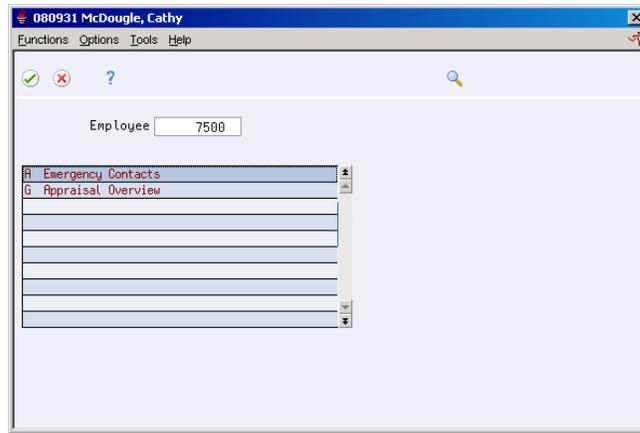
1. Locate the employee for whom you want to copy information.
2. Choose the Select and Update option to access the data type into which you want to copy narrative format information.



3. Using the Change action, choose the Copy Text option.

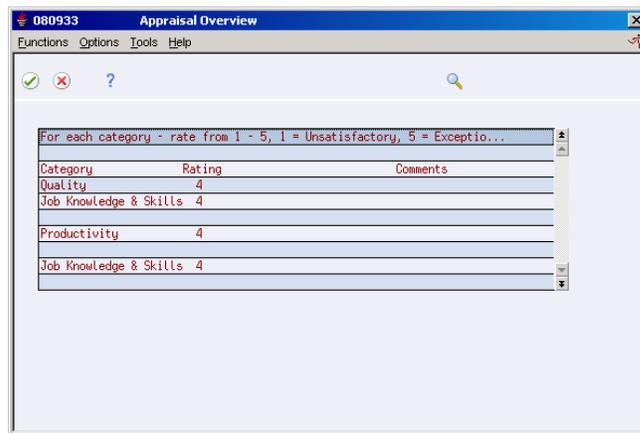


4. On Copy Text, complete the following field with the employee number of the employee from whom you want to copy information:
- Employee
- The system lists the types of profile data that contain narrative information for that employee.

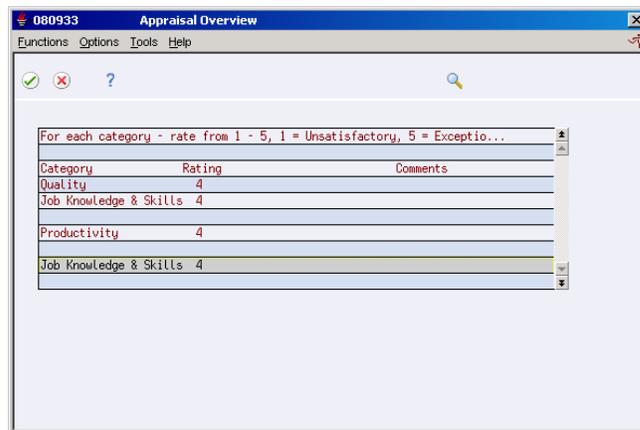


5. Choose the Select option to specify the data type from which you want to copy information.

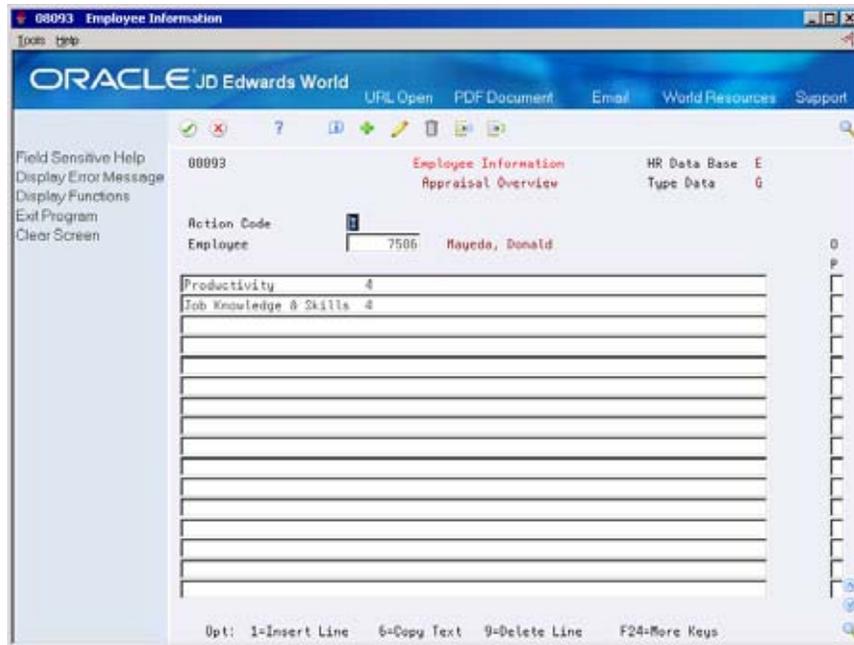
The system displays the narrative information for that employee and data type.



6. On the data type form, choose the Select option to specify the lines of text you want to copy.



The system copies the text.



What You Should Know About

Using the roll keys

You can scroll through the lines of information to locate the lines you want to copy. However, you cannot select text in one form, scroll up, and then select text from another form. You can select to copy text from only one screen at a time.

Copying All Profile Data for an Employee

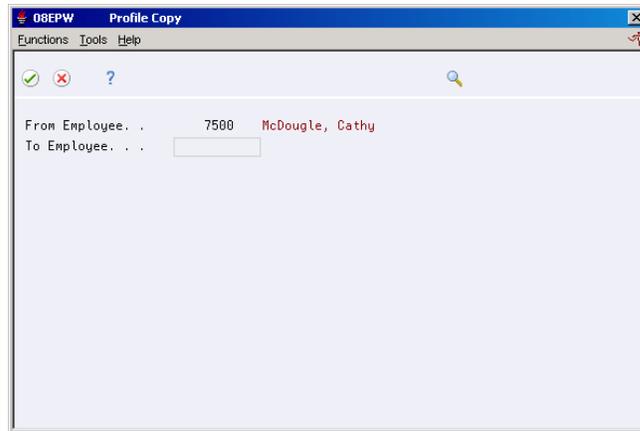
	<p>From Canadian Payroll Master (G77), choose Employee Information</p> <p>From Employee Information (G7711), choose Profile Data Entry</p>
---	--

In some cases, you might want to copy all of the profile data for one employee into the record for another employee. You might do this when you need to enter very similar information for two employees. After you copy profile data, you can revise it as necessary.

To copy all profile data for an employee

On Profile Data Entry

1. Locate the employee whose profile data you want to copy.
2. Choose the Profile Copy function.



3. On Profile Copy, complete the following field to specify the employee to whom you are copying profile data:
 - To Employee
4. Choose the Update function to copy all of the profile data.

Changing Profile Data

After you enter employee profile data, you can change the data. For example, if an employee's profile data indicates the highest level of education reached and the employee earns an advanced degree, you can then change that information in the profile data.

To change profile data, complete the following tasks:

- Change narrative employee profile data
- Change code employee profile data

To change narrative employee profile data

On Profile Data Entry

1. Locate the employee.
2. Choose the narrative type of information you want to change.
The system displays the appropriate form.
3. Use the Delete option on the line you want to change
4. Add the new information on the first blank line below the text you deleted.

To change code employee profile data

On Profile Data Entry

1. Locate the employee on the appropriate code format form.
2. Choose the code type of information you want to change.

The system displays the appropriate form.

3. Use the Delete option on the line you want to change.
4. Complete the following fields;
 - Code Title
 - Updated
5. Enter information in any of the additional fields.

What You Should Know About

Deleting information

Using the Delete action deletes all information from the form. Typing new information over the information you want to change does not delete the original information. The system retains the original information and creates a new line of information for the change.

Reviewing Profile Data

After you enter profile data, you can review that information to determine whether one or more people meet certain criteria. For example, you might be looking for someone who speaks French, or you might need a list of the employees that have completed CPR training.

You can review complete profile information for a particular employee, or you can review all employees who have information in one or more data types.

Reviewing profile data includes:

- Reviewing profile data for a specific employee
- Reviewing profile data by data type
- Locating employees who meet multiple criteria

Reviewing Profile Data for a Specific Employee

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Profile by Employee
---	--

You can review complete information for a specific employee in an easy-to-read, resume-style format. You can also print profile data for internal use.

To review profile data for a specific employee

On Profile by Employee

080200 Profile by Employee

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Enter Profile Data
Field History - EE Master
Print Profile Information
Clear Screen

080200 Profile by Employee

Employee 7500 McDougle, Cathy Tax ID 261-55-4789
Home BU 90 Administrative Department Company 100
Supervisor 6081 Allen, Ray Benefit Grp EXEC
Annual Salary 50,000.00 Pay Freq/Class S / S Job Type 2H-1
Date Started 03/02/2016 Birthdate 06/10/1981 Job Step
Change Reason 801 New Hire FLSA Exempt Y
Gender F

Emergency Contacts

Michael McDougle - husband - 497-6940

Skills

Skill	Description	Updated	# of Years	Proficiency Level
PCUSE	PC Usage	01/01/2017	5.00	very proficient

Language Skills

Language	Description	Updated	# of Years	Proficiency Level
GERRAN	German Knowle	01/01/2017	10.00	Lived in Germany, very pro

Read, Write or Speak all

F21-Print Profile F24-More Keys

Complete the following field:

- Employee

Processing Options

See [Profile by Employee \(P080200\)](#).

Reviewing Profile Data by Data Type

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Profile by Data Type
---	---

You can review all employees who have information for a specific data type. For example, you can review training profile information to identify employees who have had management training. Or, you can review professional licenses information to identify which employees need to renew their licenses within the next month.

To review profile data by data type

On Profile by Data Type

080210 Profile by Data Type

ORACLE JD Edwards World

Profile by Data Type

Type of Data: Professional Licenses/Certif

Skip To Value: []

License	Name	Updated	State/Province	Fees
CDP	Rivard, Jacqu	01/01/2011		250.00
	Eason, Walter	09/02/2007	Nebraska	
CFP	Kellerman, Ja	01/01/2017		
CMA	D'Angelo, Suz	01/01/2017		
CPR	Abbot, Domini	06/15/2017	Colorado	250.00
	Kellerman, Ja	01/01/2017		
	Allen, Rau	06/02/1999		
CPP	Mastro, Rober	10/15/2017	Colorado	
	McDougle, Cat	01/01/2017	Colorado	250.00
	Abbot, Domini	06/12/2014	Colorado	150.00
	Walters, Anne	10/12/2012	Colorado	
HRM	McDougle, Cat	01/01/2017	Colorado	150.00
	Walters, Anne	10/12/2012	Colorado	
INV	McLind, Rod	01/01/2017		
NRCH	Milenski, Dou	10/20/2017		
	Morrell, Jaso	10/20/2017		

Opt: 1=Data Entry 2=Text Entry F19/20=Prev/Next F24=More

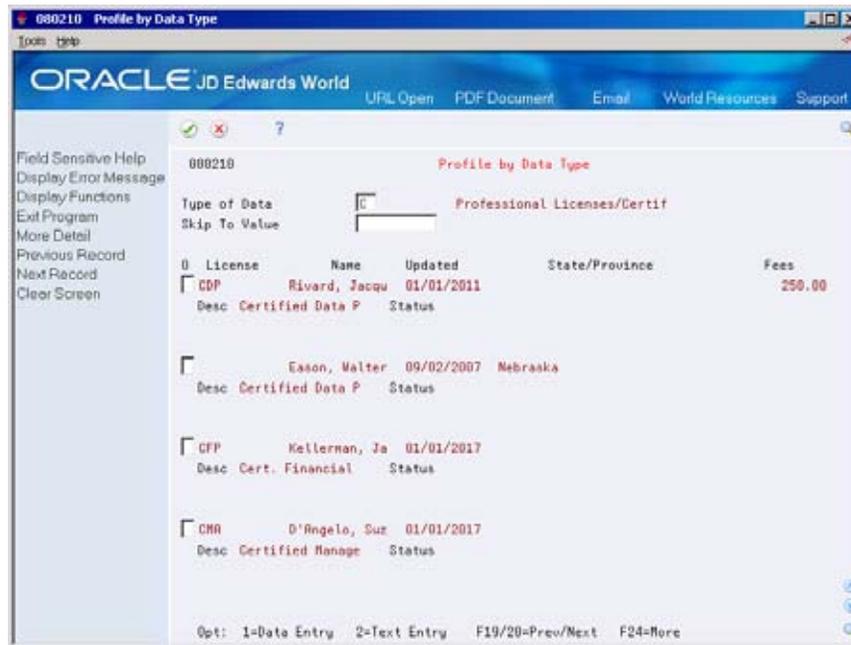
1. Complete the following field:

- Type of Data

2. To locate a specific value within a list of data types, complete the following field:

- Skip To Value

3. To review additional information, choose the More Detail function.



Processing Options

See [Inquiry by Employee \(P080210\)](#).

Locating Employees Who Meet Multiple Criteria



From Canadian Payroll Master (G77), choose **Employee Information**
From Employee Information (G7711), choose **Profile Multiskill Search**

You can search your database for employees who meet multiple criteria. You typically use this type of search when you are looking for a person to fill a vacancy within your organization.

For example, you can search for all employees who:

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

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

The criteria you specify can be based on either an “and” condition or an “or” condition. This means that you can search for people who meet either some criteria or some other criteria. For example, you can search for people who:

- Have an MBA degree from any college or a BA in business from Harvard

- Know the C programming language and have a degree in either computer science or mathematics

The system processes search criteria in the order in which you list them. When any of the criteria you specify are based on an “or” condition, the order in which you enter the search criteria is important. To ensure that the results of the search are what you would expect, you typically order the search criteria so that all of the “or” conditions come before any “and” conditions that you want to apply to all records.

Example: Specifying Search Criteria

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

Degree in computer science
or
Degree in mathematics
and
C programming language

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

1. Locates the people who know C programming (For demonstration purposes, call this group of people group A.)
2. Searches group A for people who have degrees in computer science. (Call these people group B).
3. Searches group A for people who have degrees in mathematics. (Call these people group C).

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

To locate people who meet multiple criteria

On Profile Multiskill Search

And/Or	Data Type	Field	OP	Search Value
E	Skills	KY Skill	EQ	POISE
FND			EQ	
FND			EQ	
FND			EQ	

Address Number	Name	Home Business Unit	Job Type
3006	Walters, Annette	Corporate Administrati	
2622	Kellerman, James	Accounting Department	Accounting Manager
2040	McLind, Rod	Corporate Administrati	Purchasing Agent
2129	Jackson, John	Corporate Administrati	Financial Analyst
6001	Allen, Ray	Headquarters	President
6010	Eason, Walter	Corporate Administrati	Laborer
7500	McDougle, Cathy	Administrative Departe	Human Resource Manager
7505	Rastro, Robert	Administrative Departe	Payroll Manager

- To choose the database to search, complete the following field:
 - Employee/Applicant/Both
- To limit the search, complete the following optional fields:
 - Home Business Unit
 - Job Type
- To determine the search criteria, complete the following fields:
 - And/Or
 - Data Type
 - Field
 - Operator (OP)
 - Search Value

4. To review additional information, choose the More Detail function.



Field	Explanation
Or And	<p>A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.</p> <p><i>Form-specific information</i></p> <p>For example, to identify employees who are either CPAs or who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by entering Or in the And/Or field of the second line.</p> <p>As another example, to identify employees who are both CPAs and who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by typing And in the And/Or field of the second line.</p> <p>To search for applicants who speak Spanish and German, enter Spanish as the first search value, German as the second search value, then enter And in this field. To search for applicants who speak Spanish or German, enter Spanish as the first search value, German as the second search value, then enter Or in this field.</p>
Type Data	<p>The type of data from the profile database that the system uses in a multiple information search.</p>

Field	Explanation
OP	<p>A code that identifies the operands in Boolean logic. You can specify any of the following:</p> <p>EQ Equal to</p> <p>LT Less than</p> <p>LE Less than or equal to</p> <p>GT Greater than</p> <p>GE Greater than or equal to</p> <p>NE Not equal to</p> <p>NL Not less than</p> <p>NG Not greater than</p>
Search Value	<p>You must enter a search value based on the data you entered in the profile for the selected field.</p> <p>This field is case sensitive. For example, assume that you want to search for the word Active. If the data was originally entered into the database as Active, then you must enter the value into the search field as Active. Do not enter ACTIVE or active.</p> <p>You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example:</p> <ul style="list-style-type: none"> ▪ BA% displays all words that begin with the letters B and A, such as bamboo and bachelor. ▪ %ing displays all words that end with ing. ▪ %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor.

What You Should Know About

Searching both databases If you are searching for both employees and applicants, you must enter the data type, field, and search values.

Processing Options

See [Employee Profile Multiskills Search \(P080250\)](#).

Reviewing Profile Reports

You can run reports to review employee profile information by:

- Individual employee summary
- A summary of all your employees and their related profile data

- Profile data type

Reviewing employee profile reports includes:

- Reviewing the Employee Profile report
- Reviewing the Employees by Data Type report
- Reviewing the Employee Profile Workfile

See Also

- *Reviewing Profile Data (P080200)* for information about reviewing profile data online

Reviewing the Employee Profile Report

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional EE Data & Reports From Additional Employee Data & Reports (G77111), choose Employee Profile
---	---

When you need to review complete profile information for one or more employees, print the Employee Profile Data report. This report compiles all of an employee's profile information into an easy-to-read, resume-style format.

The information that prints on this report is the same information that you can review online using Profile by Employee. However, the report allows you to print information for multiple employees at one time.

080410	JD Edwards World Employee Profile in Alphabetical Sequence	Page Number 8 Date 3/13/17
Employee Number . . .	6002 Abbot, Dominique	Pay Class/Freq . . . H / B
Home Company . . .	00200 Model Manuf/Distrib Company	Pay Grade
Home Bus. Unit . . .	741 Accounting	Pay Grade Step . . .
Benefit Group . . .		Pay Status 0
Union Code		Change Reason . . . 001
	Primary Job/Step. /	FLSA Exempt Y/N. . . Y
	Date Of Birth . . .	
	Date Started . . . 02/19/96	
	Annual Salary . . . 20,800.00	
Emergency Contacts		
=====		
Parents: (303) 671-6364		
Training		
=====		
Type	Trng Dte	Where Obtained
-----	-----	-----
LDRSHP	02/15/96	Fred Pryor
		She has shown impressive leadership qualities.
PLTFRM	05/30/97	Local college
		Costs

		150.00
		150.00

		Total 300.00
Appraisal Details		
=====		
Appraisal	App.Date	Overall Results
-----	-----	-----
MR	03/15/17	Standard performance
		Points Earned

		Yrs Wrked

Processing Options

See [Employee Profile - Alphabetical Sequence \(P080410\)](#).

See [Employee Profile - Numerical Sequence \(P080410\)](#).

Reviewing the Employees by Data Type Report



From Canadian Payroll Master (G77), choose **Employee Information**
 From Employee Information (G7711), choose **Additional EE Data & Reports**
 From Additional Employee Data & Reports (G77111), choose **Employee by Data Type**

When you need to review a list of all employees who have information entered in a particular profile data type, you can print the Employees by Data Type report. For example, you can review employees whose profile data includes job skills information. The information that prints on this report is the same information that you can review online using Profile Data Entry. You can review information by either data type or by employee.

For each employee, the system lists data types in alphabetical order.

The following sample report displays employee information by data type.

Employee	Name	Updated	State/Province	Status	Fees
Professional Licenses/Certif					
=====					
License CDP	Certified Data Processing			
	6010 Eason, Walter	09/01/08	Nebraska		
	7704 Rivard, Jacques	01/01/02			250.00
				Total for: Certified Data Proce	250.00
License CFP	Cert. Financial Planner			
	2022 Kellerman, James	01/01/17			
				Total for: Cert. Financial Plan	
License CMA	Certified Management Acct			
	2057 D'Angelo, Suzanne	01/01/17			
				Total for: Certified Management	
License CPA	Certified Public Accountant			
	6002 Abbot, Dominique	06/15/17	Colorado		250.00
	6001 Allen, Ray	06/01/00			
	2022 Kellerman, James	01/01/17			
				Total for: Certified Public Acc	250.00
License CPP	Certified Payroll Professional			
	6002 Abbot, Dominique	06/12/05	Colorado		150.00
	7505 Mastro, Robert	10/15/17	Colorado		
	7500 McDougale, Cathy	01/01/17	Colorado		250.00
	2006 Walters, Annette	10/13/03	Colorado		
				Total for: Certified Payroll Pr	400.00
License HRM	Certified HR Manager			
	7500 McDougale, Cathy	01/01/17	Colorado		150.00
	2006 Walters, Annette	10/13/03	Colorado		
				Total for: Certified HR Manager	150.00

Processing Options

See [Employee Info by Data Type - Alpha Seq \(P080400\)](#).

See [Employee Info by Data Type - Numerical Seq \(P080400\)](#).

See [Employee Info by Employee - Alpha Seq \(P080400\)](#).

See [Employee Info by Employee - Numerical Seq \(P080400\)](#).

Reviewing the Employee Profile Workfile

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional EE Data & Reports From Additional Employee Data & Reports (G77111), choose Employee Profile Workfile
---	--

You can print a report that lists employees by one or more profile data types. For example, a report that lists employees by foreign language proficiency might show that one employee knows French, another knows German, and so on.

Typically, this report does not include records for the employees who do not know any foreign languages (and, therefore, have no information entered in the data type for foreign language proficiency). To include such employees on the report, you must build the Employee Profile Worktable (T08092WF) before you run the report. The build program:

- Searches the employee master records to locate employees with no profile data
- Creates a table with Xs in place of actual profile data values

After you build the Employee Profile Workfile, you can run the associated World Writer report that lists employees by profile data types. For employees who have values in the profile data types you specified, the profile data type codes appear in the User Defined Code field. For employees who have no profile data of that type, Xs appear in the User Defined Code field.

82000				Employee Profile	Page - 1
				Using Work File T08092WF	Date - 5/11/17
Address Number	User Def Code	Effective Date	User ID		
6002	XXXXXXXXXX	02/26/06	SS788627		
6002	MR	03/15/17			
6002	XXXXXXXXXX	02/26/06	SS788627		
6002	XXXXXXXXXX	02/26/06	SS788627		
6002	XXXXXXXXXX	02/26/06	SS788627		
6002	XXXXXXXXXX	02/26/06	SS788627		
6010	PCUSE	01/01/17			
6010	XXXXXXXXXX	02/26/06	SS788627		
6010	CDP	09/01/88			
6010	KEYOFC	01/10/01			
6010	XXXXXXXXXX	02/26/06	SS788627		
6010	XXXXXXXXXX	02/26/06	SS788627		
6010	XXXXXXXXXX	02/26/06	SS788627		
6010	XXXXXXXXXX	02/26/06	SS788627		
6010	ALCOHOL	10/10/01			
6010	COCAINE	10/10/01			

Review Employee Information

Reviewing Employee Information

After you have entered employee-related information, you must verify that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

This section contains the following:

- [Reviewing the Employee Roster](#)
- [Reviewing the Employee Roster with Rates](#)
- [Reviewing the Employee Labour Distribution Report](#)
- [Reviewing the Employee DBA Instructions Report](#)

You can restrict access to these reports to only those individuals who have proper authorization.

Reviewing the Employee Roster



From Canadian Payroll Master (G77), choose **Employee Information**
From Employee Information (G7711), choose **Additional EE Data & Reports**
From Additional Employee Data & Reports (G77111), choose **Employee Roster**

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

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation
- Net tax credit
- Job type and step
- Pay status
- EOC status
- EI Rate Code

Alpha Name	Address	Social Ins.	Addition	Co	Home Bus. Unit	Group	Job Typ	S	M	Net Cr.	UI Wrkr	Comp	Birth	Dates	Hire	P
Anthony Holiday	7701 202 RoeHampton Ave., Apt. 2004	256-136-888	2000	77	707	7700	5J-4	M	S	6,456	02	ONT	11/02/68	06/01/91	0	
Leslie Derrick	198 Pine Ave	7702 184-560-670		77	707	7700	5J-3	F	M	6,456	01	ONT	03/21/65	12/10/90	9	
Debbie Bellas	6000 Younge St	7703 481-560-670	X541	77	707		0A-3	F	M	6,456	01	ONT	01/15/48	03/15/87	0	
Jacques Rivard	10039 Beelleville	7704 652-136-888		77	707		3P-1	M	M	6,456	01	QUE	02/02/49	08/25/82	0	
	Corporate Administration															4
	A Model Canadian Payroll Co															4

Processing Options

See [Canadian Employee Roster \(P074011\)](#).

Reviewing the Employee Roster with Rates

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional EE Data & Reports From Additional Employee Data & Reports (G77111), choose Employee Roster with Rate
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You run the Employee Roster with Rates to review all or a selected group of employees. In addition to the basic information included on the Employee Roster, the Employee Roster with Rate report lists:

- Salary amounts
- Person who last changed the payroll data and the date it occurred
- Work and residence tax areas
- Employment status
- Termination/change status
- Contract employee information
- Residence status
- Tax method
- Pay frequency and class
- Overtime exemption status

074021		JD Edwards World										Page	2	
		Canadian Employee Pay Profile										Date	7/12/16	
Home Business Unit		70												
Employee Name	Empl No	Salary	Rate	M U/I	Tax Areas	P Ch E C l R T Chq Pay E	Home	S Cd	Residence	Work Loc.	S ng S E X S M Rte	F C x	Co	Bus. Unit
Anthony Holiday	256136888	21,937.50	11.250	S	U02	700150000	700150000	0	01	N		B H N	77	707
		Net Cr.	Loading	Bypas	. .Date of Last						ULast Change.		
		Equiv.	L Factor	Cq Bn	Raise	Cheque	Security	F	User	Program	Date			
		6,456	0	1.0000	00 00	04/17/17					1	N WC909193	P073901	07/09/16
Derrick, Leslie	184560670	19,500.00	10.000	M	U01	700150000	700150000	9	RS	N		B H N	77	707
		Net Cr.	Loading	Bypas	. .Date of Last						ULast Change.		
		Equiv.	L Factor	Cq Bn	Raise	Cheque	Security	F	User	Program	Date			
		6,456	0	1.0000	00 00	04/17/17					1	N WC909193	P073901	07/09/16
Bellas, Debbie	481560670	18,200.00	9.333	M	U01	700150000	700150000	0	01	N		B S N	77	707
		Net Cr.	Loading	Bypas	. .Date of Last						ULast Change.		
		Equiv.	L Factor	Cq Bn	Raise	Cheque	Security	F	User	Program	Date			
		6,456	0	1.0000	00 00	07/01/16	04/17/17				1	N WC909193	P073901	07/09/16
Rivard, Jacques	652136888	44,000.00	22.564	M	U01	700190000	700190000	0	01	N		B S Y	77	707
		Net Cr.	Loading	Bypas	. .Date of Last						ULast Change.		
		Equiv.	L Factor	Cq Bn	Raise	Cheque	Security	F	User	Program	Date			
		6,456	0	1.0000	00 00	04/12/16	04/17/17				1	N WC909193	P073901	07/09/16

Processing Options

See [Canadian Employee Pay Profile \(P074021\)](#).

Reviewing the Employee Labour Distribution Report

	From Canadian Payroll Master (G77), choose Employee Information
	From Employee Information (G7711), choose Additional EE Data & Reports
	From Additional Employee Data & Reports (G77111), choose Employee Labour Distribution

The Employee Labour Distribution report lists accounting distribution instructions. You can run this report to review that employee labour distribution information has been entered correctly.

06106P		JD Edwards World										Page	2
		Employee Labor Distribution										Date	7/12/17
Number	Name	M								W/C	S	Gross	
Pay		T	Hrs./%	Account	Number	Dates	Table	Code	Tax Area	H	Amount		
												Annual	
												Limit	
7701	Anthony Holiday	H	40.00	707.8115		04/12/17		ONT					
1	P Regular			Withhold	Period: 1- Y 2- Y 3- Y 4- Y 5- Y			Annual			Limit		
7701	Anthony Holiday	H	40.00	707.8118		04/12/17		ONT					
1	P Regular			Withhold	Period: 1- Y 2- Y 3- Y 4- Y 5- Y			Annual			Limit		
												80.00	
7703	Bellas, Debbie	%	20.00	707.8115				ONT					
1	P Regular			Withhold	Period: 1- Y 2- Y 3- Y 4- Y 5- Y			Annual			Limit		
7703	Bellas, Debbie	%	80.00	707.8118				ONT					
1	P Regular			Withhold	Period: 1- Y 2- Y 3- Y 4- Y 5- Y			Annual			Limit		
												100.00	

Processing Options for Employee Labour Distribution Report

Reviewing the Employee DBA Instructions Report

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Additional EE Data & Reports From Additional Employee Data & Reports (G77111), choose Employee DBA Instructions
---	--

The Employee DBA Instructions report lists the deduction and benefit instructions as defined for each employee. The report prints only those DBAs set up at the employee level. It does not list required DBAs or DBAs set up at the group plan level that are associated with the employee.

06106D		JD Edwards World				Page	-	31
		Employee DBA Instructions				Date	-	7/12/17
Number	Name	Amount	Start	Pay Period	Monthly	Annual-LV 1	Hours	W/H
D/B/A T	Description	LV-1/LV-2	Stop	Amt-Hrs /%	Quarter	Annual-LV 2	Min/Max	Periods
								1 2 3 4 5

	7701 Anthony Holiday	100.0000						
7730 D	CSB Canada							
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .
		70.0000						
7770 B	BC Medical							
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .

	7702 Derrick, Leslie		01/01/17					
7730 D	CSB Canada		04/11/17					
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .
7750 B	EHT - Canada		01/01/17					
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .
7780 B	Vacation Pay		04/11/17					
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .
		8.3900	03/29/17					* Y Y Y Y
9997 D	Overpayment							
	Pred:	Calc Table						Number of Periods . .
	Group: Default Group Code	Payee						Remaining Balance . .

Processing Options

See [Employee DBA Instructions \(P06106D\)](#).

Revise Employee Information

Revising Employee Information

After you add an employee record, you can change, correct, or update the employee's information as necessary. For example, when an employee receives a promotion, you might need to update the employee's salary, job type, and pay grade.

This section contains the following:

- [Revising the Status of an Employee](#)
- [Entering Changes for Rates Only](#)
- [Processing Future Changes for Any Data Item](#)
- [Processing Mass Changes](#)

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

You can change employee information at any time. Typical changes include:

- Promotions
- Raises
- Leaves of absence
- Transfers

You can enter rate changes by setting up planned increases for an individual employee and specifying effective dates for those increases.

You enter future changes to specify that a change to a data item for an individual employee takes effect on a future date.

You process mass changes to specify new data for a selected data item for a group of employees.

See Also

- *About Employee History and Turnover (P08042)*

Revising the Status of an Employee

You revise the status of an employee if there is a change to the employee/employer relationship, such as the employee's pay or employment status. The Payroll system verifies this information before issuing a payment for an employee.

Revising the status of an employee allows you to indicate to the system that an employee's status has changed due to termination or rehire. Revising employee information changes the Employee Master table (F060116).

When you revise the status of an employee, you can:

- Define a reason for termination or reactivation
- Determine when an employee was last paid
- Store leave of absence dates
- Change pay status and employment status

If your system is integrated with the Human Resources system, the system might require requisition information when you terminate and rehire employees.

Complete the appropriate task:

- Terminate an employee
- Rehire an employee

See Also

- *Terminating an Employee in the Human Resources Guide*
- *Rehiring an Employee in the Human Resources Guide*

Terminating an Employee

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Termination/Rehire
---	---

When you terminate an employee you are indicating to the system that employment has ended as a result of any of the following reasons:

- Retirement
- Resignation
- Layoff
- Termination
- Leave of absence

Depending on the combination of values you use when you enter an employee's pay status and termination date, the system responds in different ways. You can terminate an employee using the following methods:

Method	Description
Indicate a termination date and continue pay	<p data-bbox="760 262 1421 409">Enter the termination date and a numeric pay status if an employee is to continue receiving payments from your company for entered time or autopay. You can set up numeric statuses that determine processing for the last cheque for a terminated employee.</p> <p data-bbox="760 430 1421 546">A numeric pay status allows you to process any final payments for as long as necessary. A numeric pay status allows you to enter time, process a payroll, and create interim cheques regardless of the actual termination date.</p> <p data-bbox="760 556 1421 724">If you use a termination date without a pay status, the termination date must fall before the current pay period to prevent autopay. As long as the termination date falls within or after the current pay period, the employee continues to receive autopay.</p>
Indicate a termination date and cease pay	<p data-bbox="760 735 1421 829">An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status greater than or equal to zero.</p> <p data-bbox="760 840 1421 932">Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim cheques.</p>

JD Edwards World recommends setting up a special numeric pay status to indicate that an employee has been terminated and that the final payment is to be processed in the future. After the last payment is processed for the employee, update the employee's pay status to an alpha code. You can automate this process by using the Employee Master Revisions program.

See Also

- *Entering Future Changes (P06042)*

To terminate an employee

On Termination/Rehire

The screenshot shows the 'Termination/Rehire' screen in Oracle JD Edwards World. The window title is '070161 Termination/Rehire'. The screen displays a form for employee 'Holiday, Anthony' with ID '7701'. The 'Date Started' is '05/01/2010' and the 'Date Terminated' is empty. The 'Change Reason' is '810' and 'Move to Appl. Pool.' is checked. The 'Pay Status' is '5' and 'Employment Status' is 'A'. The 'Benefit Status' is 'A'. The 'Exp. Recall Date' is empty and 'Last Cheque' is '04/02/2010'. The 'Other Dates' section includes 'Original Hire' as '05/01/2010' and other empty fields. The bottom of the screen shows 'F20-Future Data Revisions' and 'F24-More Keys'.

1. To locate the employee you are terminating, complete the following field:
 - Employee
2. Complete the following fields:
 - Date Terminated
 - Change Reason
 - Move to Applicant Pool
 - Pay Status
3. Complete the following optional field:
 - Expected Recall Date
4. Review the value supplied by the system for the following field:
 - Last Cheque
5. If you use the JD Edwards World Human Resources system and are creating requisitions, enter requisition information.

Field	Explanation
Date - Terminated	<p>The date that the employee was terminated, if applicable.</p> <p><i>Form-specific information</i></p> <p>If you enter a date in this field, you must also enter an alphabetical termination code in the Change Reason field, change the pay status code, and enter Y (Yes) or N (No) in the Move to Applicant Pool field. If you are reactivating an employee, remove the date from this field.</p>
Change Reason	<p>A user defined code (07/T) that indicates:</p> <ul style="list-style-type: none"> ▪ The reason that an active employee's record was changed. ▪ The reason that an employee was terminated. ▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. <p>Note: The default reason code for new hires is the default value for the Change Reason data item.</p>
Move to Appl Pool	<p>You can enter a value in this field only when you terminate an employee (enter a termination date).</p> <p>Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:</p> <p>Y Yes, move the employee's information to the applicant database</p> <p>N No, do not move the employee to the applicant database</p> <p>When you enter Yes in this field, the system:</p> <ul style="list-style-type: none"> ▪ Generates an applicant record for the employee ▪ Retains an employee record for the employee ▪ Changes the employee's search type to Applicant (A) <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p>
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last cheque, the pay status must contain a numeric code. After the system processes the cheque through final update, you can change the pay status to an alphabetic code.</p>

Field	Explanation
Last Cheque	The date of the last payroll cheque issued to the employee. The system automatically updates this field when you run a payroll. If you leave this field blank, the system uses the cheque date as the default.
Exp. Recall Date	The date on which the employee can be recalled for employment.

Rehiring an Employee

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Termination/Rehire
---	---

You can rehire former employees that have a termination status attached to their records.

To rehire an employee

On Termination/Rehire

1. To locate the employee you are rehiring, complete the following field and press Enter:
 - Employee
2. Remove the value from the following field:
 - Date Terminated
3. Complete the following fields:
 - Change Reason
 - Pay Status
 - Employment Status
 - Date Started
 - Benefit Status

Field	Explanation
Date Started	The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker. For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.

What You Should Know About

Updating DBA instructions When you rehire an employee, you must also assign the current DBAs.

See Also

- *Assigning Deductions, Benefits, and Accruals (P060181)*

Processing Options

See [Extended Employee - Termination/Rehire \(P070161\)](#).

Entering Changes for Rates Only



From Canadian Payroll Master (G77), choose **Employee Information**
 From Employee Information (G7711), choose **Additional Employee Data & Reports**
 From Additional Employee Data & Reports (G77111), choose **Pay Rate Information**

When you know that an employee's pay rate is scheduled to change on a specific date, you can enter a pay rate change for the employee. You can enter a change that takes effect immediately, or you can enter a change that takes effect on a future date.

To enter a change that takes effect on a future date, you can enter an effective date for the change. When the future date occurs, the system automatically updates the employee's pay rate information. For example, Cathy is scheduled to receive a five percent pay increase on May 15, 2008. Because you will be on vacation for the entire month of May, you enter Cathy's increase on April 30, 2008, before it actually takes effect. On May 15, the system increases Cathy's pay rate by five percent.

You can specify the change as a monetary amount or as a percentage of the employee's current pay rate. Alternatively, you can enter a new salary or hourly pay rate.

You can revise the following types of pay rates:

- Annual salary
- Hourly rate
- Billing rate
- Piecework rate

This program updates the Employee Master table (F060116). Time entry programs and pre-payroll processing use the information based on the effective dates. You can use this program to update only one employee record at a time.

To enter changes for rates only

On Pay Rate Information

The screenshot shows the 'Pay Rate Information' form in Oracle JD Edwards World. The form is titled '060131 Pay Rate Information'. It includes a menu bar with options like 'URL Open', 'PDF Document', 'Email', 'World Resources', and 'Support'. A sidebar on the left contains various utility options. The main form area contains the following fields:

- Action Code: []
- Employee No: 7701
- Holiday: Anthony
- Current Rates:

Current Rates	Planned Incr	F/%	New Rates	Date Effective
Annual Salary: 21,937.50		F		
Hourly Rate: 11.250				" "
Billing Rate				
Burden Bill Rate				
Piecework Rate				
- Annual Salary 1 / 2 (Life Insur): [] / []
- Employee Age (as of Jan. 1st): []
- Change Reason: 010 Database correction
- Current Pay Effective Date: 06/01/2010

1. To locate the employee, complete the following field:
 - Employee Number
2. To enter a new or current rate, complete the appropriate fields in the following column:
 - Current Rates
3. To define a future pay change as a percent or flat amount increase calculated by the system, complete the following fields:
 - Planned Increase
 - F/% (Method for Pay Increase)
 - Date Effective
4. To define a future pay rate, complete the following fields
 - New Rates
 - Date Effective
5. Complete the following optional fields:
 - Annual Salary 1
 - Annual Salary 2
 - Employee Age
 - Change Reason

The Burden Billing Rate fields are for future use and are inactive for this release.

Field	Explanation
Planned Incr	<p>The amount of increase that you specify either as a monetary amount or as a percentage. The system adds this amount to the current annual salary to obtain the new annual salary.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you enter F as the method and a flat dollar amount in the New Rate field, the system calculates and displays the planned increase.</p> <p>When you enter a % as the method and a percentage amount in the New Rate field, the system calculates the planned increase as a flat dollar amount and displays the planned increase.</p> <p>To decrease the pay rate, enter a minus sign (-) either before or after the flat dollar amount or percentage amount in the Planned Increase field.</p>
F/%	<p>The method by which the pay increase amount is to be calculated. The increase can either be a percentage of the current amount or a monetary amount.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Although you defined the method on the Annual Salary row, the system uses that method for all other rows.</p>
New Rates	<p>The employee's new annual salary for all payroll entries that are either manually entered or automatically generated for the payroll period after the Date of Next Raise from the employee's record.</p>
Effective	<p>The date on which the hourly or annual pay rate for the employee increases. The new rates go into effect after the payroll processing run that has a payroll date on or after the date of next raise.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Changes become effective as indicated below:</p> <p>All changes - The final update step of the payroll cycle updates the new annual salary, hourly rate, and salary per pay period in the Employee Master table.</p> <p>DBAs - DBAs based on annual salary become effective at the next payroll after the effective date</p> <p>Hourly employees - Time entry uses the changed information when the effective date is less than or equal to the time entry work date.</p> <p>Autopay employees - The new rate applies when the effective date is less than or equal to the pay period end date of the payroll being processed.</p>

Field	Explanation
Annual Salary 1 / 2 (Life Insur)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.
Annual Salary 1 / 2 (Life Insur)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F or U uses this field.
Employee Age (as of Jan 1)	The age of the employee as of a certain date (for example, August 1st) for a given year. You can manually update this field or update it each year using the future data facility.

What You Should Know About

Employees with contract calendars attached	You cannot use Pay Rate Information to make pay rate changes for employees with contract calendars attached. You must change the pay information on Contract Calendar Window.
---	---

See Also

- *Changing the Rate by Entering Future Rate Changes (P060131)*

Processing Future Changes for Any Data Item

You enter future changes to specify that a change for an individual employee takes effect on a future date. For example, if an employee changes home business units on a certain date, you enter the new information prior to the employee actually changing business units. You process the changes by requesting a batch job that updates employee records. However, if the system is currently processing records in final update for payroll, you cannot update those records.

You can choose when to have the system process the changes:

- During the final update steps of the payroll cycle
- When you request a batch job to update the changes

Processing future changes for any data item includes the following tasks:

- Entering future changes
- Updating employee master records (optional)

Before You Begin

- Choose the data items (fields) that you will allow this program to change

See Also

- *Choosing Fields for Future Data Revisions (P06041)*

Entering Future Changes

	From Canadian Payroll Master (G77), choose Employee Information From Employee Information (G7711), choose Employee Entry
---	---

Entering future changes allows you to:

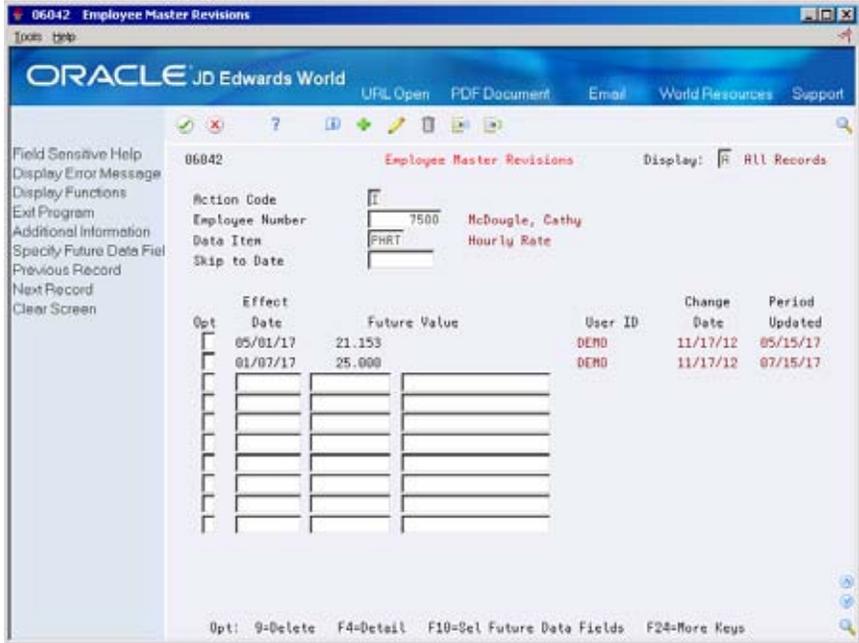
- Enter changes to the employee master prior to the effective date of the change
- Enter multiple changes to the same data item with different effective dates
- Enter changes in employee records that are locked in a payroll cycle

The system updates the Employee Master during the final update step of the appropriate payroll cycle or you can submit the program manually.

To enter future changes

On Employee Entry

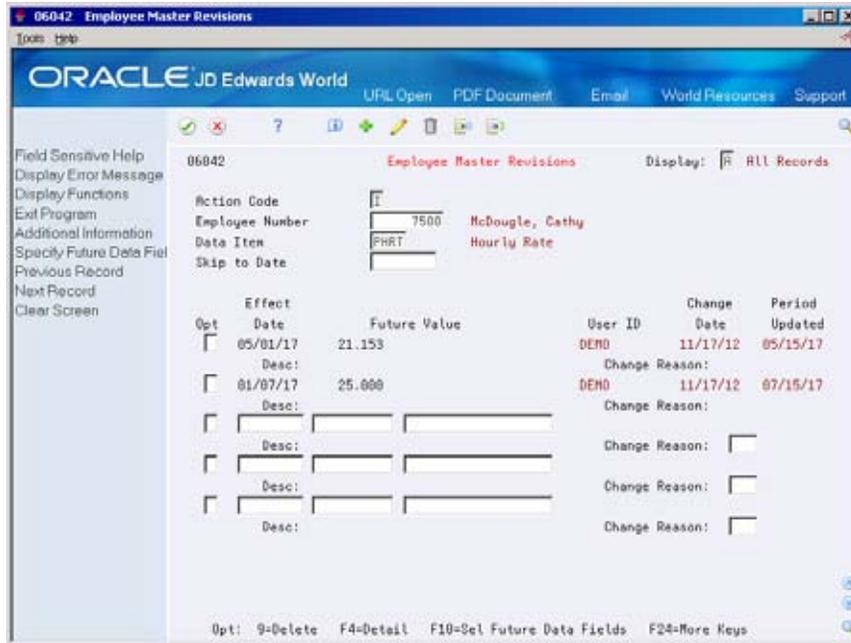
1. To locate the employee whose data item you want to change, complete the following field:
 - Employee Number
2. Place your cursor on the field containing the value you want to change.
3. Choose the Automatic Employee Update Revisions function.



Effect Date	Future Value	User ID	Change Date	Period Updated
05/01/17	21.153	DENO	11/17/12	05/15/17
01/07/17	25.000	DENO	11/17/12	07/15/17

4. On Employee Master Revisions, review the following fields:

- Employee Number
 - Data Item
 - Display
5. Complete the following fields:
- Effective Date
 - Future Value
6. Access the detail area.



7. Complete the following optional field:
- Change Reason

Field	Explanation
Data Item	The technical name of the field to which the change will apply. You must first specify the fields allowed to have changes by using the Specify Future Data Fields form.
Display Cleared Records	This field controls which records in the Future Employee Master Data file (F06042) will be displayed. The possible values are: A All records will be displayed Y Only Processed (Cleared) records will be displayed Blank Only Unprocessed records will be displayed

Field	Explanation
Effect	<p>The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.</p> <p>Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The date that the system updates the HR History table (F08042) with the revised information. The update program identifies the pay period ending date of the payroll ID being processed to determine whether the future value qualifies for the update.</p> <p>You can think of the effective date as the date to update. When updating the Employee Master using Final Update, the system updates any changes with an effective date less than or equal to the pay period end date of the payroll. The system automatically submits the update program as part of the final update step. Only those employees included in the payroll are processed for future changes.</p>

What You Should Know About

Alternative revision methods	You can also enter future changes on Employee Master Revisions from the Change Control and Monitoring menu (G07112, G77112, or G05112).
Hourly and salary rates	If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary.
Terminating an employee	When you are terminating an employee and the last payment is processed for the employee, you must update the employee's pay status to an alpha code. You can automate this process by using this program.
Future Values	<p>Choose the Select Future Data Fields function to review previously entered changes for the field where your cursor is located.</p> <p>You cannot access Future Values if the value in the field is not specified as valid for future changes.</p> <p>Access to this window is also available on several other employee forms.</p> <p>See <i>Choosing Fields for Future Data Revisions</i>.</p>

- Future Data table (F06042)** The Future Data table is a permanent table. Note the following information about this table and future data changes:
- The update does not delete any of the records in this table.
 - The system does not display future data changes on the Pay Rate Information form.
 - If you use the Employee History table to monitor changes made to the Employee Master, the system updates the Employee History (F08042) table with turnover and history records for all future data changes.

Employees with contract calendars attached If an employee has a contract calendar attached, you cannot make changes to any of the data items for the employee's salary. You must make changes to salary information on Contract Calendar Window.

Updating Employee Master Records

	<p>From Canadian Payroll Master (G77), choose Employee Information</p> <p>From Employee Information (G7711), choose Change Control & Monitoring</p> <p>From Change Control & Monitoring (G77112), choose Employee Master Update</p>
---	--

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

- Allow the system to update the Employee Master table during the final update step of the appropriate payroll cycle.
- Manually submit the Employee Master Update program to apply future changes to the information in the Employee Master table.

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

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

See Also

- *Entering Future Changes for Rates Only (P060131)* for an alternative rate change method.

What You Should Know About

Employees who are locked in the payroll cycle If an employee's record is not available because it is locked in the payroll cycle, the system displays a message at the bottom of the form. In addition, the word Update flashes beside any data item that will be updated during the processing of the current payroll cycle. During a payroll cycle, you can enter data changes before, but not during, the final update step. This applies only to values that will be updated within the active dates of the payroll.

Processing Mass Changes

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update From Data Integrity/Global Update (G7731), choose Employee Master Mass Change
---	---

You process mass changes to specify and process new data for a selected data item for groups of employees. For example:

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

When you process mass changes, you can also:

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

Before You Begin

- Create a program version for Employee Master Mass Change that specifies the employees for whom you need to process the change.

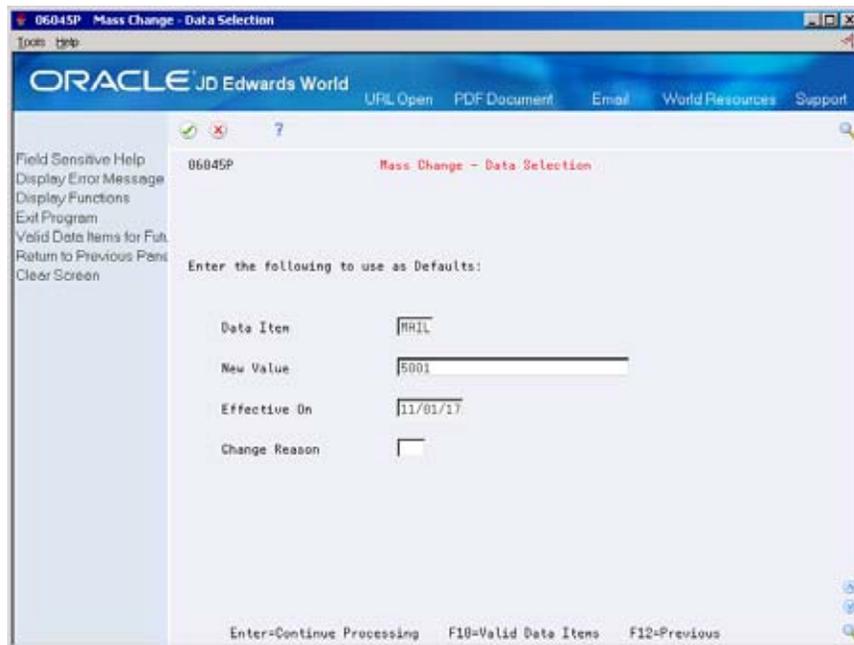
To process mass changes

On Employee Master Mass Change



1. Complete the following field:

- Version of EE Master Mass Change



2. On Mass Change - Data Selection, complete the following fields and press Enter:

- Data Item

- New Value
 - Effective On Date
 - Change Reason
3. If you are revising a rate field, complete the following field:
- Method

06045 Mass Change - EE Selection

ORACLE JD Edwards World

URL Open PDF Document Email World Resources Support

06045 Mass Change - EE Selection

Number of Employees: 89 Data Item: MWIL Check Route Cod

Contract Calendar Employees Not Included

P	Number	Name	New Value
<input type="checkbox"/>	1376	Easter, Kelvin	5001
<input type="checkbox"/>	2006	Walters, Annette	5001
<input type="checkbox"/>	2022	Kellerman, James	5001
<input type="checkbox"/>	2049	McLind, Rod	5001
<input type="checkbox"/>	2057	D'Angelo, Suzanne	5001
<input type="checkbox"/>	2111	Ingraham, Paul	5001
<input type="checkbox"/>	2129	Jackson, John	5001
<input type="checkbox"/>	2428	Escalante, Jorge	5001
<input type="checkbox"/>	2479	Ellis, Jody	5001
<input type="checkbox"/>	3050	Morrissey, Anne E.	5001
<input type="checkbox"/>	3062	Richman, Sarah L.	5001
<input type="checkbox"/>	3068	Pugh, James R.	5001
<input type="checkbox"/>	3072	Harris, Alan P.	5001
<input type="checkbox"/>	3076	O'Neil, Thelma P.	5001
<input type="checkbox"/>	3088	Hall, Ted	5001

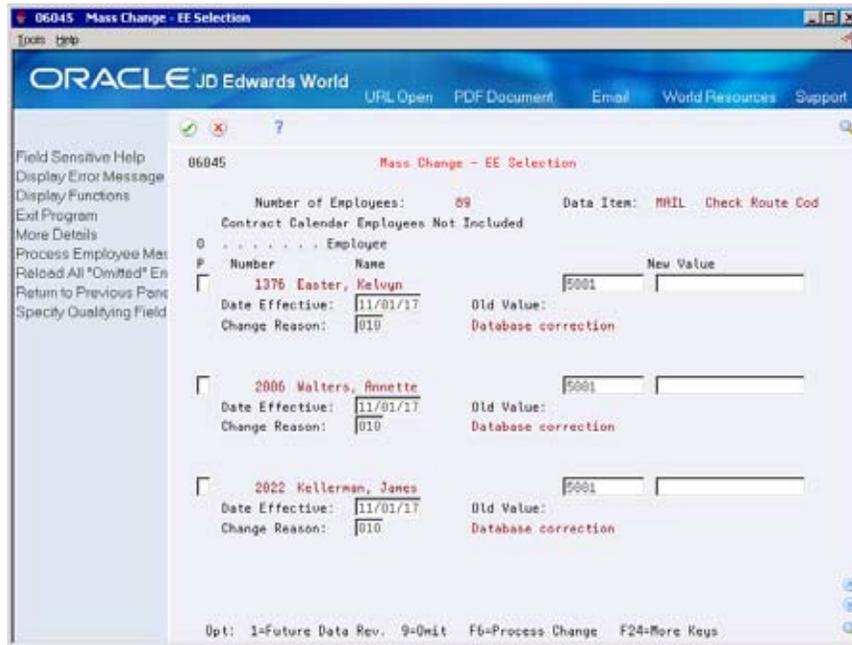
Opt: 1=Future Data Rev. 9=Omit F6=Process Change F24=More Keys

4. On Mass Change - Employee Selection, review the list of employees that will be affected by the mass change.

If the field to the left of the employee's name contains an L, the employee is locked in payroll processing.

5. Change the following field if necessary:
- New Value
6. Choose one of the following options if necessary:
- Add the employee to a future data revision
 - Omit the employee from the mass change

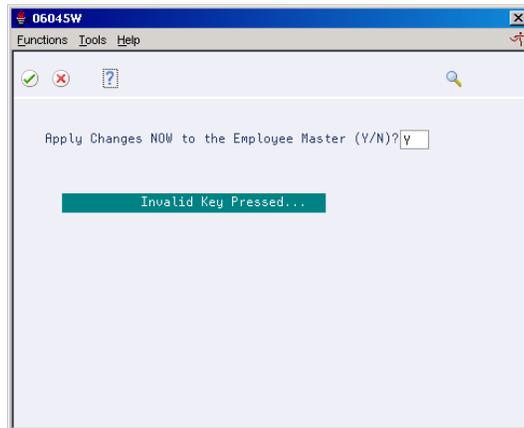
7. Access the detail area to review additional information about locked employees and the current step in the payroll cycle.



8. Change the following fields if applicable:

- Effective Date
- Change Reason

9. Choose the Process Change function.



10. Complete the following field:

- Apply Changes Now to the Employee Master

Field	Explanation
New Value	A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table.
Date Effective:	The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update. Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area.

What You Should Know About

Applying changes

If you answer yes to the prompt question:

- If you answer yes and the effective date is on or before today's date, the system updates the changes immediately.
- If you answer yes and the effective date is later than today's date, the system creates future data records for the changes. The system then applies the changes automatically during final update for the first payroll with a pay period ending date that is greater than or equal to the effective date of the changes.

If you answer no to the prompt question:

- The system creates future data records for all the changes. The system applies future data records during final update processing for the first payroll with a pay period ending date greater than or equal to the effective date of the changes.

For locked employees:

- Whether you answer yes or no, if the effective date is within the pay period dates for a current payroll, the system creates future data records and flags them as Update Pending. The system applies the changes in the final update.
- When you request a mass change, the system does not create a separate payroll of changes for locked employees.
- Any changes that affect gross to net pay will not reflect on the current payroll for locked employees.

Omitting and reloading employees

You can choose an option to omit an employee from the mass change.

You can choose a function to reload all employees that you previously omitted from the mass change.

**Processing changes for
contract calendar
employees**

If your company assigns contract calendars to employees, you cannot use this method to process salary-related changes for employees with contract calendars attached to their records. You must either change the individual's record on Contract Calendar Window or use Recalculate Contract Calendar Salary.

See *Moving Employee Records to a New Contract Calendar*.

3 Time Entry

Overview to Time Entry

Objectives

- To enter timecards for employees so they can receive their payments
- To understand the different time entry methods and when to use them

About Time Entry

During payroll cycle processing, the system uses timecards to create payments for employees. All employees must have timecards to receive payments.

Time entry includes:

- Entering timecards by employee
- Entering timecards by job or business unit
- Entering timecards by day
- Entering timecards with equipment information
- Working with timecard information
- Generating overtime timecards automatically
- Generating timecards for accumulated wages
- Working with uploaded timecard information

You can manually enter timecards, or you can generate them automatically during payroll cycle processing. Employees whose timecards are automatically generated are classified as *autopay* employees. Autopay employees include:

- Salaried employees
- Hourly employees for whom you entered standard hours when you entered their pay and tax information

For autopay employees, you must enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also use time entry to override the default timecard information for an employee.

You can use several methods to enter timecards manually, including:

- By employee
- By job or business unit
- By day
- By employee with equipment

The way in which your organization gathers timecard information determines your most efficient method for time entry. You can also use different methods for different groups of employees. For example, in a manufacturing environment, you can use autopay for office personnel and enter time by business unit for factory workers.

In addition to entering timecards manually and using autopay, you can:

- Create timecards for overtime hours automatically
- Enter timecard information in a third-party system and upload it to the Payroll system

Both of these methods can save you time by reducing the number of timecards you must enter manually.

When you enter timecards, the system updates the Employee Transactions Detail table (F06116).

Enter Timecards by Employee

Entering Timecards by Employee

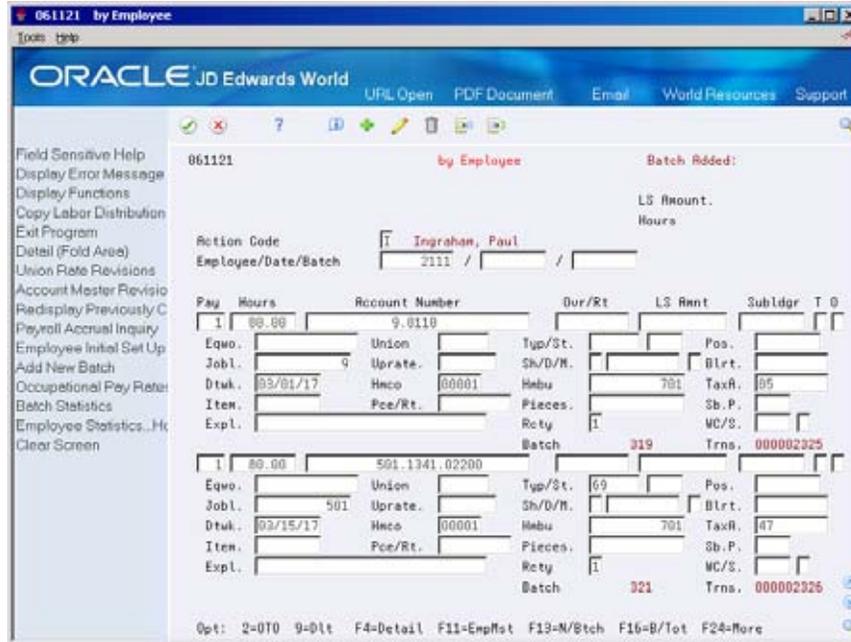
You can use several methods to manually enter timecards. When you need to enter timecards for individual employees, entering time by employee is usually the most convenient method. You also use this method when you need to temporarily override DBA amounts or copy an employee's labour distribution instructions.

This section contains the following:

- [Entering Essential Timecard Information by Employee](#)
- [Calculating an Employee's Hourly Rate](#)
- [Entering a Bonus for an Employee](#)
- [Entering Work Order Information](#)
- [Overriding System-Supplied Information Temporarily](#)
- [Overriding DBA Amounts Temporarily](#)
- [Copying Labour Distribution Instructions](#)

Essential timecard information is the minimum information required to enter a timecard. When you enter essential timecard information for an employee, the system supplies a pay rate and some additional information, such as business unit, account number, tax area, and so on. In some cases, you might need to temporarily override an employee's system-derived information. For example, when an employee who normally works the day shift temporarily works the night shift, you might need to enter a shift differential.

When an employee receives a bonus or lump sum payment, you must enter a timecard for that employee. For employees who charge their time to work orders, you can use time entry to associate hours worked with specific work order numbers. For employees whose timecard information does not often vary, you can use labour distribution instructions to save time during time entry.



See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering Essential Timecard Information by Employee

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Employee
--	--

Essential timecard information is the minimum information required to enter a timecard. You must enter timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) Entering timecards by employee is usually the most convenient method when you need to enter information for individual employees. When you enter essential timecard information by employee, the system supplies additional information, depending on how your system is set up.

To enter essential timecard information by employee

On by Employee

1. Complete the following fields:
 - Employee
 - Date
 - Pay
2. To assign a specific batch number, complete the following field:

- Batch
3. Complete one of the following fields:
- Hours
 - Lump Sum Amount

Field	Explanation
WrkDt	<p>The date used as the actual work date or pay period ending date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you enter time on a weekly or bi-weekly basis, you can use any date within the pay period. If you enter time daily, use the specific date for that day's transactions.</p>
Pay	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you are using pay rate tables and have set the processing option to use union rates, you can:</p> <ul style="list-style-type: none"> ▪ Leave the Pay field blank when you need to enter regular hours. The system automatically supplies the regular pay type and the corresponding union rate from the table. ▪ Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.
Batch Added:	<p>A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>All timecards must be associated with a batch number.</p>

What You Should Know About

- Adding a timecard entry** Each line on by Employee represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action.
- Copying timecard fields** With JD Edwards World only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Changing an employee's pay rate

If you enter a timecard for an employee and then change the pay rate for that employee, you must remove the value in the Override/Rate field on the time entry form. The system retrieves the new rate and recalculates the gross pay for that timecard.

Entering piecework information

When you need to enter timecard information about piecework, such as number of pieces and rate per piece, you can use the regular time entry programs. If you are using the piecework processing feature, you might prefer to use the Piecework Time Entry program to enter timecard information for piecework.

Calculating an Employee's Hourly Rate

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Employee
---	--

Typically, when you enter a timecard for an employee, you do not need to enter an hourly pay rate. The system derives the hourly rate for an employee using information you enter elsewhere in the system. Unless you set the processing options differently, the system uses the following sequence to derive an employee's hourly rate:

1. Time Entry forms
2. Union and job type information from the Union Rates table (F069126) as entered on Pay Rate Tables (P069121)
3. Job type and job step from the Employee Pay Rates table (F060146) as entered on Occupational Pay Rates (P060231)
4. Job type and job step from the Employee Multiple Job table (F060118) as entered on Employee Multiple Job Entry (P060118)
5. Hourly rate from the Employee Master table (F060116) as entered on Employee Entry (P060101)

For each employee, the system stops searching when it finds an hourly rate.

In some cases, you might need to temporarily override an employee's system-derived hourly rate. For example, an employee might receive a higher rate for working in a job other than the employee's regular job. You can use time entry to override an employee's hourly rate for the current timecard.

To calculate an employee's hourly rate

On by Employee

1. Complete the steps for entering essential timecard information.
2. Complete the following field if necessary:
 - Override/Rate

3. Access the detail area.
4. Complete any of the following optional fields:
 - Uprate
 - Shift Code (Sh)
 - Shift Differential (D)
 - Percent or Amount (M)

Field	Explanation
Rate - Hourly	<p>This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.</p> <p>If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs:</p> <ul style="list-style-type: none"> ▪ If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information. ▪ If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate.
Uprate	<p>An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages.</p> <p>The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.</p>

Field	Explanation
Sh/D/M	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Amount - Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).</p>

See Also

- *Entering Essential Timecard Information by Employee (P061121)*
- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering a Bonus for an Employee

	<p>From Canadian Payroll Master (G77), choose Time Entry</p> <p>From Time Entry (G7712), choose by Employee</p>
---	---

When an employee receives a bonus or lump sum payment, you must enter a timecard for that employee.

To enter a bonus for an employee

On by Employee

Complete the following fields:

- Employee
- Date
- Batch
- Pay Type
- Lump Sum Amount

Entering Work Order Information

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Employee
---	--

For employees who charge their time to work orders, you can use time entry to associate hours worked with specific work order numbers.

To enter work order information

On by Employee

1. Complete the steps for entering essential timecard information.
2. Complete the following fields:
 - Account Number
 - Subledger
 - Subledger Type (T)
3. Access the detail area.
4. Complete the following optional field:
 - Subledger Phase (Sb.P)

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table.</p> <p>If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the account number from the accounting rules. To specify a business unit and a subsidiary account, but have the system retrieve the object account from the accounting rules, enter business unit.subsidiary.</p> <p>For Work Orders speed code entry:</p> <p>You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a back slash (\), the work order number, and a period (.) For example, work order 145648 is entered as \145648. in the Account Number field.</p> <p>When you add the timecard information, the system:</p> <ul style="list-style-type: none"> ▪ Replaces the speed coding information with account number information ▪ Uses the Charge to Business Unit number from the work order ▪ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labour/Billing/Equipment for Journal Type LD ▪ Enters the work order number in the Subledger field in the detail area ▪ Enters W as the subledger type <p>Subldgr</p> <p>A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.</p>

Field	Explanation
T	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.
Sb.P	<p>A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p>Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a screen for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup screen. You can either accept or override the default value.</p>

See Also

- *Entering Essential Timecard Information by Employee (P061121)*

Overriding System-Supplied Information Temporarily



From Canadian Payroll Master (G77), choose Time Entry
From Time Entry (G7712), choose by Employee

When you enter essential timecard information for an employee, the system supplies additional information, depending on how your system is set up. For example, the employee's pay rate might come from the Pay Rate table, and the account number might come from automatic accounting instructions (AAIs).

In some cases, you might need to temporarily override an employee's system-supplied information. For example, you might need to override the account number and job location when an employee works a job other than the employee's regular job.

To override system-supplied information temporarily

On by Employee

1. Complete the steps for entering essential timecard information.
2. Access the detail area.
3. To override system-supplied information, enter values in any of the following fields:
 - Account Number
 - Over/Rate
 - Job Type/Step

- Job Location (Jobl)
- Shift Code
- Shift Differential
- Shift Method
- Billing Rate
- Date Worked
- Home Company
- Home Business Unit
- Explanation
- Record Type
- Worker's Compensation Insurance Code

Field	Explanation
Jobl	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.

See Also

- *Entering Essential Timecard Information by Employee (P061121)*
- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Overriding DBA Amounts Temporarily

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Employee
---	--

You can temporarily override the DBA amount the system normally calculates. For example, you might need to override DBA amounts for employees who began employment in the middle of a pay period. You can override the DBA amount when you enter time for an employee, but you do not need to actually enter time to override a DBA amount. For example, you can override the DBA amount for an autopay employee or enter the actual time for an hourly employee later.

To override DBA amounts, change the dollar amount (or the hour amount for an hourly accrual) that the system calculates for that DBA during payroll cycle processing. You can enter zero or any adjusted amount.

When you override DBA amounts temporarily, the system updates the DBA Transaction Detail table (F0609).

To override DBA amounts temporarily

On by Employee

1. Complete the following fields:
 - Employee
 - Date
 - Batch
2. Choose the One-Time Override option.

VPR	Amount	Basis	Union	Jobtyp	Step	Bus. Unit	Co	Work Tax
4500	1,000.00	1000.00					00001	05
9000	500.00	500.00		07	1		00001	05

3. On DBA One-Time Overrides, complete the following field:
 - Date Worked
4. Choose the function to copy DBAs or complete the following field:
 - DBA
5. Complete the following field:
 - Amount
6. Complete any of the following optional fields:
 - Basis
 - Union
 - Job Type
 - Step
 - Business Unit
 - Company
 - Work Tax
7. Access the detail area.
8. To override voucher information, complete the following fields:
 - A/P Voucher
 - Payee Number
 - Wage Attachment

What You Should Know About

Reviewing timecards	When you review timecards, the system does not indicate that a DBA one-time override exists.
Reviewing DBA information	During a payroll cycle, you can use the DBA One-Time Override window to review the DBAs that the system calculated for an employee.

Copying Labour Distribution Instructions

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Employee
---	--

When you enter timecards by employee, you can enter labour distribution instructions for an employee who typically charges time to the same pay types and accounts each pay period. You enter the labour distribution instructions for an employee only once, and then copy them into the employee's timecard each pay period. Copying labour distribution instructions saves time and reduces keying errors.

To copy labour distribution instructions, complete one of the following tasks:

- Copy labour distribution instructions by hour
- Copy labour distribution instructions by percentage

Before You Begin

- Enter labour distribution instructions for the employee. See *Entering Labour Distribution Instructions*.

To copy labour distribution instructions by hour

On by Employee

1. Complete the following fields:
 - Employee
 - Date
 - Batch
2. Choose the Copy Labour Distribution Instructions function.
3. Accept the timecard information as displayed or make changes to any of the fields as needed for this entry.
4. Complete the steps to enter the timecard.

To copy labour distribution instructions by percentage

On by Employee

1. Complete the following fields:
 - Employee
 - Date
 - Batch
2. Choose the Copy Labour Distribution Instructions function.

3. On Labour Distribution Pay Period, complete the following field:
 - Pay Period Hours
4. Choose the Continue function.
5. On by Employee, accept the information as displayed or make changes to any of the fields as needed for this entry.
6. Complete the steps to enter the timecard.

What You Should Know About

Multiple jobs

When copying labour distribution instructions for an employee with multiple jobs, you must choose the Copy Labour Distribution Instructions for each job.

Processing Options

See [Time Entry by Individual - Canadian \(P061121\)](#).

Enter Timecards by Job or Business Unit

Entering Timecards by Job or Business Unit

Enter time by job or business unit to streamline time entry for a group of employees who work in the same business unit.

When you use this method of time entry, you only enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group. You also can track detailed information about a job site, such as the superintendent, foreman, and cheque route code for the job.

This section contains the following:

- [Entering Essential Timecard Information by Job or Business Unit](#)
- [Entering Site Information](#)

Employee	Hours	Cost Cde	Pay	Type	Step	Dur/Rt	LS Rmnt	Subldgr	T 0
7550	49.00	02000	1	62		25.500			
Name: Morrell, Jason									
Equo.		Union	7000	Shft.			MC/S.	5610	Sbl.Ph.
Jobu.	501	Objv.	1341	Jobt.	501		Up/B1		
Eqw.		Eobj.		Eghr.			RC/R.		Rcty. 1
Dtuk.		Hmco.	00050	Hmbu.	50		TaxR.	47	000025490
7550	9.00	02000	100	62		38.250			
Name: Morrell, Jason									
Equo.		Union	7000	Shft.			MC/S.	5610	Sbl.Ph.
Jobu.	501	Objv.	1341	Jobt.	501		Up/B1		
Eqw.		Eobj.		Eghr.			RC/R.		Rcty. 1
Dtuk.		Hmco.	00050	Hmbu.	50		TaxR.	47	000025491

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering Essential Timecard Information by Job or Business Unit

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose by Job or Business Unit
---	--

Essential timecard information is the minimum information required to pay an employee. You must enter essential timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) Enter time by job or business unit to streamline time entry for a group of employees who work in the same job or business unit. When you use this method of time entry, you enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group.

When you enter essential timecard information by job or business unit, the system supplies additional information, depending on how your system is set up.

To enter essential timecard information by job or business unit

On by Job or Business Unit

1. Complete the following fields:
 - Batch
 - Date Worked
 - Job Worked
2. For each employee working on the job, complete the following fields:
 - Employee
 - Hours
 - Pay Type
 - Cost Code (Account Number)

Field	Explanation
Jobw	A code for the job worked or business unit worked in. In Timecard Entry by Job or Business Unit, the system uses the code entered in this field as the default into each timecard unless you override the code at the individual timecard level.
Cost Code	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Field	Explanation
Cost Code	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period. For example enter \1919. for work order number 1919.</p>

What You Should Know About

Features not available	<p>When you enter timecards by job or business unit, you cannot:</p> <ul style="list-style-type: none"> ▪ Copy labour distribution instructions ▪ Override DBA amounts <p>You must use by Employee to access these features.</p> <p>See also:</p> <ul style="list-style-type: none"> ▪ <i>Copying Labour Distribution Instructions</i> ▪ <i>Overriding DBA Amounts Temporarily</i>
Locating timecards	<p>To locate a timecard for an employee using Time Entry by Job or Business Unit, you must know the job and batch number that includes the timecard.</p>
Adding a timecard entry	<p>Each line on by Job or Business Unit represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.</p>
Copying timecard fields	<p>With JD Edwards World, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.</p>

Entering Site Information



From Canadian Payroll Master (G77), choose **Time Entry**
 From Time Entry (G7712), choose by **Job or Business Unit**

When you enter timecards by business unit, you can track detailed information about a job site, such as the superintendent, foreman, and cheque route code for the job. You can also customize category code fields to meet the specific needs of your organization.

The site information you enter applies to all timecards in the batch.

To enter site information

On by Job or Business Unit

1. Complete the steps for entering essential timecard information by job or business unit.
2. Complete the following optional fields:
 - Superintendent
 - General Foreman
 - Foreman
 - Work Area
 - Shift
 - Cheque Route

Field	Explanation
Cheque Route	A user defined code (07/CR) that specifies the cheque routing or mail stop code. Use this code to sequence the printing of payroll cheques to facilitate their handling and delivery.

What You Should Know About

Category codes

Time Entry by Job uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.

See the *Technical Foundation Guide* for information about defining category codes.

See Also

- *Entering Essential Timecard Information By Job or Business Unit (P061161)*

Processing Options

See [Time Entry by Job \(Business Unit\) - Canadian \(P061161\)](#).

Enter Timecards by Day

Entering Timecards by Day



From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose **Daily Timecard Entry**

You can use several methods to manually enter timecards. For employees who must maintain a daily record of their time, you can enter timecards by day of the week. Using this method of time entry, you can divide by day of the week those hours that use the same pay type, business unit, and rate for each employee.

Entering timecards by day is particularly useful for the following examples:

- When processing payroll for employees in certified payroll jobs who are required to report time on a daily basis.
- When pay rates under a previous contract expire in the middle of a pay period and the new pay rates are under negotiation, you might find it efficient to enter timecards by day for that pay period, or until the contract is approved. When the contract is approved, you can easily apply retroactive pay to the re-negotiated days.

When you enter timecards by day, the system supplies default pay and job information, which you can override if necessary.

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

To enter timecards by day

On Daily Timecard Entry

1. Complete the following fields:

- Batch
- Job Location
- Week Start Date
- Employee
- Cost Code
- Pay Type
- Hours

2. Complete the following optional fields:

- Superintendent
- General Foreman
- Foreman
- Work Area
- Shift
- Cheque Route

Field	Explanation
Week Start Date	<p>The date used as the actual work date or pay period ending date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The date you enter in this field must be a valid date for the day specified in the processing options as the beginning day of the week. For example, if the week is set to begin on Mondays, you can enter 02/05/96 because it is an actual Monday date. You cannot enter 02/10/96 because that date is a Saturday.</p>

What You Should Know About

Features not available	<p>When you enter timecards by day, you cannot:</p> <ul style="list-style-type: none"> ▪ Copy Labour Distribution instructions ▪ Override DBA amounts <p>You must use by Employee to access these features.</p> <p>See also:</p> <ul style="list-style-type: none"> ▪ <i>Copying Labour Distribution Instructions</i> ▪ <i>Overriding DBA Amounts Temporarily</i>
Adding a timecard entry	<p>Each line on Daily Timecard Entry represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action.</p>
Copying timecard fields	<p>With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.</p>
Category codes	<p>Time Entry by Day uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.</p> <p>See the <i>Technical Foundation Guide</i> for information about defining category codes.</p>
Reviewing timecards	<p>You can use Daily Timecard Entry to review only those timecards that have been entered using this program. You cannot use this program to review timecards entered in other time entry programs.</p>

Processing Options

See [Daily Time Card Entry by Employee - Canadian \(P061191\)](#).

Enter Timecards with Equipment Information

Entering Timecards with Equipment Information



From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose **Employee with Equipment**

For employees who work with equipment, you can track a variety of equipment information on their timecards, including:

- Equipment ID number
- Number of hours that the employee used the equipment
- Equipment billing rates
- Equipment costs and expenses

You can choose from several methods of time entry to include equipment information on an employee's timecard. The method you choose depends on the amount of equipment information you need to track, as well as the way in which you organize your timecards. Enter time by employee with equipment when you need to:

- Track complete equipment information
- Track equipment hours separate from employee payroll hours

The following table shows the types of equipment information you can track using other time entry methods.

Information	Description
Time Entry by Employee	Tracks equipment repaired or maintained only. Use this method when you do not need to enter equipment time used.
Time Entry by Job or Business Unit	Tracks complete equipment information. Allows you to enter equipment information as well as job site information.
Daily Timecard Entry	Tracks complete equipment information. Allows you to enter equipment information by day.

Before You Begin

- Set up equipment numbers on Equipment Master. See *Creating an Equipment Master Record* in the *Equipment Billing Guide*.

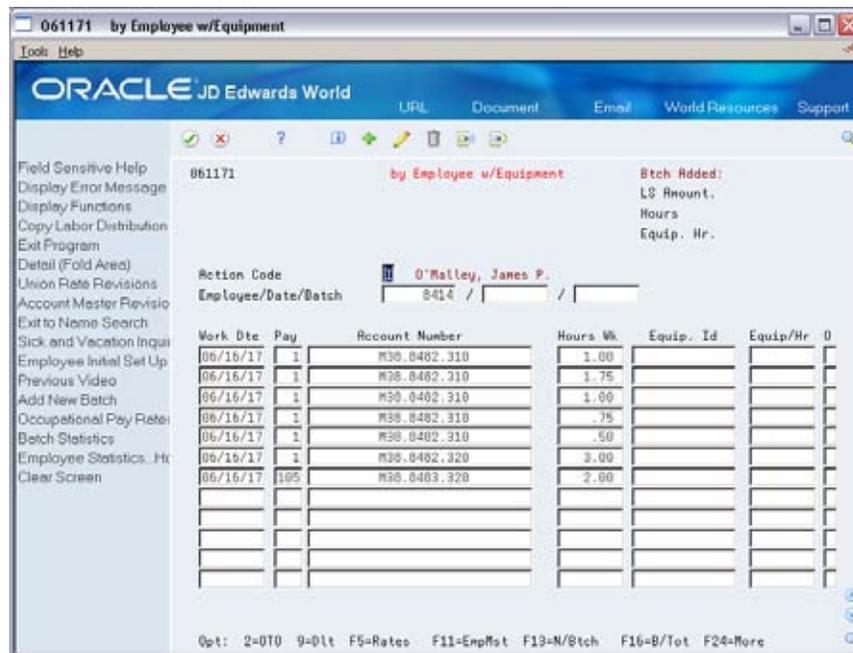
- Set up rate tables and rate groups in the Job Cost system. See *Setting Up Equipment Billing* in the *Equipment Billing Guide*.
- Set up an AAI table for the equipment distribution journal type (ED). See *Setting Up Labour, Billings, and Equipment Distribution Instructions*.

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information
- *Entering Essential Timecard Information by Employee (P061121)*

To enter timecards with equipment information

On by Employee with Equipment



1. Complete the steps for entering essential timecard information.
2. To identify the equipment that the employee used, complete the following fields:
 - Equipment ID
 - Equipment Hours
3. Access the detail area.
4. To identify equipment that the employee maintained or repaired, complete the following field:
 - Equipment Worked On (EQWO)
5. To identify the billing information for the equipment the employee used, complete the following fields:

- Equipment Rate Code (RC)
- Equipment Billing Rate (RT)

Field	Explanation
Equip. Id	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
Equip/Hr	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
Equipment Rate Code	<p>A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ol style="list-style-type: none"> 1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
Billing Rate - Equipment	<p>The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:</p> <p>Billing Rate = \$100</p> <p>\$20 Rate 1 (Ownership Component)</p> <p>\$50 Rate 2 (Operating Component)</p> <p>\$25 Rate 3 (Maintenance Component)</p> <p>\$5 Rate 4 (Other Costs Component)</p> <p>You can enter debits or charges to specific cost accounts using the total billing rate (for example, \$100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.</p>

What You Should Know About

- Adding a timecard entry** Each line on by Employee with Equipment represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.
- Copying timecard fields** With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Processing Options

See [Time Entry by Individual - Canadian \(P061171\)](#).

Work with Timecard Information

Working with Timecard Information

After you enter timecards, but before you begin pre-payroll processing, review the current timecard information to verify that it is correct. If you discover any errors, use the time entry programs to revise the incorrect timecards.

This section contains the following:

- [Reviewing Timecard Status](#)
- [Reviewing Timecard Information by Batch](#)
- [Reviewing Time Entry Reports](#)
- [Printing Employee Time Sheets](#)
- [Revising Timecards](#)

You can use any of the time entry programs to review timecards. The specific information you can review varies by program. To verify batch totals, you can review timecard information by batch.

In addition to reviewing timecard information online, you can use time entry reports to review detailed information for each timecard.

You can revise timecards any time before you begin payroll cycle processing. After you begin processing a payroll, your ability to revise a timecard depends on which steps of the payroll cycle you have completed.

For example, after a timecard has been processed and is in history, you can process only negative time for employees with any Record Type through the payroll cycle. The system will calculate associated Deductions, Benefits, and Accruals (DBAs) and create the necessary reversing journal entries.

Reviewing Timecard Status

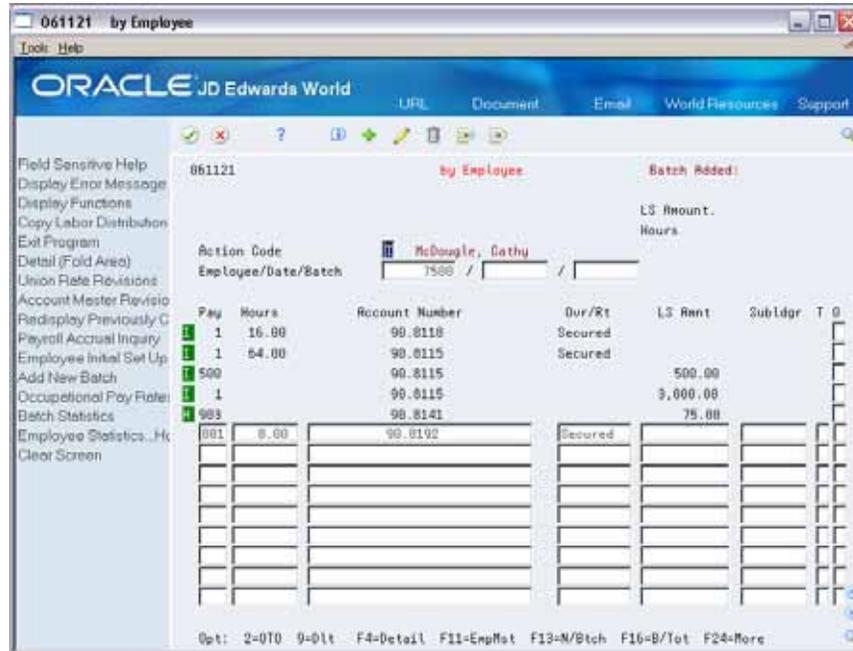


From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose a time-entry option

When an employee's timecard is included in current payroll processing, the timecard displays a status code to the left of the pay type. If this area is blank, the timecard is not currently in payroll processing and the system does not display a status code.

To review timecard status

On any timecard entry form



1. Locate the timecard you want to review.
2. Review the code in the following field:
 - Status Code (unlabeled)

Field	Explanation
Employee Terminated:	A code indicating the status of timecards related to other payroll functions. Values are:
A	A step of the payroll cycle is active. This timecard is protected.
C	Checks have been printed for this payroll. This timecard is protected unless checks are reset.
F	The final update for payroll is active. The timecard is protected.
H	This timecard is created by the Human Resources System. This timecard is protected.
I	This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing.
L	This timecard is locked because Pre-Payroll has been run. You can change locked out information if you are authorized to do so, but you must run a Changes Only payroll when you do.
P	Journal entries have already been created (posted). This timecard is protected.
!	You have attempted to enter a timecard into an active payroll. An entry is not allowed.
R	Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post.

Reviewing Timecard Information by Batch

Typically, you review timecard information by batch when you need to verify batch totals. You can review batch information online. You can choose from several methods to review totals by:

- Work Date
- Business unit or job
- Pay type

Reviewing timecard information by batch includes:

- Reviewing timecards by date
- Reviewing batch totals by batch
- Reviewing timecards by pay type
- Reviewing detail batch information

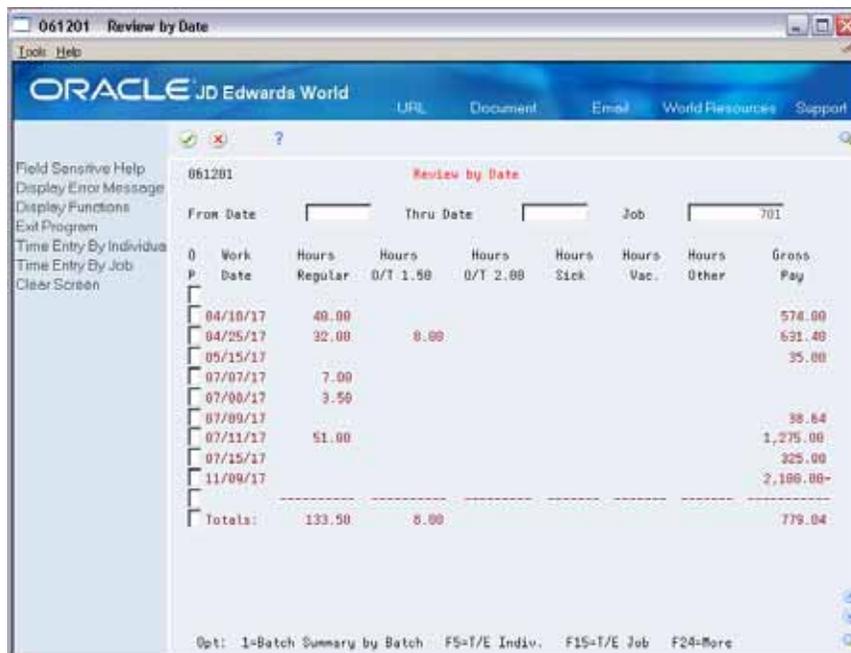
Reviewing Timecards by Date

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Review by Date
---	---

To verify that timecard information is correct, you can review batches of current timecards that were entered within a certain time period or for a specific business unit or job. You can also review totals for a batch of timecards. The processing options control how the system determines the number of hours and the gross pay.

To review timecards by date

On Review by Date



061201 Review by Date									
From Date: [] Thru Date: [] Job: 701									
P	Date	Work	Hours Regular	Hours O/T 1.50	Hours O/T 2.00	Hours Sick	Hours Vac.	Hours Other	Gross Pay
	04/10/17		40.00						574.00
	04/25/17		32.00	8.00					631.40
	05/15/17								35.00
	07/07/17		7.00						
	07/08/17		3.50						
	07/09/17								38.64
	07/11/17		51.00						1,275.00
	07/15/17								325.00
	11/09/17								2,100.00-
Totals:			133.50	8.00					779.04

- To limit your review to specific dates, complete one or both of the following fields:
 - From Date
 - Through Date
- To review information by job or business unit, complete the following optional field:
 - Job

What You Should Know About

Column headings

You can use vocabulary overrides to change the column headings on this form.

See the *Technical Foundation Guide* for information about vocabulary overrides.

Processing Options

See [Batch Summary by Date \(P061201\)](#).

Reviewing Batch Totals by Batch

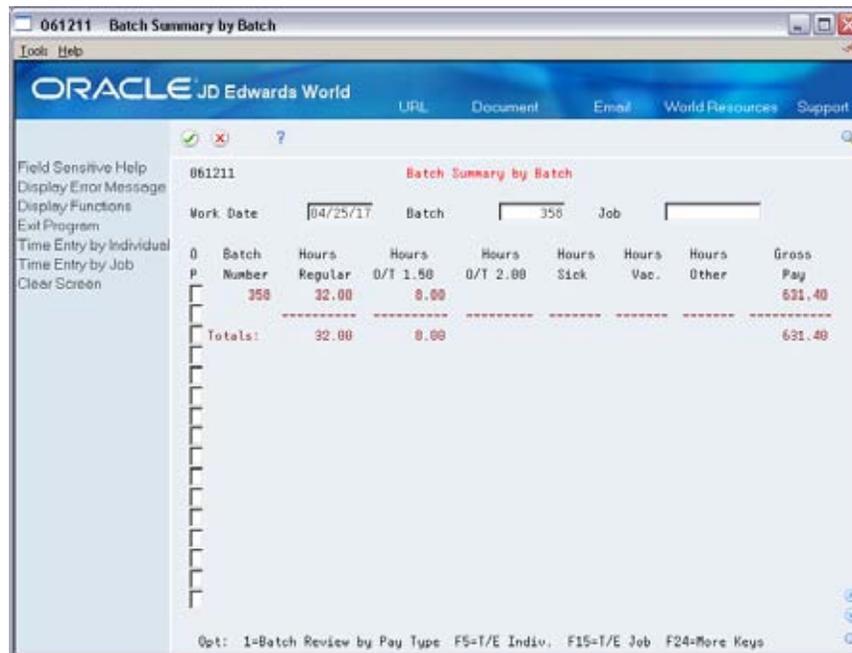
	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Batch Summary by Batch
---	---

To verify that timecard information is correct, you can review batches of current timecards by work date, business unit, or job.

The display includes batch totals for ranges of pay types and gross pay. Additionally, it includes grand totals for all current batches within the work date. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

To review batch totals by batch

On Batch Summary by Batch



	Batch Number	Hours Regular	O/T 1.50	O/T 2.00	Sick	Vac.	Other	Gross Pay
	358	32.00	8.00					631.40
Totals:		32.00	8.00					631.40

1. Complete the following field:

- Work Date
2. Complete the following optional fields:
- Batch
 - Job

What You Should Know About

Column headings

You can use vocabulary overrides to change the column headings on this form.

See the *Technical Foundation Guide* for information about vocabulary overrides.

Work date

If you enter timecard information by day, when you enter the work date on Batch Summary by Batch, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date.

Processing Options

See [Batch Summary by Batch \(P061211\)](#).

Reviewing Timecards by Pay Type

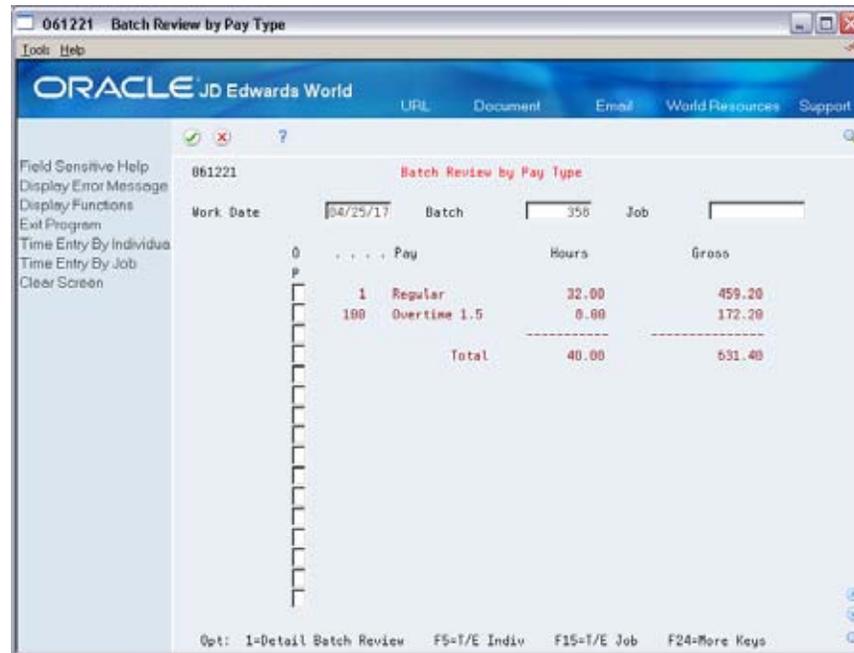
	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Batch Review by Pay Type
---	---

To verify that timecard information is correct, you can review the pay types included in batches of current timecards. You can also review the total hours and gross pay for each pay type. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

You can set up business unit security that restricts unauthorized users from this method of review.

To review timecards by pay type

On Batch Review by Pay Type



1. Complete the following fields:
 - Work Date
 - Batch
2. Complete the following optional field:
 - Job

What You Should Know About

Work date

If you enter timecard information by day, when you enter the work date on Batch Review by Pay Type, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date.

Reviewing Detail Batch Information



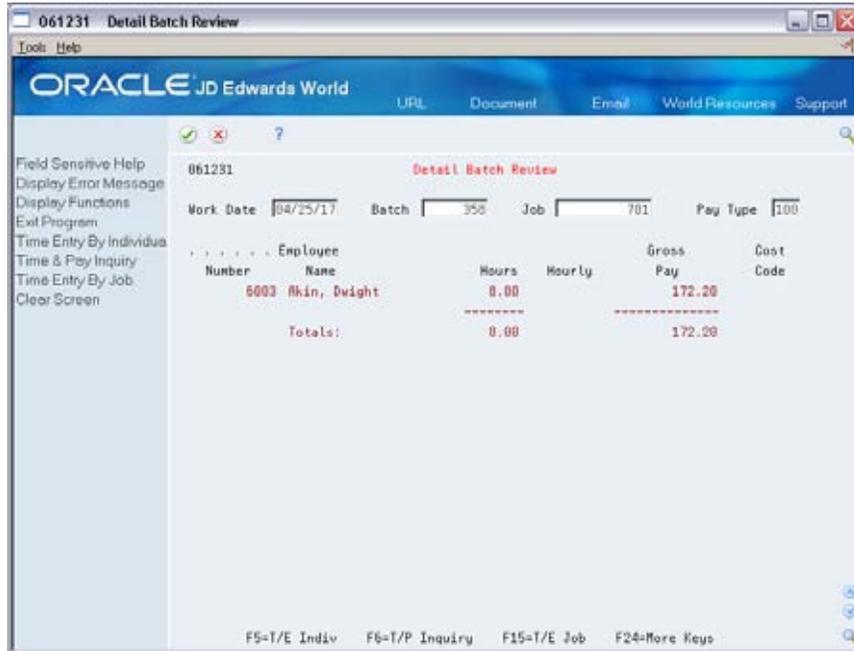
From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose **Detail Batch Review**

To verify that current timecard information is correct, you can review detailed timecard information for a specific employee. You can review employees by business unit or job, work date, batch number, and pay type.

The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

To review detail batch information

On Detail Batch Review



1. Complete the following fields:
 - Work Date
 - Batch
2. Complete the following optional fields:
 - Job
 - Pay Type

What You Should Know About

Work date

If you enter timecard information by day, when you enter the work date on Detail Batch Review, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date.

Reviewing Time Entry Reports

After you enter timecards for a pay period, but before you begin payroll cycle processing, you should print time entry reports. Use these reports to verify detailed information about each timecard.

Working with time entry reports include:

- Reviewing the Time and Pay Register
- Reviewing the Payroll Exception Report
- Reviewing the DBA Register

Reviewing the Time and Pay Register

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Time & Pay Register
---	--

Review this register to verify that you have entered all required timecards. When you run this report after entering timecards but before processing pre-payroll, it includes information from manually entered timecards only. When you run this report during payroll cycle processing, it prints information from both manually entered and automatically generated timecards.

You can use this report to compare the Time and Pay Entry Journal that lists totals by employee.

063001 JD Edwards World													Page	11
Time & Pay Entry Register w/o Emp. Total													Date	7/03/17
Company Number 00100 Model Finan/Distrib Co (Mktg)														
Company - Home 00100 Model Finan/Distrib Co (Mktg)														
Labour Records														
Batch	Payroll	Work	Employee/Equipment		Pay Rt S			Hours	Hourly		Flat			
Number	Trans.	Date	Number	Description	Typ	Cd	H	Shift	Uprate	Worked	Rate	Gross	Burden	P
2022	21484	06/26/17	2022	Kellerman, James	811					32.00	14.423	461.54		
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
568	3456	07/20/17	7500	McDougale, Cathy	998					8.00	16.826	134.61		
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
5578	19191	08/15/17	7500	McDougale, Cathy	903							75.00		
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
5774	19768	08/15/17	7500	McDougale, Cathy	801					8.00	24.038	192.30		
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
572	26582	06/20/17	7500	McDougale, Cathy	904							75.00-		Y
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
1	3507	07/20/17	7510	Moralez, Jesus	500							200.00		
	Tax Area: 06		Colorado	Acct No :										
	Sub/T:		PayM:	1.00										
										-----	-----	-----		
										90 Administrative Department	48.00	988.45		

Reviewing the Payroll Exception Report

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Payroll Exception Report
---	---

The Payroll Exception Report lists employees that either exceed the maximum or fall below specified minimum rates and hours. The report also prints warning messages about possible time entry errors.

063191		JD Edwards World Payroll Exception Report			Page - 4
					Date - 7/03/17
					From Date -
					To Date - 00/00/00
Employee No	Employee	Hours Worked	Gross Pay	Message	Amt Over/Under
7701	Anthony Holiday	.80	9.00	Hours less than minimum	79.20
7702	Derrick, Leslie	.80	9.88	Pay rate different than Employee Master Hours less than minimum	2.350 79.20
7704	Rivard, Jacques		97.21	Pay rate different than Employee Master Hours less than minimum	.195- 80.00
7775	Deveny, Cindy L.	80.00	2,615.38	Excessive Pay Rate	9.872
8414	O'Malley, James P.	10.00		Below minimum rate Hours less than minimum	3.000 30.00

See Also

- *Reviewing Time and Pay Entry Reports (P063051)* for a list of exceptions

Processing Options

See [Payroll Exception Report \(P063191\)](#).

Reviewing the DBA Register

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose DBA Register
---	---

The DBA Register lists the one-time override DBAs and assigned DBAs calculated for employees during payroll cycle processing. This report lists different information depending on when you print it. The following table shows the times when you would print this report and the type of information that the report prints at each of these times.

Order	Description
After time entry, but before pre-payroll	The register includes the following information: <ul style="list-style-type: none"> ▪ One-time DBA overrides ▪ DBAs for outstanding interim cheques
After pre-payroll, but before journal entries	The register includes the following information: <ul style="list-style-type: none"> ▪ One-time DBA overrides ▪ DBAs for outstanding interim cheques ▪ DBAs generated during pre-payroll that were defined to calculate in pre-payroll processing
After journal entries	The register lists all DBAs, including non-cash benefits

06306		JD Edwards World							Page	-		2
		DBA Register							Date	-		7/03/17
Employee #	Name	T	Work	Pay Per	Transaction		Rate	Amount	Union	Craft	Step	Arrear
Code	Description	T	Date	Date	Table	Basis	M					Amount
7701	Anthony Holiday											
7706	Dental Fam	D	04/11/17	04/11/17				12.35 \$ 12.3500	8.26	7700		
								Total Deduction Type - D	8.26			
7720	H&W - Canada	B	04/11/17	04/11/17				.80 H .5000	.40	7700		
7735	Ext Health	B	04/11/17	04/11/17				45.00 \$ 45.0000	45.00	7700		
7750	EHT - Canada	B	04/11/17	04/11/17				9.00 % .0195	.18			
7760	GST - Canada	B	04/11/17	04/11/17				.40 % .0700	.03			
7770	BC Medical	B	04/11/17	04/11/17				70.00 \$ 70.0000	70.00			
7780	Vacation Pay	B	04/11/17	04/11/17	07780			2	1.08	7700		
								Total Deduction Type - B	116.69			
								Total Employee -	124.95			

7702	Derrick, Leslie											
7720	H&W - Canada	B	04/11/17	04/11/17				.80 H .5000	.40	7700		
7735	Ext Health	B	04/11/17	04/11/17				45.00 \$ 45.0000	45.00	7700		
7750	EHT - Canada	B	04/11/17	04/11/17				9.88 % .0195	.19			
7760	GST - Canada	B	04/11/17	04/11/17				.40 % .0700	.03			
7780	Vacation Pay	B	04/11/17	04/11/17	07780			2	1.28			
								Total Deduction Type - B	46.90			
9997	Overpayment	D	04/11/17	04/11/17				\$ 12.3500	8.39-			
								Total Deduction Type - D	8.39-			
								Total Employee -	38.51			

Printing Employee Time Sheets



From Canadian Payroll Master (G77), choose **Time Entry**
 From Time Entry (G7712), choose **Employee Time Sheets**

The employee time sheet lists employees, their job categories, job steps, union codes, and hourly rate. A printed time sheet also provides spaces for recording regular and overtime hours worked in a given week. Job foremen can use this report to enter the hours worked on their assigned jobs. Workers can use this report to enter time. A processing option controls whether the report displays information for each employee's hourly rate. You can use this report to enter timecard information for both recharge and regular time.

You can set up business unit security that restricts unauthorized users from accessing this report.

06338		JD Edwards World							Page	-		12
		Employee Time Sheets							Date	-		7/03/17
									Pay Period Ending -			04/09/17
Check Route	:	- Default value										
Job/Bus. Unit	:	707 - Corporate Administration										
Contract Number	:											
Employee Number	Employee Name	Job Type	Step	Union Code	04/03 Reg	04/04 OT	04/05 Reg	04/06 OT	04/07 Reg	04/08 OT	04/09 Reg	Tot Hrs
7701	Anthony Holiday	5J-4		7700								
Hourly Rate	11.250											
7702	Derrick, Leslie	5J-3		7700								
Hourly Rate	12.350											
7703	Bellas, Debbie	0A-3										
Hourly Rate	9.333											
7704	Rivard, Jacques	3P-1										
Hourly Rate	22.564											

Processing Options

See [Employee Time Sheets - Active Employees \(P06338\)](#).

Revising Timecards

You might need to revise a timecard if you discover an error when you review timecards or time entry reports. You can revise timecards any time before you begin payroll cycle processing. After you begin payroll cycle processing, your ability to revise a timecard depends on which steps of the payroll cycle you have completed.

Revising timecards includes:

- Revising unprocessed timecards
- Revising locked timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. You can use any of the time entry programs to revise unprocessed timecards.

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

After you print payments, and before you create journal entries, you can revise timecards only if you reset the payment workfile. Then, you can revise the timecard and begin payroll cycle processing again.

You cannot revise timecards after you have created pro forma journal entries, unless you rerun pro forma journal entries without regenerating the batch. You cannot revise timecards when a step in the payroll cycle is active.

Each time entry screen displays timecard status codes in an untitled field on the left side of the form. Review these status codes to determine whether you can revise a specific timecard.

See Also

- *Creating the Pro Forma Journal Entry Workfile (P06220)* for information about rerunning journal entries without regenerating the batch

Revising Unprocessed Timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. When you revise unprocessed timecards, you perform the same steps as you use to change information on most entry forms. You can use any of the time entry programs to revise unprocessed timecards. However, when you review daily timecards, you must use Daily Timecards. You cannot use Daily Timecards to review other types of timecards.

You should revise an unprocessed timecard when one of the following occurs:

- You discover an error on the timecard when you review timecards or time entry reports
- You enter a rate change for an employee on an employee entry form

When you enter a rate change for an employee after you have entered the employee's timecard, you must revise the timecard to remove the pay rate entered on it. Removing the existing rate causes the system to recalculate the employee's gross pay using the new rate you entered on the employee entry form.

When you change the pay type for a timecard, the system displays a warning message because this change might affect the gross pay calculation. If you change any field that affects the rate, you should remove the pay rate so that the system will recalculate gross pay. If you do not remove the existing rate, that rate overrides the rate that the system normally calculates for the pay type.

If you need to change a timecard attached to an interim cheque, you must use the Interim Cheque program.

See Also

- *Entering Timecards by Day (P061191)*

Revising Locked Timecards

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

You can use the following time entry programs to revise locked timecards:

Method	Description
by Employee	Use this method for <ul style="list-style-type: none"> ▪ One employee ▪ Several employees who work in different business units
by Job or Business Unit	Use this method for <ul style="list-style-type: none"> ▪ Several employees who work in the same business unit

When you revise locked timecards, you perform the same steps as you use to change information on most time entry forms.

No one can rerun pre-payroll while you are revising locked timecards. When you finish revising timecards, you must run a pre-payroll to process only the changes.

Before You Begin

- Before you can revise locked timecards using the by Job or Business Unit program, you must use the Attach Version function to specify the payroll ID associated with the timecards you need to revise. You do this because the timecards in a batch might be locked by different users.

See Also

- *Entering Timecards by Employee (P061121)*
- *Entering Timecards by Job or Business Unit (P061161)*
- *Processing Pre-Payroll for Changes Only (P07210)*

Revising Timecards in Payroll History

Once timecards have been processed by payroll, run through final update, and journal entries have been entered, you can correct negative time through the payroll cycle for employees with any Record Type.

The system calculates all associated DBAs and creates all reversing journal entries to correct timecard history and provide a solid audit trail. You do not have to enter any manual journal entries for negative time corrections to history.

See Also

Setting Up a Deduction DBA to Adjust Negative Pay (P069117).

Generate Overtime Timecards Automatically

Generating Overtime Timecards Automatically



From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose **Automatic Timecard Generator**

You can save time and keystrokes during time entry by automatically generating timecards for employees' overtime hours. Rather than entering timecards for overtime hours, you can enter all of an employee's hours on one timecard (using the pay type for regular pay), and then automatically generate the overtime timecards.

When you automatically generate overtime timecards, the system uses the timecards you enter to determine the number of overtime hours that an employee worked. The program then creates a timecard for those overtime hours. You can calculate overtime hours on a daily or weekly basis.

For example, you can enter 45 hours of regular pay for an employee. When you generate overtime automatically, the system creates a time card for 5 hours of overtime and revises the original timecard to 40 hours of regular pay.

You can print a report when you submit the automatic timecard generator for processing. You should review this report to verify that the overtime timecards are correct. The report lists both the revised standard-rate timecards and the overtime timecards the system automatically generated.

You should generate overtime timecards before you begin payroll cycle processing. You can generate overtime timecards automatically for employees who are paid on a weekly or bi-weekly basis. However, you can generate overtime timecards for only one week at a time. For example, for employees who are paid bi-weekly, you must run the Automatic Overtime Generator program twice per pay period (once per week).

The system also can calculate 8/80 overtime for bi-weekly employees. When the system uses 8/80 overtime processing, it determines whether the overtime is greater when calculated on a daily basis or for the full pay period.

If necessary, you can use the time entry programs to manually revise automatically generated timecards.

To generate overtime timecards automatically, you must enter certain pay, calculation, and accounting information that the system needs to create these timecards. You must also use a program version that specifies the employees for whom you want to generate the overtime timecards.

When you enter a version number for the Automatic Overtime Calculation report, the system prints this report when you submit the automatic timecard generator for processing. This report lists the revised timecards and the overtime timecards the system automatically generated. You should review this report to verify that the overtime timecards are correct.

Caution: The automatic timecard generator alters existing timecards and creates new ones. Before you use this program for the first time, JD Edwards World recommends that you back up your Employee Transactions Detail table (F06116). This allows you to recover your original information if you are not satisfied with the timecard information that this program creates.

Before You Begin

- Enter timecards for employees. See *Entering Timecards by Employee*, *Entering Timecards by Job or Business Unit*, *Entering Timecards with Equipment Information*, or *Entering Timecards by Day*.
- Create versions of the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511).

What You Should Know About

Printing a report of previous timecards

You can print a report of previously generated timecards without automatically generating timecards. Choose the Versions List function and submit the report to print from the Version Selection List program.

To enter overtime information

On Automatic Timecard Generator

The screenshot shows the 'Automatic Timecard Generator' window in Oracle JD Edwards World. The window title is '061502 Automatic Timecard Genera'. The interface includes a menu bar (Tools, Help), a toolbar, and a main area with a left-hand menu and a central form. The form contains various input fields and checkboxes for configuring timecard generation, such as Action, Version No. for Timecard Generation, Version No. for Report, Pay Frequency, Pay Type Category Codes, Allocation Category Codes, Date Range, Hours per Day, Hours per Week, and Overtime rates. The 'Auto Overtime Calculation' checkbox is checked.

1. Complete the following field:
 - Version Number for Timecard Generation
2. To print a report of the timecards generated, complete the following field:
 - Version Number for Report - P061511
3. To specify pay information, complete the following fields:
 - Type of Timecard Generation
 - Pay Frequency
 - Pay Type Category Codes
 - Allocation Category Codes
4. If you are calculating daily overtime, complete the following field:
 - Hours Per Day Regular
5. If you are calculating weekly overtime, complete the following field:
 - Hours Per Week Regular
6. If you pay double time when overtime exceeds a certain number of hours in a day, complete the following field:
 - Hours Per Day Overtime
7. If you pay double time when overtime exceeds a certain number of hours in a week, complete the following field:
 - Hours per Week Overtime

8. To specify information used to calculate overtime, complete the following fields:
 - Range of Dates to be Used
 - Pay Type Number
 - Type of Recalculation
 - Type of Automatic Overtime
 - Include Posted Timecards
9. If Type of Automatic Overtime is 3, complete the following field:
 - Column to Retrieve the Rate from
10. To specify accounting information, complete the following fields:
 - Labor Distribution Account
 - Overtime Account Number
11. Choose the Update/Submit function.

Field	Explanation
Version No. for Timecard Generation	<p>A code that specifies the type of timecard generation processing to be executed. Valid values are:</p> <p>D Daily Overtime Processing - In this mode, the program checks if daily hours exceeds user defined regular hours. Anything in excess of regular hours will be changed into overtime.</p> <p>W Weekly Overtime Processing - In this mode the program checks if weekly hours exceed user defined regular hours. Anything in excess of regular hours will be changed into overtime.</p> <p>H Holiday Pay Calculation (inactive) - In this mode a second program is called (P061506), the Holiday Table is read and holiday pay will be generated.</p> <p>8 8/80 Overtime Processing - In this mode, the program determines whether overtime is greater when calculated on a daily basis or for the full period.</p>

Field	Explanation
Enter the pay frequency - (Weekly only)	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Bi-weekly W Weekly S Semi-monthly M Monthly A Annually C European Annualized <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>To generate overtime timecards automatically, you must enter W in this field.</p>
Enter Pay Type Category Codes	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> ▪ For regular pay ▪ To generate overtime
Enter Allocation Category Codes	<p>Codes that specify which pay types you want to include in the allocation of overtime. For example, overtime typically is not calculated from holiday or sick time, but only from regular pay.</p>
Enter hours per day	<p>The number of regular hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate overtime hours. Hours in excess of this value (8, for example) are eligible for a form of overtime pay.</p>
Hours Worked - Overtime Per Day	<p>The number of overtime hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate doubletime hours. The system uses the total of regular and overtime hours to determine doubletime hours. Hours in excess of this total become doubletime hours. For example, if you enter 8 in the field for regular hours per day and 2 in the field for overtime hours per day, an employee receives doubletime pay for any hours worked in excess of 10 per day.</p>
Enter pay type number	<p>A code that designates the pay type the system uses during automatic overtime generation.</p>

Field	Explanation
Enter the type of Re-Calculation (0/1)	<p>A code that specifies whether the program will generate overtime timecards or recalculate the hourly rates. Valid values are:</p> <ul style="list-style-type: none"> 0 Create overtime timecards (default) 1 Suspend overtime timecard generation and recalculate the hourly rates for the existing timecards
Enter the type of Automatic Overtime	<p>A code that specifies how the overtime hourly rate is calculated. Codes are:</p> <p>Blank Average all the regular time timecards' hourly rates.</p> <ul style="list-style-type: none"> 1 Determine the overtime rate by adding to the base rate the result of one over the total number of hours worked multiplied by the base rate; that is, (total dollars divided by total hours) divided by 2 = (overtime rate + base rate) x (hours over 40). 2 Retrieve the hourly rate from the Employee Master table. 3 Retrieve the hourly rate from the Union Rates table. Specify the table column where the rate for the next column is to be retrieved. 4 Derive the regular time portion of the overtime from the Employee Master table and the premium portion from an average of the hourly rates. 5 Spread a salaried employee's salary over all the hours worked and do not generate any overtime. 6 Retrieve rate from original time card and multiply times the overtime pay multiplier. This method must be used for employees in the United States who receive tips.
If '3', Column to retrieve the rate from	<p>A code that specifies the column in the Union Pay Rate table that is used when retrieving the rate for overtime. If you enter 3 in the Enter the Type of Automatic Overtime field, you must enter a code in this field.</p> <p>You can define the acceptable values for this field. For example:</p> <ul style="list-style-type: none"> 1 Regular Overtime 2 Double Overtime 3 Triple Overtime 4 Holiday Pay

Field	Explanation
Include Posted Time Cards	<p>A code that specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1.</p> <p>If you include posted timecards when you use the Automatic Timecard Generator program, the system does not change original timecards. Instead, it creates three new timecards for each posted timecard.</p> <p>For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards:</p> <ul style="list-style-type: none"> ▪ 40 regular hours ▪ 2 overtime hours ▪ - 42 to reverse the posted timecard <p>This option is available for timecards that have been posted using the Generate Timecard Journals program (P062901) for special timecard post. It is not available after time cards have been included in a payroll processing cycle.</p>
Labor Dist. Acct. - ' '=All, '1'=Last	<p>A code that specifies the accounts to which you want to allocate the overtime amounts.</p> <p>To divide the overtime amounts among all labour distribution accounts for all work dates included, leave this field blank. To allocate the overtime amounts to the last timecard entered, enter 1.</p>
Overtime Account Number	<p>This code determines how the account number is derived for overtime. Valid values are:</p> <ul style="list-style-type: none"> 0 Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards 1 Copy the account numbers from the original timecards into the overtime timecards

061511		JD Edwards World										Page	-	2
A Model Financial Co (Trng)		Automatic Overtime Calculation										Date	-	7/03/17
Number	Employee Name	Work Date	Pay Type	Union Code	Job Typ	Job Step	h	Account Number	Hourly Rate	Hours	Gross	R		
2111	Ingraham, Paul	07/11/98	1		67	1		701.8115	25.000	40.00	1,000.00	1		
2111	Ingraham, Paul	07/11/98	110		67	1		701.8115	50.000	1.00	50.00	1		
2111	Ingraham, Paul	07/11/98	100		67	1		701.8116	37.500	10.00	375.00	1		
										Ingraham, Paul	51.00	1,425.00		
										Corporate Administration	51.00	1,425.00		
										A Model Financial Co (Trng)	51.00	1,425.00		

Data Selection for Automatic Overtime Calculation

You must include source of pay in the data selection for the Automatic Overtime Calculation report. Do not change the value for this data selection.

Generate Timecards for Accumulated Wages

Generating Timecards for Accumulated Wages

	From Canadian Payroll Master (G77), choose Interims and Special Post From Interim Cheques and Special Post (G7721), choose Generate Accumulated Wages Timecards
---	--

Some organizations have employees who work for a specific number of contract days but prefer to receive payment over a different length of time. Employees may accumulate wages earned in the current pay period and hold them to be paid at a later date. For example, many school systems contract instructional staff for 9 months with the option to be paid over 12 months. Only employees with contract calendars attached to their master record can accumulate wages.

Use this program to generate timecards for payment information when an individual terminates employment or for any other reason when the employee needs to be paid off for accumulated wages. If you process an interim payment for a pay-off, you must enter yes to include time data already entered.

If previous, current, or new contract calendars have overlapping dates, you should generate the timecards for accumulated wages at the end of a contract before updating employee records with the new contract calendar. Inaccurate pay-off or accumulated wages might occur if you do not generate the timecards before updating a new contract calendar that overlaps with the previous or current contract calendar.

To generate timecards for accumulated wages during the regular payroll processing, you do not need to run this program. Instead, you should set the system to create timecards for accumulated wages during the final update in payroll processing.

What You Should Know About

Insufficient hours accumulated

If an employee does not have enough hours accumulated to cover a pay period, the system produces an exception report. It includes only the actual hours accumulated on the timecard.

Accumulated wages remaining

The system stores accumulated wage information in the Accumulated Wage History table (F0628). The system continues to create payments for any accumulated wages remaining unless you purge the history table.

See Also

- *Running Final Update (P06250)*
- *Attaching a Contract Calendar (P060101)*
- *Updating Employee Records for Contract Calendars (P08936)*

Processing Options

See [Generate Accumulated Wages Timecards \(P063910\)](#).

Data Selection

Select the employee(s) whose timecards you want to generate.

Work with Uploaded Timecard Information

Working with Uploaded Timecard Information

Uploaded timecard information is time entry information that has been entered in third-party software and then transferred to the JD Edwards World Payroll system. This type of software typically saves time and helps reduce keying errors. The timecard information might originate from sources such as:

- A remote PC time entry program
- Custom systems
- Electronic Data Interchange (EDI) transactions

If you are using third-party software for time entry, you edit the uploaded timecard information and use it to create timecards. You can then include those timecards in payroll cycle processing to prepare the employees' pay.

This section contains the following:

- [Revising Uploaded Timecard Information](#)
- [Reviewing the Payroll Batch File Register](#)
- [Creating a Version of the Payroll Batch Server](#)
- [Creating Timecards from Uploaded Information](#)
- [Purging Processed Payroll Batches](#)

The timecard information you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process it. When you process the uploaded timecard information, the system moves it to the Employee Transactions Detail table (F06116) with all other time entry information.

Before you create timecards from uploaded information, you can review the records in the table to verify that they are correct. If you find an error, you can easily make the necessary corrections.

You can print the Batch File Register to verify that the uploaded batches are correct.

Before you can create timecards from uploaded information, you must create a version of the Batch Server that contains the processing options you want to use to process the timecards.

After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. After you create the timecards, the system processes the uploaded batches. You can then include those timecards in payroll cycle processing.

After you create timecards, you can purge the Employee Transactions Batch table of the processed batches. When you purge this table, you conserve computer disk space and make it easier to locate unprocessed batches.

Before You Begin

- Upload timecard information

Revising Uploaded Timecard Information

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Edit Uploaded Timecards Menu From Edit Uploaded Timecards (G07121), choose Payroll Batch File Review
---	---

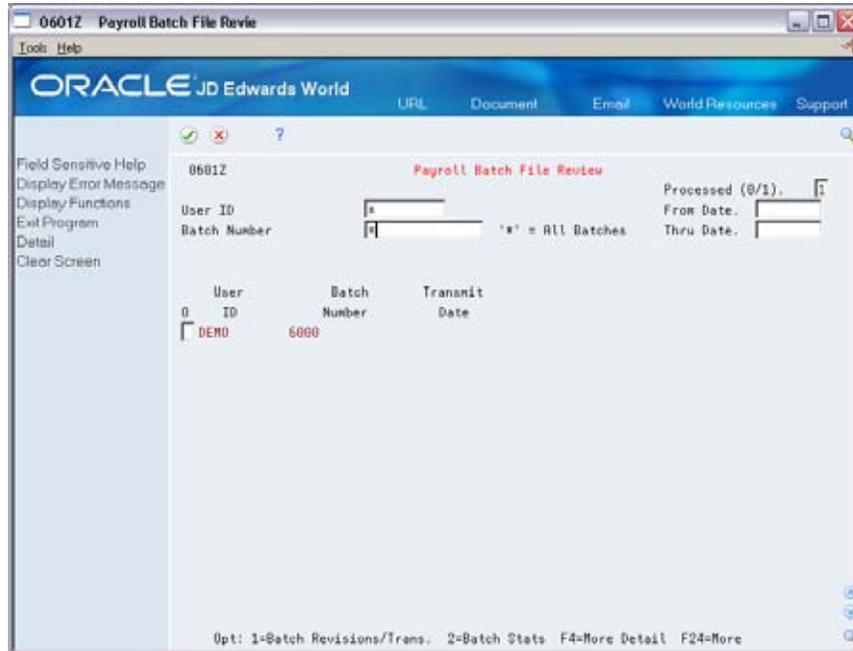
Before you create timecards from uploaded information, you can review the records to verify that they are correct. If you find an error, you can easily make the necessary corrections. Reviewing and revising uploaded records before you create timecards helps prevent errors in your regular timecard tables.

You can upload transactions to the Employee Transactions Batch table (F06116Z1) and review the uploaded information. When you run the Payroll Batch File Processing program (P06110Z), the system creates timecards in the Employee Transactions Detail table (F06116).

When you revise uploaded information, you can set processing options to display records by individual or by job or business unit. The system allows minimal editing in this batch program. Full editing occurs during payroll batch file processing.

To revise uploaded timecard information

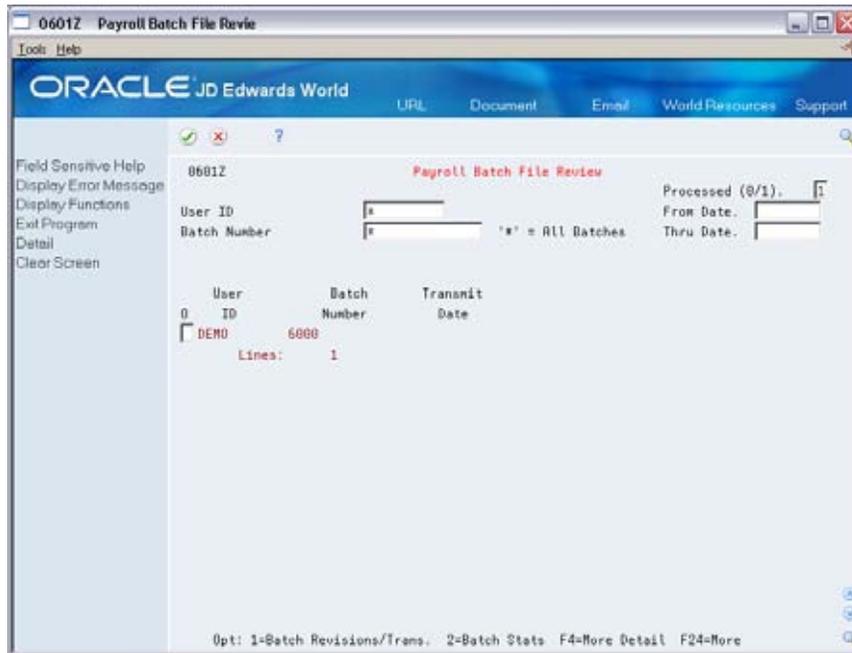
On Payroll Batch File Review



1. Complete the following fields:
 - Processed
 - User ID
 - Batch Number
2. To further limit your search, complete one or more of the following optional fields:
 - From Date
 - Thru Date

If the system highlights the User ID, the batch has been processed.

3. Access the detail area.

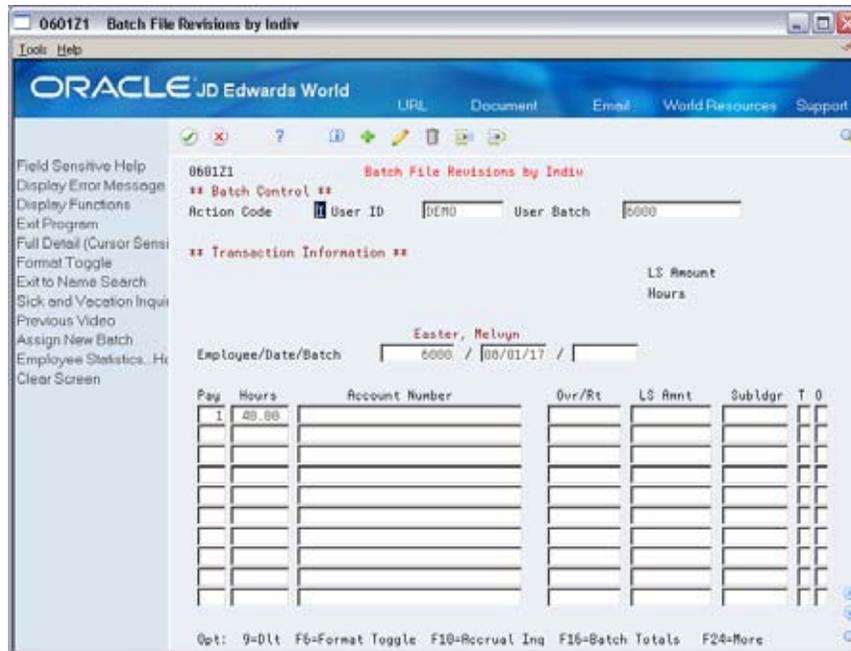


4. Review the following field to see the number of lines in each batch:

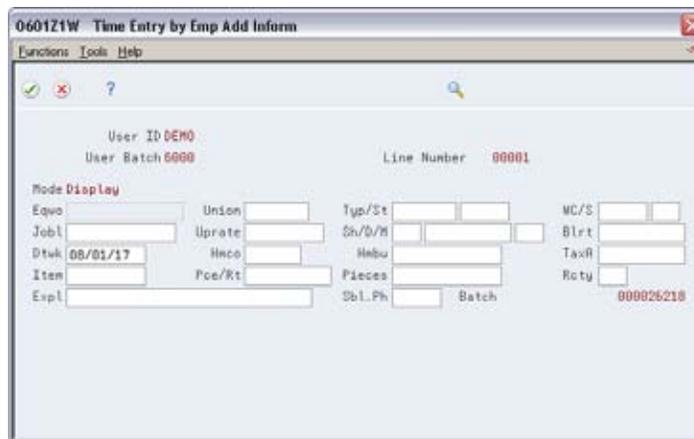
- Lines

5. Choose the Batch Revisions/Transactions option for the batch you need to review.

Based on how you set the processing options, the system displays either Batch File Revisions by Individual or Batch File Revisions by Job. These forms are similar to the regular time entry forms. You can add, change, or delete records in an unprocessed batch.



6. On Batch File Revisions, review the following field:
 - User Batch
7. To review detail information for an employee, choose the Full Detail function on the employee's record line.



8. On Additional Information, choose the Update function to revise any information.
9. Change or enter information in any of the fields.
Enter corrections or override information only. The server fills in blank fields during the processing program.
10. To review and revise another batch, choose the Return function.

Field	Explanation
Processed (0/1)	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values are:</p> <p>Y Unprocessed only</p> <p>N Processed and unprocessed</p>
User Batch	<p>The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The user batch number is the identification number for the uploaded records. It does not correspond to the batch number that you assign when you enter timecards.</p>

What You Should Know About

Reviewing printed information

Alternatively, you can print the Batch File Register to review the uploaded timecard information before it is processed. After reviewing the printed information, you can make revisions.

See *Reviewing the Payroll Batch File Register*.

Revising processed information

You cannot use Payroll Batch File Review and Revisions to revise processed batches. Instead, use the regular Time Entry forms.

Processing Options

See [Payroll Batch File Revisions with Review \(P0601Z1\)](#).

See Also

- *Entering Timecards by Employee (P061121) or Entering Timecards by Job or Business Unit (P061161)* for the information required on timecards

Reviewing the Payroll Batch File Register

	<p>From Canadian Payroll Master (G77), choose Time Entry</p> <p>From Time Entry (G7712), choose Edit Uploaded Timecards Menu</p> <p>From Edit Uploaded Timecards (G07121), choose Payroll Batch File Register</p>
---	--

After you revise uploaded timecard information, you should review the Payroll Batch File Register to verify that the timecards are correct. This report is similar to the Time and Pay Register that you print after you manually enter timecards.

See Also

- *Reviewing the Time and Pay Register (P063001)*

Creating a Version of the Payroll Batch Server

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Edit Uploaded Timecards Menu From Edit Uploaded Timecards (G07121), choose Payroll Batch Server
---	--

Before you can create timecards from uploaded information, you must create a version of the batch server that contains the processing options you want to use to process the timecards. You specify this version in the processing options for payroll batch file processing (P06110Z).

The Batch Server is a DREAM Writer program (XT0611621). You cannot run this program from the menu or from the DREAM Writer processing form.

Typically, you create a version of this program only once, and reuse the version each time you create timecards from uploaded information.

Processing Options

See [Payroll Batch Server \(XT06116Z1\)](#).

Creating Timecards from Uploaded Information

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Edit Uploaded Timecards Menu From Edit Uploaded Timecards (G07121), choose Payroll Batch File Processing
---	---

You must create timecards from uploaded information to pay employees or account for time and labour. After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. You can then include those timecards in your usual processing.

You use the batch file processing to:

- Edit the uploaded transactions against other constants tables in the payroll system
- Create the timecards

This process transfers the uploaded information from the Employee Transactions Batch table (F06116Z1) to the Employee Transactions Detail table (F06116).

You can create proof and final versions of this program. When you run the proof version, the system prints the Employee Transaction Update and Transaction Errors

reports without updating the Employee Transactions Detail table (F06116). Correct any errors before running the final version.

When you run the final version, the system:

- Assigns numbers to the payroll transactions and batches
- Processes blank values
- Creates and prints the Employee Transaction Update report and the Transaction Errors report
- Identifies transactions as processed

If there are no errors on the Transaction Errors report, the system creates timecards in the Employee Transactions Detail table (F06116) and you can purge the processed transactions. If there are errors on the report, the system does not create any timecards.

See Also

- *Revising Uploaded Timecard Information (P0601Z)* for information about making corrections

Processing Options

See [Payroll Batch File Processing \(P06110Z\)](#).

Purging Processed Payroll Batches

	From Canadian Payroll Master (G77), choose Time Entry From Time Entry (G7712), choose Edit Uploaded Timecards Menu From Edit Uploaded Timecards (G07121), choose Payroll Batch File Purge
---	--

After you create payroll timecards, you should purge the processed batches. Purging batches conserves disk space and makes it easier to locate unprocessed batches. You can use either of the following methods to purge batches:

- Set the processing option for creating timecards to purge processed information automatically
- Use the Batch File Purge utility to purge processed batches

When you purge processed batches, the system removes records from the Employee Transactions Batch table (F06116Z1). Alternatively, you can specify that the system save them to a special purge library.

When you save purged records, the system creates a new physical file in a special purge library. The name of the library is JD Edwards World followed by the current date. For example, if you purge the batch table on January 31, 1998, the system creates a file in a library called JDE013198. If you purge two tables on the same date, the records from both purged tables are saved in the same library. You can reorganize the purged tables after the purge process.

See Also

- *Creating Timecards from Uploaded Information (P06110Z)*

Processing Options

See [Batch File Purge \(P00PURGE\)](#).

4 Payroll Cycle

Overview to Payroll Cycle

Objectives

- To process employees through a payroll cycle

About the Payroll Cycle

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

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

Processing the payroll cycle includes the following tasks:

- Processing pre-payroll
- Reviewing payroll cycle information
- Working with payments
- Resetting payroll cycle steps
- Processing pro forma journal entries
- Working with payroll cycle reports
- Processing the final update
- Working with journal entries
- Correcting errors in pre-payroll processing

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. Payments are the forms that employees receive when they are paid. You can set up employees to receive automatic deposit advice slips, paycheques, and payslips. You print reports to verify that payroll information is correct.

You create the pro forma journal entry workfile to prepare the journal entries for posting to the general ledger.

You print reports to verify that payroll information is correct. You can print payroll cycle reports at any time after pre-payroll and before final update.

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

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

What Is a Payroll ID?

The payroll cycle is driven by a payroll ID and a program version. You must set up a payroll ID and assign it to a program version that selects employees to be paid. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. You use the same payroll ID for all steps of the payroll cycle. You can also use different payroll IDs and program versions to process multiple payrolls simultaneously.

What Are Locked Out Employees?

To manage payroll processing and prevent anyone from changing current payroll information for included employees, the pre-payroll program initiates a payroll lockout condition for all employees included in the pre-payroll. If you locate an employee who is included in a payroll, the system displays a warning message.

When the system establishes a lockout, it remains in effect until the final update is complete. During lockout, with the exception of timecards, only the person who submitted pre-payroll can update any of the records of employees included in the pre-payroll.

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

See Also

- *Resetting the Payroll ID (P06217)*

What Causes a Scheduling Lock?

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.
- Two users try to submit the same payroll ID at the same time.
- One or more users is working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.
- Payroll is being used in two separate environments.

See Also

- *Correcting a Scheduling Lock Error (P06215)*

What Causes a Scheduling Lock?

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.
- Two users try to submit the same payroll ID at the same time.
- One or more users is working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.
- Payroll is being used in two separate environments.

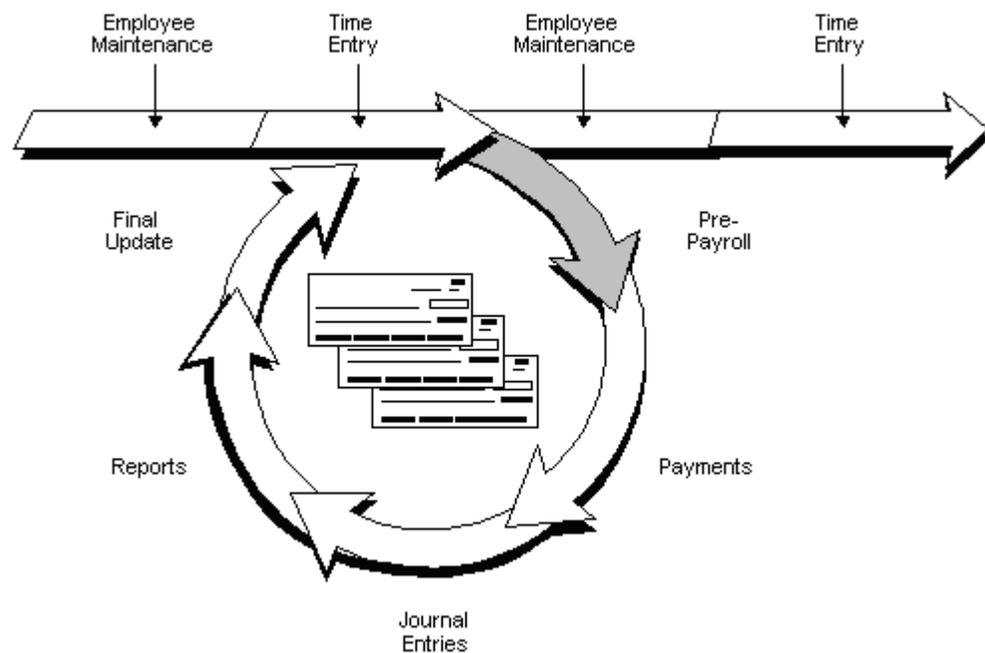
See Also

- *Correcting a Scheduling Lock Error (P06215)*

Process Pre-Payroll

Processing Pre-Payroll

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



This section contains the following:

- [Running Pre-Payroll](#)
- [Reviewing Payroll Registers](#)
- [Reviewing Time and Pay Entry Reports](#)
- [Reviewing the Federal Tax Distribution Summary Report](#)
- [Reviewing Payment Reports](#)
- [Reviewing the Terminated Employees Being Paid Report](#)
- [Processing Pre-Payroll for Changes Only](#)

You use pre-payroll processing to:

- Specify the employees to include in a payroll cycle.

- Generate timecards for employees who are set up for autopay. Autopay employees are those for which you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Calculate Spousal Life Insurance Premiums for employees who have that DBA assigned.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports listing PDBAs, taxes withheld, and any unique overrides used in the calculations.

To begin pre-payroll processing, you must enter a payroll ID and submit it for processing. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle.

After you process pre-payroll, but before you print payments, you should verify the accuracy of the payroll information. To verify the accuracy, review the reports you selected to print during pre-payroll processing.

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

Before You Begin

- Enter new and updated employee information, such as new hire information, pay increases, and so on. See *Entering Employee Information*.
- Print a roster to review job and pay information for current employees. See *Verifying Employee Information*.
- Enter timecards for employees whose timecards are not automatically generated. See *Entering Timecards by Employee*.
- Set up versions of the payroll cycle reports. You typically set up these reports only once, and reuse them each payroll cycle. See *Setting Up Payroll Cycle Reports*.
- Create a program version for pre-payroll processing. You typically create a version only once, and reuse it each payroll cycle. See the *Technical Foundation Guide* for information on creating a version.

What You Should Know About

Printing reports

If you need to reprint any of the pre-payroll reports, you can print them from the Reports Only menu selection. For more information, see *Printing Payroll Cycle Reports*.

Setting up reports

You can select the reports from a menu selection on the Paycycle Report Setup menu (G0746). Use the menu selection only to set up reports. You cannot run the reports directly from this menu.

See Also

- *Reviewing the Fiscal and Anniversary Rollover Report (P063903)*, for information about fiscal and anniversary rollovers
- *Appendix A – Technical Overview of the Payroll Cycle* in *Payroll Users Guide* for information about the tables affected by pre-payroll processing

Running Pre-Payroll

To begin pre-payroll processing, you must enter a payroll ID. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. The payroll ID also identifies the program version that you use to choose employees and process them through the payroll cycle. You use this ID when you run all subsequent steps in the payroll cycle.

To process a full pre-payroll, you can either:

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

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. After you create a payroll ID, you can choose it again in subsequent pay periods to process payroll for that group of employees.

Creating a New Payroll ID

From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Pre-Payroll Processing**

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

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

Caution: Make sure that the version you specify is not already assigned to another payroll ID. The system checks for duplicate version numbers, and it will display a scheduling lock error if two users try to submit the same payroll ID at the same time. See *Correcting a Scheduling Lock Error (P06215)* for details.

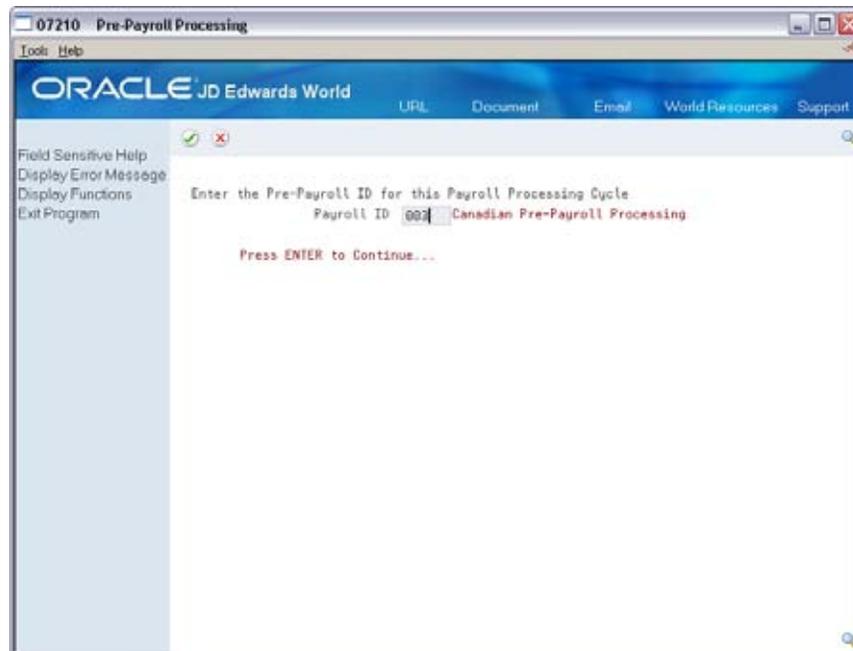
When you create a new payroll ID, you specify the pay period information that the system needs to process the payroll cycle. You also specify the reports you want to print during pre-payroll.

In addition to entering the basic information you need to process pre-payroll, you can enter additional parameters such as:

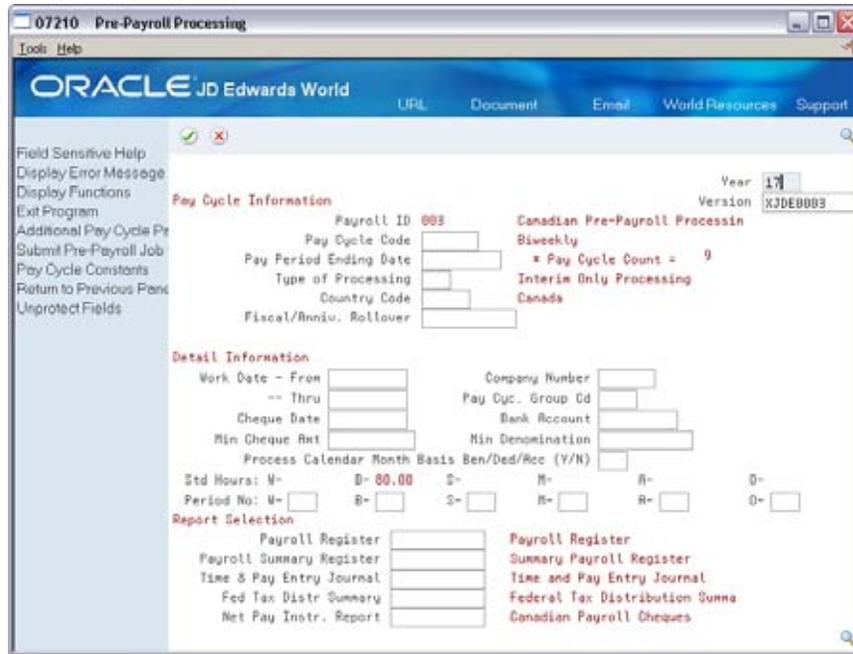
- A minimum payment amount
- Job step progression information

To create a new payroll ID

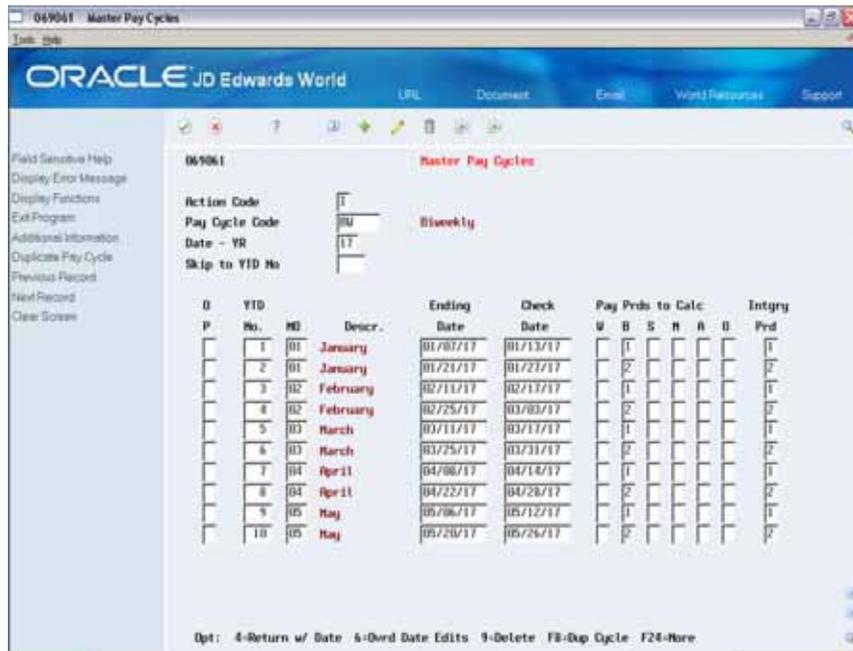
On the first Pre-Payroll Processing form



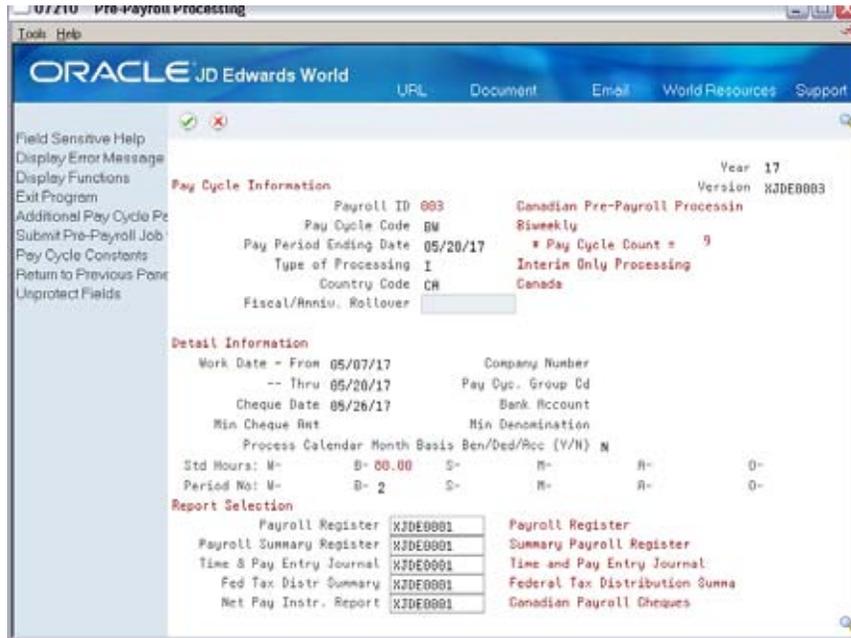
1. Complete the following field and press Enter:
 - Payroll ID



2. On the second Pre-Payroll Processing screen to assign a report version to the payroll ID, complete the following field:
 - Version
3. Complete the following field:
 - Pay Cycle Code
4. Use the Cycle Constants function.



- On Master Pay Cycles, choose the Return with Date option to assign a pay period for the payroll cycle.



- Under Pay Cycle Information, review the following fields:
 - Year
 - Pay Cycle Code
 - Pay Period Ending Date
 - Type of Processing
 - Country Code
- To process fiscal and anniversary rollovers during the payroll cycle, enter a program version in the following field:
 - Fiscal/Anniversary Rollover
- To process step progression history during the payroll cycle, complete the following field:
 - Process Step Progression History

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Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Additional Pay Cycle Pr
 Submit Pre-Payroll Job
 Pay Cycle Constants
 Return to Previous Page
 Unprotect Fields

Year 17
 Version XJDE0003

Pay Cycle Information

Payroll ID 883 Canadian Pre-Payroll Processing
 Pay Cycle Code 8W Biweekly
 Pay Period Ending Date 05/20/17 = Pay Cycle Count = 9
 Type of Processing I Interim Only Processing
 Country Code CA Canada
 Fiscal/Annu. Rollover

Detail Information

Work Date - From 05/07/17 Company Number
 -- Thru 05/20/17 Pay Cyl. Group Cd
 Cheque Date 05/20/17 Bank Account
 Min Cheque Amt Min Denomination
 Process Calendar Month Basis Ben/Ded/Rec (Y/N) N

Std Hours: W- B- 80.00 S- R- 0-
 Period No: W- B- 2 S- R- 0-

Report Selection

Payroll Register	XJDE0001	Payroll Register
Payroll Summary Register	XJDE0001	Summary Payroll Register
Time & Pay Entry Journal	XJDE0001	Time and Pay Entry Journal
Fed Tax Distr Summary	XJDE0001	Federal Tax Distribution Summa
Net Pay Instr. Report	XJDE0001	Canadian Payroll Cheques

9. Under Detail Information, review the following fields:

- Work Dates
- Cheque Date
- Period Number
- Company Number
- Pay Cycle Group Code
- Bank Account Number
- Minimum Cheque Amount
- Denomination Minimum
- Process Calendar Month Basis DBAs

07210 Pre-Payroll Processing

Tools Help

ORACLE JD Edwards World URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Additional Pay Cycle Pr
 Submit Pre-Payroll Job
 Pay Cycle Constants
 Return to Previous Page
 Unprotect Fields

Year 17
 Version XJDE0003

Pay Cycle Information

Payroll ID 003 Canadian Pre-Payroll Processin
 Pay Cycle Code BW Biweekly
 Pay Period Ending Date 05/20/17 = Pay Cycle Count = 9
 Type of Processing I Interim Only Processing
 Country Code CA Canada
 Fiscal/Annu. Rollover

Detail Information

Work Date - From 05/07/17 Company Number
 -- Thru 05/20/17 Pay Cyc. Group Cd
 Cheque Date 05/20/17 Bank Account
 Min Cheque Amt Min Denomination
 Process Calendar Month Basis Ben/Ded/Rcc (Y/N) N
 Std Hours: W- 0 D- 80.00 S- M- R- O-
 Period No: W- B- 2 S- M- R- O-

Report Selection

Payroll Register	XJDE0001	Payroll Register
Payroll Summary Register	XJDE0001	Summary Payroll Register
Time & Pay Entry Journal	XJDE0001	Time and Pay Entry Journal
Fed Tax Distr Summary	XJDE0001	Federal Tax Distribution Summa
Net Pay Instr. Report	XJDE0001	Canadian Payroll Cheques

10. Under Report Selection, enter a report version for the following required report:

- Net Pay Instructions

11. Enter a report version for at least one of the following reports:

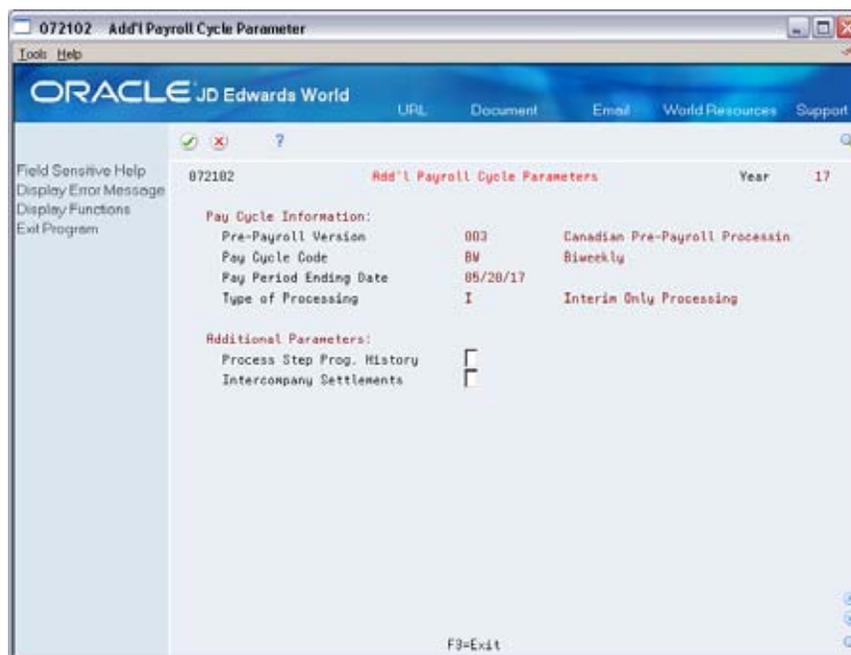
- Payroll Register
- Summary Payroll Register

You must print at least one of these two reports. If you do not enter a version number for either report, the system prints the default version (XJDE0001) of the Payroll Register.

12. Enter a report version for the following optional reports:

- Time and Pay Entry Journal
- Federal Tax Distribution Summary

13. To enter additional parameters, choose the Additional Payroll Cycle Parameters function.



14. On Additional Payroll Cycle Parameters, complete any of the following optional fields:
- Company Number
 - Pay Cycle Group Code
 - Type
 - Bank Account Number
 - Minimum Check Amount
 - Denomination Minimum
 - Calculation Monthly DBAs
 - Override Auto Deposit
 - Process Step Progression History
 - Group Plan Override
 - Intercompany Settlements
 - Date for Updating Tips File
 - Use Full or Abbreviated Key
15. Exit to the second Pre-Payroll Processing form.
16. Choose the Submit Job function.

Field	Explanation
Payroll ID	<p>This is the ID you use to process each step of the payroll cycle. When you are processing payroll, a library is created that holds all of the tables necessary for that specific payroll cycle. The library is named PAYRLxxx, where xxx is the ID for the payroll.</p> <p>The Payroll system can contain only one PAYRLxxx library, which stores the payroll ID workfiles, at one time. To avoid overwriting IDs, JD Edwards World recommends that you reserve IDs 001 through 799 for your production environment, IDs 800 through 899 for your test environment.</p> <p>If you delete a payroll ID, you can reassign its program version to another payroll ID.</p>
Pay Cycle Code	<p>A code that identifies the values for a master pay cycle.</p> <p><i>Form-specific information</i></p> <p>After you enter a code in this field, access the master pay cycles to load the pay period ending date, work and check dates, standard hours for that pay period, and period numbers used to calculate DBAs. In subsequent payroll cycles, the system automatically completes these fields. The next time you run this payroll ID, you see values for the next pay period.</p>
Type of Processing	<p>A code that indicates the kind of pre-payroll processing that you want to submit. Once you run a regular pre-payroll processing (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run pre-payroll processing for changes only. The system verifies the field against the hard-coded Processing Type Codes user defined code list (07/ST).</p>

What You Should Know About

Subsequent payrolls	Pay cycle and detail information is saved and protected from change for subsequent payrolls. You must use the Unprotect function if you want to make any changes.
Job logs	The system creates job logs for every step of the payroll cycle except print payments. A job log does not necessarily indicate that there is a problem. However, you should check the user messages for the message that the job completed successfully.

Print paycheques version	The version number you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as cheques, auto deposits, payslips, attachments, and the cheque register. See <i>Setting up Payroll Cycle Reports</i> for more information on setting up these versions.
Inactive field	The Accelerate Submission field is currently inactive.
Standard hours	The second Pre-Payroll Processing screen displays the number of hours for which autopay employees will be paid.
Printing mailing labels	When you are ready to print and mail cheques or other payroll-related documents, you can use the Print Mailing Labels option to print standard 4-up, or Cheshire mailing labels in a laser format.

See Also

- *Processing Fiscal and Anniversary Rollovers (P07210)*
- *Activating Intercompany Settlements for a Payroll ID (P07210)*
- *Creating a Payroll ID that Uses Step Progression (P07210)*

Data Selection for Pre-Payroll

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

JD Edwards World recommends that you include pay status in your data selection.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

Data Sequence for Pre-Payroll

The report versions for the Payroll Register and Summary Payroll Register must have the same data sequencing as the program version for pre-payroll processing (P07210), although they do not have the Payroll Lockout ID. The pre-payroll version stores the lockout ID for all payroll reports. The data sequence of the pre-payroll version controls the order in which the system prints data for both payroll registers.

Caution: The Payroll Lockout ID must be the first data sequence parameter in the program version (P07210).

Choosing an Existing Payroll ID

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pre-Payroll Processing
---	---

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

When you choose an existing payroll ID, a program version is already assigned to it. You can enter a different program version, if that version is not assigned to another payroll ID.

You also can change the parameters for an existing payroll ID. For example, you might need to choose additional reports to print.

When processing is complete, the system prints the pre-payroll reports for which you entered report versions.

To choose an existing payroll ID

On the first Pre-Payroll Processing form

1. Complete the following field:
 - Payroll ID
2. On the second Pre-Payroll Processing form, make any necessary revisions and press Enter.
3. Choose the Submit Job function.

Reviewing Payroll Registers

After you process pre-payroll, but before you print payments, you should review the payroll register to verify the accuracy of your information.

You must print either a Payroll Register or a Summary Payroll Register.

If you did not enter a version for the register, the system prints the default version (XJDE0001) of the Payroll Register.

Reviewing payroll registers includes:

- Reviewing the Payroll Register
- Reviewing the Summary Payroll Register

See Also

- *Setting Up Payroll Cycle Reports (P063012)*
- *Correcting Errors in Pre-Payroll Processing (P07210)* for information about correcting errors listed on the Payroll Register reports

Reviewing the Payroll Register

Use the Payroll Register to verify that the correct employees are being paid and that the system correctly calculated:

- Employees' gross-to-net amounts
- Spousal Life Insurance Premiums, if this DBA has been set up for an employee or a Benefit Group

You can review employee earnings for this payroll cycle by pay type, deductions, benefits, and accruals. Reviewing all of this information on the payroll register simplifies the process of reconciling total accrual liability.

The report lists the following information:

- Pay type, deductions, benefits, and accruals for each employee by business unit
- Totals by pay type for each business unit
- Taken and available amounts for all types of accruals
- Grand totals by pay type for each company
- Cheque control numbers

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

JD Edwards World recommends that you run the register again during the payroll cycle reports step in order to review the actual payment numbers at that time.

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

063012		JD Edwards World		Page - 1						
Company - 00077 A Model Canadian Payroll C		Payroll Register		Date - 6/25/17						
BU - 707 Corporate Administration				Period - 04/11/17						
				Intrm User-						
Employee	Type	Earnings	Hours	Rate	Curr. Amt	YTD Amount	Type	Deduction	Curr. Amt	YTD Amount
256-136-888	7701 001 Regular	0.80	11.250	9.00	9.00	9.00	**	Gross Wages	10.08	10.08
Anthony Holiday	7720 H&W - Canada			0.40	0.40	0.40		CAN FED		1,735.70
	7770 BC Medical			70.00	70.00	70.00		CAN CPP		223.22
	7780 Vacation Pay			1.08	1.08	1.08		CAN UIC		271.25
	*** Total:	0.80	Gross:	10.08	10.08	10.08	***	7706 Dental Fam	8.26	8.26
			Taxbl:	80.48	80.48	80.48	***	Total Ded's	10.08	
Route:	Ck Cntrl #:	171483	-				**	Net Pay	**	
184-560-670	7702 001 Regular	0.80	12.350	9.88	9.88	9.88	**	Gross Wages	11.16	11.16
Derrick, Leslie	7720 H&W - Canada			0.40	0.40	0.40		CAN FED	20.00	9,109.27
	7780 Vacation Pay			1.28	1.28	1.28		CAN CPP		661.22
								CAN UIC	0.45-	293.55
	*** Total:	0.80	Gross:	11.16	11.16	11.16	***	9997 Overpayment	8.39-	8.39-
			Taxbl:	11.56	11.56	11.56	***	Total Ded's	11.16	
Route:	Ck Cntrl #:	171491	-				**	Net Pay	**	
481-560-670	7703 001 Regular	80.00	27.179	2,038.46	2,038.46	2,038.46	**	Gross Wages	2,038.46	2,038.46
Bellas, Debbie	7701 RRSP Co.			50.96	50.96	50.96		CAN FED	399.61	4,905.08
	7705 Dental/Co.			8.64	8.64	8.64		CAN CPP	66.21	602.91
	7740 CarAllowCMN			410.00	410.00	410.00		CAN UIC	0.45-	344.55
	7785 Salary Vac			305.77	305.77	305.77	7700	RRSP	101.92	101.92
	*** Total:	80.00	Gross:	2,038.46	2,038.46	2,038.46	***	Total Ded's	567.29	
			Taxbl:	2,346.54	2,346.54	2,346.54				
	Ck Cntrl #:	171504	-					Document Amt	1,421.17	
			- 1 Auto Deposit					Document Amt	50.00	
			- 2 Auto Deposit					**	Net Pay	**
Route:	Ck Cntrl #:	171504	-						1,471.17	
652-136-888	7704 001 Regular	80.00-	22.369	1,789.52-	1,789.52-	1,789.52-	**	Gross Wages	1,789.52-	1,789.52-
Rivard, Jacques	4800 Earnings			1,789.52-	1,789.52-	1,789.52-		CAN FED	185.03-	1,800.67
	7701 RRSP Co.			26.85-	26.85-	26.85-		QPP	42.24-	389.51
	7775 QHIP			67.11-	67.11-	67.11-		CAN UIC	44.70-	298.20
	7785 Salary Vac			268.43-	268.43-	268.43-		Quebec Provi	238.01-	2,400.34
								7700 RRSP	53.69-	53.69-
								7706 Dental Fam	12.35-	12.35-
								7730 CSB Canada	25.00-	25.00-
	*** Total:	80.00-	Gross:	1,789.52-	1,789.52-	1,789.52-	***	Total Ded's	601.02-	
			Taxbl:	1,735.83-	1,735.83-	1,735.83-				
Route:	Ck Cntrl #:	9216	-	Void Check Cntrl#	Ck #	74774	**	Net Pay	**	1,088.50- Ck Dt 04/17/17

Reviewing the Summary Payroll Register

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

The Summary Payroll Register shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net pay limit you set. During setup, you can decide whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct them before continuing).

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

Column	Description
Wages	This column represents the total of all pay types and earnings entered on the employees' timecards.
Benefits	This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, including those benefits that have no effect on gross or net pay. When you print this report during the step that prints the payroll cycle reports, after you have processed pro forma journal entries, it includes all benefits.

Column	Description
Gross Pay	This column represents earnings plus the benefits that the system added to net pay.

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

Error Message	Description
MAX	Net pay exceeds the maximum pay specified in the processing options.
GTN	Gross-to-net error.
ERR	Both MAX and GTN errors exist.

Number	Name	Hours	Wages	Benefits	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C	Msg
7701	Anthony Holiday	0.80	9.00	116.69	10.08	8.26	1.82	171483	N		
7702	Derrick, Leslie	0.80	9.88	46.90	11.16	8.39	19.55	171491	N		
7703	Bellas, Debbie	80.00	2,038.46	583.05	2,038.46	101.92	465.37	1,471.17	171504	N	
7704	Rivard, Jacques	80.00	1,789.52	138.96	1,789.52	91.04	509.98	1,088.50	9216	Y	GTN
7704	Rivard, Jacques	80.00	1,692.31	139.79	1,692.31	63.12	410.12	1,219.07	171512	N	
7775	Deveny, Cindy L.	80.00	2,615.38	490.39	2,955.38	143.12	927.76	1,884.50	171521	N	
7776	Guerre, John M.	80.00	1,361.54	315.78	1,538.54	66.81	322.84	1,148.89	171539	N	
7777	Bureau, Richard M.	80.00	1,826.92	403.80	2,064.42	103.70	513.65	1,447.07	171547	N	
7778	Klassen, Lisa M.	80.00	1,591.35	370.65	1,798.23	107.83	407.85	1,282.55	171555	N	

Reviewing Time and Pay Entry Reports

If the program version you used to process pre-payroll contains employees who have autopay, you should verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal (also called the Time and Pay Register) during pre-payroll processing, it includes timecard information for autopay employees.

If you choose to print the Time and Pay Register, the system might also print a Time and Pay Exception report. This report lists employees who have:

- Business unit security violation (employee not paid)
- Hours or rates over the maximum specified in processing options
- Hours or rates under the minimum specified in processing options
- Pay rates different than those entered in the Employee Master table
- Hire dates that are greater than the pay period ending date
- Pay stop dates that are less than the pay period beginning date
- Overtime hours paid
- Vacation or sick time taken exceeds the minimum available amounts
- Excessive pay rates

- Regular pay bypassed because of interim cheques
- Benefits or deductions bypassed because of interim cheques
- No pay rates entered in one or more timecards

063051		JD Edwards World Time and Pay Exception Report					Page - 2	
							Date - 6/25/17	
							From - 03/29/17	
							Thru - 04/11/17	
Employee Number	Name	Pay Type No.	Description	Work Date	Account Number	Hours	Rate	Gross Pay
7701	Anthony Holiday	1	Regular	04/11/17	707.8115	0.80	11.250	9.00
						0.80		9.00
				Holiday, Anthony		0.80		9.00
7702	Derrick, Leslie	1	Regular	04/11/17	707.8115	0.80	12.350	9.88
						0.80		9.88
				Derrick, Leslie		0.80		9.88
7703	Bellas, Debbie	1	Regular	04/11/17	707.8115	16.00	27.179	407.69
		1	Regular	04/11/17	707.8118	64.00	27.179	1,630.77
						80.00		2,038.46
				Bellas, Debbie		80.00		2,038.46
7704	Rivard, Jacques	1	Regular	04/11/17	707.8115	80.00	22.369	1,789.52
		1	Regular	04/11/17	707.8115	80.00	22.564	1,692.31
7775	Deveny, Cindy L.	1	Regular	04/11/17	701.8115	80.00	34.872	2,615.38
						80.00		2,615.38
				Deveny, Cindy L.		80.00		2,615.38
7776	Guerre, John M.	1	Regular	04/11/17	701.8115	80.00	18.154	1,361.54
						80.00		1,361.54
				Guerre, John M.		80.00		1,361.54
7777	Bureau, Richard M.	1	Regular	04/11/17	701.8115	80.00	24.359	1,826.92
						80.00		1,826.92
				Bureau, Richard M.		80.00		1,826.92
7778	Klassen, Lisa M.	1	Regular	04/11/17	701.8115	80.00	21.218	1,591.35
						80.00		1,591.35
				Klassen, Lisa M.		80.00		1,591.35

See Also

- *Reviewing the Time and Pay Register (P063001)*

Reviewing the Federal Tax Distribution Summary Report

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

073170		JD Edwards World Federal Tax Distribution Summary				Page - 2	
Company . . 00077 A Model Canadian Payroll Co						Date - 6/25/17	
Tax ID . . WCX162734						Period End- 04/11/17	
TT	Tax Description	*** Current Taxable Wages	Period *** Tax Amount	*** Month-To-Date *** Taxable Wages	Tax Amount	Qtr-To-Date Tax Amount	Year-To-Date Tax Amount
CA	Canada Federal Income Tax	2,236.96	395.73	18,633.38	4,494.20	4,971.03	15,976.17
CB	Canadian Pension Plan - empl'ee	2,510.98	66.21	15,600.91	374.15	436.94	1,264.13
CE	Canadian Pension Plan - empl'yr	2,510.98	66.21	15,600.91	374.15	436.94	1,264.13
CC	Canada Unemploy Ins. - empl'ee	1,195.19	46.05-	9,925.19	173.25	217.95	935.85
CD	Canada Unemploy Ins. - empl'er	1,195.19	57.26-	9,925.19	215.55	271.16	1,164.16
Total FEDERAL			424.84		5,631.30	6,334.02	20,604.44
Federal Deposit Information:							
Income Tax Withheld		395.73					
Total Canadian Pension		132.42					
Total Unemployment Insurance		103.31-					
Total Deposit Due		424.84					

Reviewing Payment Reports

The reports related to the version you entered in the Print Paycheques field during pre-payroll do not print until after you print payments. The system uses this version to create the workfile that it uses to print payments. If you did not enter a version in this field, the system uses the default version (XJDE0001).

See Also

- *Printing Payments (P07230)* to review payment reports

Reviewing the Terminated Employees Being Paid Report

When pre-payroll processing includes terminated employees who are receiving their last payment, the system automatically prints the Terminated Employees Being Paid report. Use this report to verify that all tasks related to the employees' termination have been performed.

063501		JD Edwards World Terminated Employees Being Paid				Page - 1
						Date - 7/01/17
						Date - Endi
***** Employee *****	Term Chg.			Int Ck	I	Check
Employee No Name - Alpha	Date Ter Chan	Description	Earnings	Number	S	Date
184560670	Derrick, Leslie	04/04/17	RS	Resignation	11.16	04/17/17

See Also

- *Terminating an Employee (P070161)*

Processing Pre-Payroll for Changes Only



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Pre-Payroll Processing**

After you complete the pre-payroll processing, you should review the pre-payroll reports. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing

time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called pre-payroll processing for changes only.

You must run a pre-payroll for changes only when you make any of the following types of changes to employees included in a pre-payroll:

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

After you run pre-payroll processing for the first time in a payroll cycle, the system selects the processing type for changes only if you rerun pre-payroll without resetting the payroll ID.

If you run a pre-payroll for changes only, the system will not process the changes if you:

- Have already printed payments
- Change the selection criteria for the pre-payroll program version
- Change the setup of a PDBA that affects one or more employees in the payroll cycle
- Revise labour, autodeposit, or DBA instructions for an employee
- Revise wage attachment information for an employee

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

See Also

- *Resetting the Payroll ID (P06217)*
- *Correcting Errors in Pre-Payroll Processing (P07210)*

To process pre-payroll for changes only

On the first Pre-Payroll Processing form

1. Complete the following field:
 - Payroll ID
2. On the second Pre-Payroll Processing form, verify the value in the following field:
 - Type of Processing
3. Choose the Submit Job function.

Field	Explanation
Type of Processing	A code that indicates the kind of pre-payroll processing that you want to submit. Once you run a regular pre-payroll processing (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run pre-payroll processing for changes only. The system verifies the field against the hard-coded Processing Type Codes user defined code list (07/ST).

What You Should Know About

Changes only processing after printing payments

If you need to process a pre-payroll after you have printed payments, you must:

- Reset the print payments workfile
- Process the pre-payroll for the changes
- Reprint the payments
- Rerun the payroll cycle reports
- Process the pro forma journal entries

Review Payroll Cycle Information

Reviewing Payroll Cycle Information



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Pay Cycle Review/Reset**

At any time during a payroll cycle, you can review information about the payroll cycle. For example, you can review:

- The status of each step in the payroll cycle
- The type of pre-payroll processing (full or only for changes)
- Employees who are in lockout mode
- The general ledger dates selected for labour distribution journal entries
- The pay period dates for the payroll cycle
- The beginning and ending numbers assigned to the cheques, automatic deposit slips, and payslips printed
- Current status of payments and the autodeposit workfile

You use this information to determine when it is safe to proceed to the next step in the cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

Pay cycle review information is stored in the Payroll Cycle Parameters table (F06210).

To review payroll cycle information

On Payroll Cycle Review/Reset



1. Review the information in the following fields:

- Status Codes - Pre-Payroll Processing (Pre)
- Status Codes - Print Payroll Cheques (Chk)
- Status Codes - Payroll Journal Entries (JEs)
- Status Codes - Reports Only (Rpt)
- Status Codes- Final Update (Fnl)
- Status Codes - Payroll01 (1)
- Status Codes - Payroll02 (2)
- Type of Processing (Prc Typ)
- Payroll Expense Type (Jnl Cod)
- Sequence Code (Seq Cod)

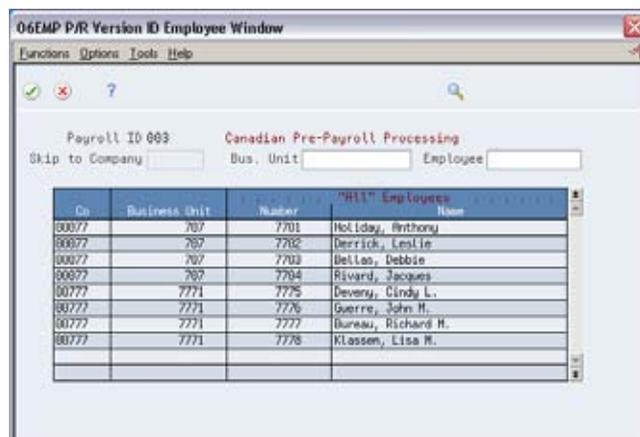
2. Access the detail area.



3. Review the information in the following fields:

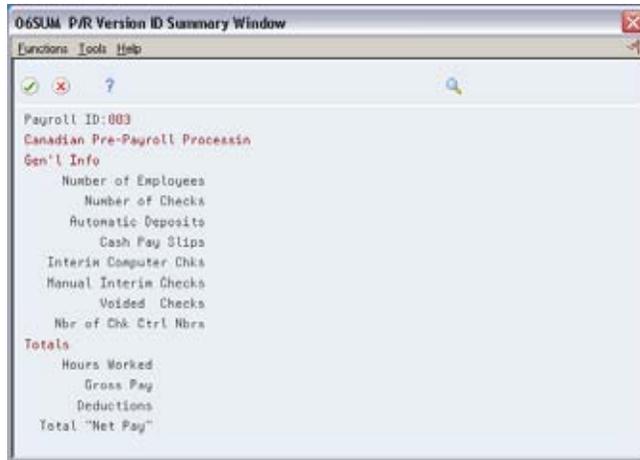
- Pay Period Date
- Check Date
- Work Dates
- Pay Cycle Code

4. Choose the Employee Information option to review a list of employees locked by this payroll ID.

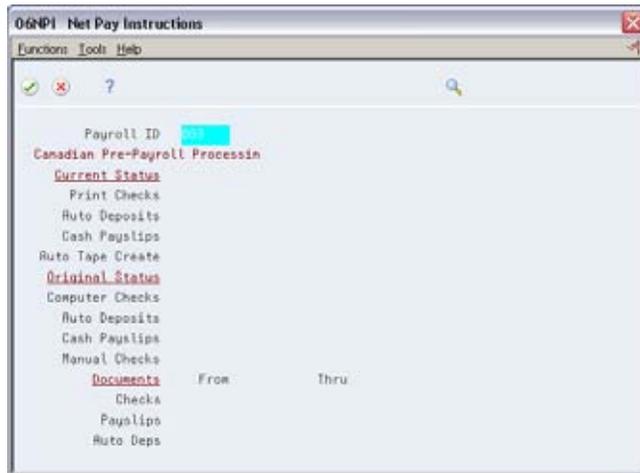


5. Exit the window.

6. Choose the ID Summary option to access summary information about a payroll cycle.



7. Exit the window.
8. Choose the NPAYI option to access information about net pay instructions.



Field	Explanation
Pre	<p>A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are:</p> <ul style="list-style-type: none"> Blank Not executed for payroll ID A Active or on job queue 1 Completed E Canadian Corporate Tax ID not set up S Schedule lock <p>You cannot change the pre-payroll processing status to complete.</p>

Field	Explanation
Chk	<p>A code that indicates the status of the Print Payroll Checks for this version. Valid codes are:</p> <p>Blank Not executed for payroll ID</p> <p>A Active or on job queue</p> <p>1 Completed</p> <p>S Schedule lock</p> <p>You cannot change the print checks status on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.</p>
JEs	<p>A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are:</p> <p>Blank Not executed for payroll ID</p> <p>A Active or on job queue</p> <p>1 Completed</p> <p>S Schedule lock</p>
Rpt	<p>A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:</p> <p>Blank Not executed for payroll ID</p> <p>A Active or on job queue</p> <p>1 Completed</p> <p>S Schedule lock</p>
FnI	<p>A code that indicates the status of Payroll Final Update for this version. Valid codes are:</p> <p>Blank Not executed for payroll ID</p> <p>A Active or on job queue</p> <p>When the final update is complete, the system clears all status codes.</p> <p>You cannot change the final update status to complete.</p>
APW	<p>A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include:</p> <p>Blank Not necessary to rerun pre-payroll</p> <p>1 Must rerun pre-payroll for changes only</p> <p>This code indicates if the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle.</p>

Field	Explanation
2	<p>A code which indicates the current status of the various print screen options. This is an internal control field and can not be changed by the user.</p> <p>2 Payslips have been requested</p> <p>3 Payslips have completed</p> <p>4 Checks have been requested</p> <p>5 Checks have completed</p> <p>6 Deposit Advices have been requested</p> <p>7 Deposit Advices have been completed - indicates that all net pay instructions have completed</p>
Jnl	<p>This code determines the G/L date for labour and burden entries. The system uses document types T2 and T4 to record labour and T3 to record burden. Valid codes are:</p> <p>1 Work Date. The G/L date is the timecard work date.</p> <p>2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</p> <p>3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.</p>
Seq Cod	<p>A code that indicates the internal control that applies to this Payroll ID. Internal controls ensure proper sequencing of the payroll cycle. Valid codes are:</p> <p>A Active</p> <p>S Scheduling Lock. This version is already being accessed by another user.</p> <p>Note: You should change this code only under extreme circumstances.</p>

What You Should Know About

Net pay instructions	The system stores information about net pay instructions in the NPAY1 data area.
Employee information option	During full processing the system displays all employees locked by this payroll ID. During processing only for changes, the system displays any employees whose information has changed and for whom you must process a pre-payroll only for changes.

Schedule lock error

A scheduling lock error can occur at any step of the payroll cycle. For example, it can occur if two users try to submit the same payroll ID at the same time, or if a user is in a time entry screen for an employee who is locked to a payroll.

To correct a scheduling lock error, see *Correcting a Scheduling Lock Error (P06215)* for more information.

See Also

- *Resetting Payroll Cycle Steps (P06217)* for information about resetting and rerunning steps in the payroll cycle

Work with Payments

Working with Payments

Payments are the forms employees receive when they get paid. You can set up employees to receive any of the following types of payments:

Payment Type	Description
Paycheques	A written order to a bank to pay the employee a sum from the company's account.
Automatic deposit advice slips	A non-negotiable screen that shows an employee's earnings and deductions. The system prints this screen for employees who are set up for automatic deposit.
Payslips	The screen you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by cheque and some who are paid by automatic deposit.

After you process pre-payroll, you can print payments for employees.

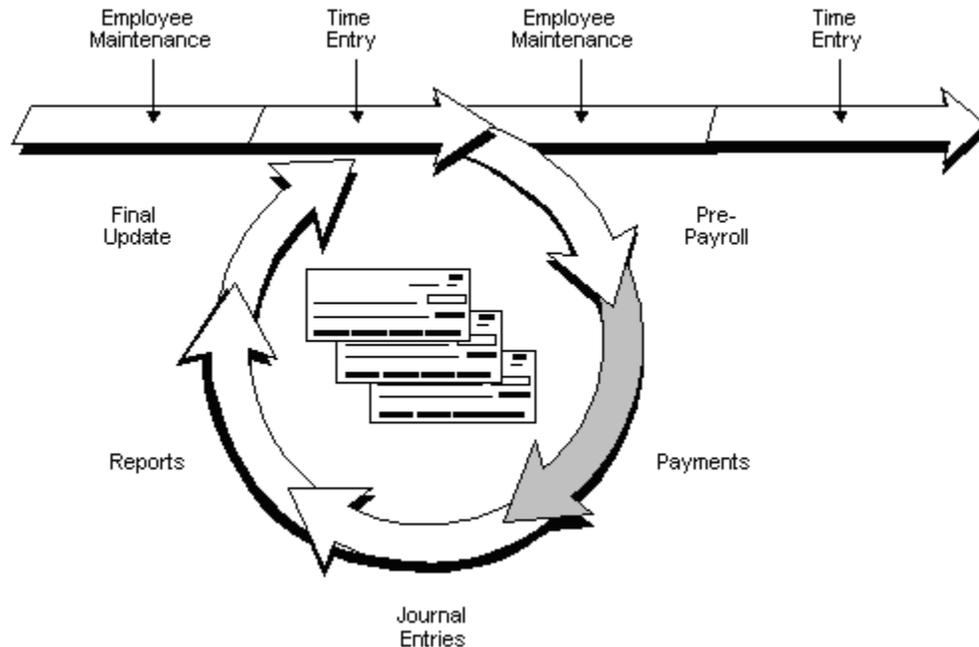
During the print process, the payroll system generates positive pay information that you can review before submitting positive pay data via an external media (tape, diskette, or CD) to financial institutions.

Following payment processing, you can create choose to reconcile computer-generated, manually generated, auto deposit, or all three types of paycheques. Create a version of the Reconcile Cheque History (P065613) program and use the first processing option to specify your paycheque reconciliation process.

This section contains the following:

- [Printing Payments](#)
- [Positive Pay Processing](#)
- [Reviewing Payment Reports](#)

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



See Also

- *Appendix A – Technical Overview of the Payroll Cycle* for information about the tables that are affected when you print payments
- *Creating an Automatic Deposit Tape (P075511)*

Printing Payments

A payroll ID can include employees who are set up to receive any of the following types of payments:

- Paycheques or interim cheques
- Automatic deposit advice slips
- Payslips

Typical tasks you perform when you print payments include:

- Printing cheques or interim cheques only
- Printing cheques and automatic deposits
- Submitting a positive pay workfile build

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by cheque and some who are paid by autodeposit.

You use the Print Paycheques program to print all types of payments. When a payroll ID includes employees who are set up for different types of payments, the Print Paycheques program prompts you to print each type of payment.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an autodeposit external workfile, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

Immediately after printing all cheques, including auto deposits, you are prompted to select the Yes/No option on the Canadian Cheque Print Parameters or Canadian Interim Print Cheques Parameters screen to submit a positive pay workfile build. When transmitted to financial institutions, positive pay information can help banks prevent cheque-cashing fraud.

After you print any type of payment, and before you either continue to the next type of payment or exit the Print Paycheques program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

Before You Begin

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

What You Should Know About

Print Paycheques version	The version number you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as automatic deposits, payslips, and attachments. See <i>Setting Up Payroll Cycle Reports</i> for more information on setting up these versions.
Reprinting payments	If you complete the Print Paycheques program and later realize that you need to reprint payments, you must reset the paycheque workfile before you can reprint the payments. See <i>Resetting Payroll Cycle Steps</i> .
Duplicate payment numbers	The system does not check for duplicate payment numbers because you might be using multiple bank accounts. You must track them manually.
Attachments	The system can print only 14 lines on a pay stub. If an employee's payment needs more than 14 lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment, instead of a payment.

Payment date

To correct a payment date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

See *Resetting the Payment Workfile*.

Printing mailing labels

When you are ready to mail cheques or other payroll-related documents, you can use the Print Mailing Labels option to print standard 4-up, or Cheshire mailing labels in a laser format.

This option prints 30 1-1/2" X 2-5/8" labels in portrait format on an 8-1/2 X 11" sheet.

See Also

- *Correcting Printer Errors (P062301)*

Printing Cheques Only

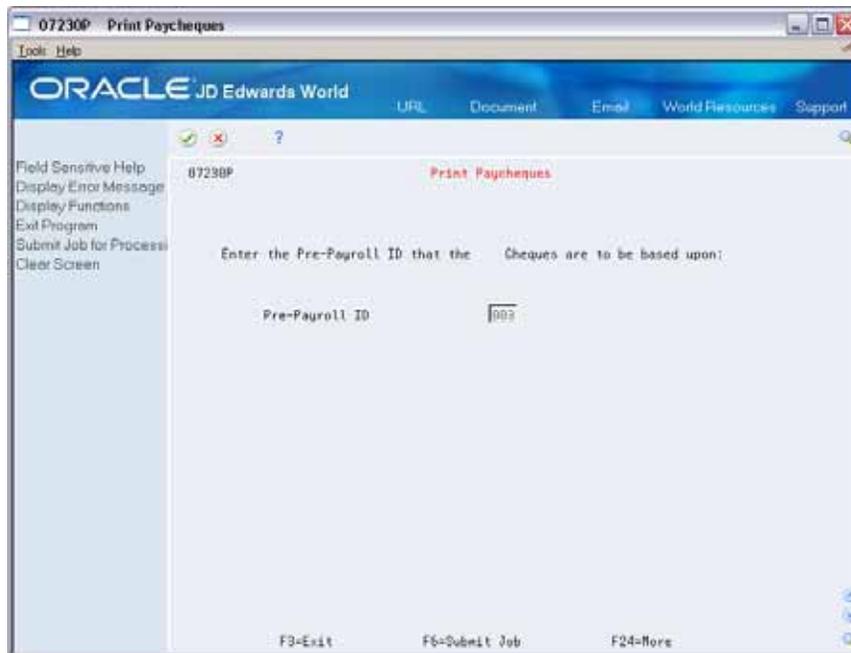
You use the Print Paycheques program to print all types of payments. When all of the employees included in a payroll ID are paid by cheque, the Print Paycheques program prompts you to print cheques only.

To print cheques only

On the first Canadian Cheque Print Parameters screen

1. Complete the following field:

- Payroll ID



2. Choose the Submit Job function.

07230-1 Canadian Cheque Print Params

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Submit Check Print Job

07230-1 Canadian Cheque Print Params

Pre-Payroll ID 003 Canadian Pre-Payroll Processin

Payment Date 05/26/17

Beginning Cheque Number 100

Cheque Message

F6=Submit Job

3. On the first Canadian Cheque Print Parameters form, complete the following field:

- Beginning Cheque Number

4. Choose the Submit Job function.

07230-2 Canadian Cheque Print Params

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions

07230-2 Canadian Cheque Print Params

Number of CHEQUES printed 1

Number of Attachments printed

Number of EMPLOYEES processed 4

Have ALL Cheques been Printed (Y/N)?

Type Y or N then press ENTER to continue

Submit Positive Pay WF Build (Y/N)?

5. On the second Canadian Cheque Print Parameters form, initiate an additional session to access the message queue.

6. Load the forms and verify that they are aligned properly.
7. Respond to the messages in the operator message queue.
8. Review the cheques to verify that they printed correctly.
9. On Canadian Cheque Print Parameters, complete the following fields:
 - Have All Cheques Been Printed (Y/N)?
 - Submit Positive Pay WF Build (Y/N)?
10. Enter N to correct any printer errors.

Field	Explanation
Beginning Cheque Number	Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run.
Have ALL Cheques been Printed (Y/N)?	You must respond to the system operator's message queue before responding to this question. Enter Y if all cheques have printed correctly. Enter N if one or more cheques did not print correctly because the printer was misaligned, has jammed, or has damaged a cheque. If you enter N, the system allows you to reprint the cheques. You can reprint a single cheque, a range of cheques, or all cheques. You must manually track any unusable cheques, because the system does not write them to history.
Submit Positive Pay WF Build (Y/N)?	Enter Y to build a positive pay workfile. : If you enter N for the Submit Positive Pay WF Build option, cheque information will not be updated to the positive pay workfile.

To print interim cheques

The following steps apply to printing interim cheques, as well. See *Print Interim Cheques* for details.

On the first Canadian Cheque Print Parameters screen

1. Complete the following field:
 - Payroll ID
2. Choose the Submit Job function.

07230-1 Canadian Cheque Print Params

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Submit Check Print Job

07230-1 Canadian Cheque Print Params

Pre-Payroll ID 003 Canadian Pre-Payroll Processin

Payment Date 05/26/17

Beginning Cheque Number 100

Cheque Message

F6=Submit Job

3. On the first Canadian Cheque Print Parameters screen, complete the following field:
 - Beginning Cheque Number
4. Choose the Submit Job function.

07230-2 Canadian Cheque Print Params

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions

07230-2 Canadian Cheque Print Params

Number of CHEQUES printed 1

Number of Attachments printed

Number of EMPLOYEES processed 4

Have ALL Cheques been Printed (Y/N)?

Type Y or N then press ENTER to continue

Submit Positive Pay WF Build (Y/N)?

5. On the second Canadian Cheque Print Parameters screen, initiate an additional session to access the message queue.
6. Load the forms and verify that they are aligned properly.

7. Respond to the messages in the operator message queue.
8. Review the cheques to verify that they printed correctly.
9. On Canadian Cheque Print Parameters, complete the following fields:
 - Have All Cheques Been Printed (Y/N)
 - Submit Positive Pay WF Build (Y/N)

Enter N if you need to correct printer errors.

Field	Explanation
Beginning Cheque Number	Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run.
Have ALL Cheques been Printed (Y/N)?	You must respond to the system operator's message queue before responding to this question. Enter Y if all cheques have printed correctly. Enter N if one or more cheques did not print correctly because the printer was misaligned, has jammed, or has damaged a cheque. If you enter N, the system allows you to reprint the cheques. You can reprint a single cheque, a range of cheques, or all cheques. You must manually track any unusable cheques, because the system does not write them to history.
Submit Positive Pay WF Build (Y/N)?	Enter Y to build a positive pay workfile. : If you enter N for the Submit Positive Pay WF Build option, cheque information will not be updated to the positive pay workfile.

See Also

- *Print Interim Cheques*
- *Correcting Printer Errors (P072301)*

Printing Cheques and Automatic Deposits

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Print Paycheques
---	---

You use the Print Paycheques program to print all types of payments. When a payroll ID includes some employees who are set up to receive cheques, and others who are set up for automatic deposit, the Print Paycheques program prompts you to print each of these types of payments separately. The program creates separate spool files for cheques, automatic deposit advice forms, payslips, and attachments.

When your payroll ID includes automatic deposit employees, you must also instruct the system to generate an *automatic deposit external workfile*, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You use Print Paycheques to generate the automatic deposit external workfile.

You can generate the automatic deposit workfile when you print payments, or you can generate the workfile separately. You must generate the workfile before you process final update for this payroll cycle.

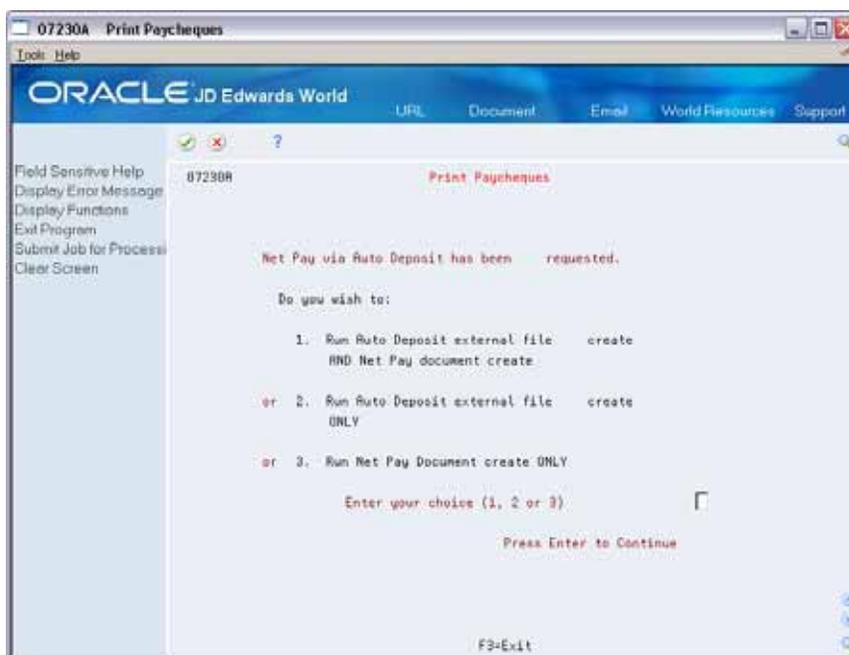
The automatic deposit workfile build remains on hold until you release it from the job queue. After you generate the automatic deposit workfile, you (or someone in your MIS department) must copy the workfile to an external media and send it to the bank.

The following steps describe how to create the automatic deposit workfile, as well as how to print cheques and automatic deposits.

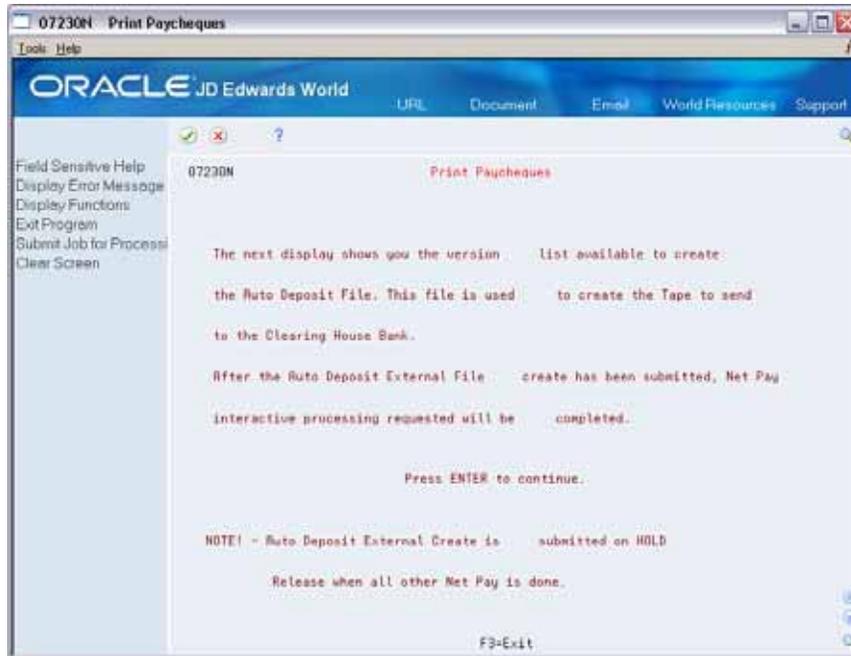
To print cheques and automatic deposits

On the first Print Paycheques screen

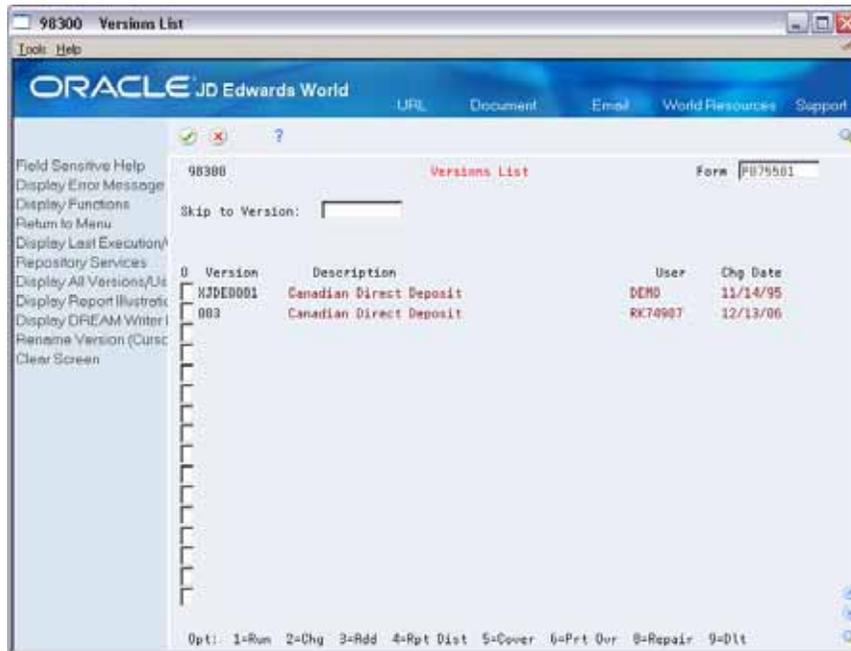
1. Complete the following field:
 - Payroll ID
2. Choose the Submit Job function.



3. On the second Print Paycheques form, choose Run Auto Deposit external file create AND Net Pay Document create.



4. On the third Print Paycheques form, read the information and press Enter.



5. On the Version Selection screen, run a version.
6. Update the processing options.
7. Press Enter to submit the version.
8. Exit from Version Selection.
9. On the first Canadian Print Cheques Parameters form, complete the steps for printing cheques.

Caution: After you complete the steps to print cheques, the system displays the Canadian Cheque Print Parameters screen again with information for automatic deposits displayed. Do not exit from the program until you print the automatic deposit forms.

10. Complete the steps for printing automatic deposits. These steps are the same as those for printing cheques.
11. From the Payroll Cycle Processing Menu, use hidden selection 33 to release the automatic deposit external workfile build program (J07550) from your job queue.

What You Should Know About

Submitting the workfile build separately for Canadian payroll

If you do not submit the external workfile build when you print your net pay documents, you must reset your cheques and run the Print Paycheques program again or submit the workfile build directly from a DREAM Writer versions list.

See *Resetting the Payment Workfile*.

See Also

- *Printing Cheques Only (P07230)*
- *Creating an Automatic Deposit Tape (P065511)*

Processing Options

See [Canadian Direct Deposit \(P075501\)](#).

Correcting Printer Errors

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Print Paycheques
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To correct printer errors

On the second Canadian Cheque Print Parameters form

1. Complete the following fields:
 - Void Cheque Numbers Beginning With
 - Ending With
2. Choose the Submit Job function.
3. Complete the steps for printing payments.

Field	Explanation
Void Cheque Numbers Beginning With	A range of cheque numbers may be entered to void when restarting the cheque run. The value entered in this field must be less than the beginning cheque number and represents the beginning of the range of cheque numbers to be voided.
Ending With	A range of payment numbers may be entered to void when restarting the payment run. If this field is left blank, all payments processed after the beginning payment number will be voided. This represents the end of the range of payment numbers to be voided.

What You Should Know About

Voided payments

On the cheque register, the system prints *Void Doc* for voided payments.

See Also

- *Printing Cheques Only (P07230)*

Positive Pay Processing



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Positive Pay Processing Menu**

The positive pay process is initiated by selecting this option on the Canadian Cheque Print Parameters and Canadian Interim Cheque Print Parameters screens. The positive pay process is designed to help you minimize the risk of cheque-cashing fraud.

During the print payment process, you can choose to generate a positive pay workfile that contains data about every cheque printed by the payroll system. This workfile data is then used to create a bank transmittal file that can be sent to financial institutions. Banks use this information to verify the validity of cheques before they are cashed.

Tasks you perform as part of the positive pay process include:

- Updating the payor bank account information, if necessary.
- Submitting the positive pay workfile build process after printing cheques
- Building the positive pay workfile
- Generating and reviewing the positive pay workfile report
- Building the positive pay bank transmittal workfile
- Generating and reviewing the positive pay bank file build report
- Copying positive pay bank file transmittal data to an external media
- Purging the positive pay workfile

Before You Begin

- Verify that the Bank Transit Number and Bank Account information on the Bank Account Information screen (G03111/14) are correct. The positive pay workfile identifies the payor bank using the Bank Transit Number, which is located in the Bank Transit Number Master file (F0030).

Submitting the Positive Pay Workfile Build Process After Printing Cheques

When you print regular or interim payroll cheques, the system displays a Yes/No (Y/N) option to submit (build) a positive pay workfile. This option displays on the Canadian Print Cheques Parameters and Canadian Print Interim Cheques Parameters screens. When submitted, the positive pay workfile is built in a batch job from the print cheques program.

If you choose to bypass (not to submit) the positive pay workfile submission, a warning message will display stating that the cheques just printed will not be captured in the Positive Pay Workfile.

See Also

- *Printing Cheques Only (P07230)*
- *Running a Regular Payroll Cycle that Includes Interim Cheques (P07210)*
- *Print Interim Cheques*
- *Entering a Standard Interim Cheque (P060531)*
- *Entering an Interim Cheque for a Net Advance (P070531)*
- *Running a Regular Payroll Cycle that Includes Interim Cheques*
- *Running a Payroll Cycle for Interim Cheques Only*

Building the Positive Pay Workfile

The positive pay workfile is built as a batch when you enter Yes (Y) to the Submit Positive Pay WF Build (Y/N)? option on the Canadian Cheque Print Parameters and Canadian Print Interim Cheques Parameters screens. The workfile contains information about all regular, interim, and void paper cheques that were printed.

Note: Auto deposits are not included in the positive pay workfile.

The positive pay workfile build program determines if a record should be written to the file using the cheque control number as a unique identifier.

The positive pay workfile is the source for the positive pay bank transmittal file, and it includes the cheque types listed below with their ICC/ICS indicators:

- N, C – Computer cheque
- Y, C – Interim computer cheque
- Y, M – Interim manual cheque
- Y, M – Interim manual voids
- Y, V – Void paycheque

Note: Computer and interim cheques should only be included in the positive pay workfile if they have been printed. However, since interim manual cheques, interim manual voids, and voids are not printed, they should always be included in the positive pay workfile.

System and user steps required to build the positive pay workfile include:

- The person who prints the cheques will be prompted to submit positive pay information as part of the normal cheque-printing parameters step during payroll processing.
- When you respond Yes (Y) to the positive pay option, paycheque records are written to the positive pay workfile, and the Positive Pay Workfile Report is generated.
- Positive pay records are created as unprocessed with a blank value in both the Processed Code and Member ID fields.
- Once the positive pay workfile is created, you can build the bank transmittal workfile and review the related Positive Pay Bank File Build Report.

To reset the positive pay workfile

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Workfile be reset as well.

When you reset back to pre-payroll after cheques are printed, records in the positive pay workfile will be cleared for that payroll ID. If paycheques are reset, and then rerun, the positive pay workfile will automatically update accordingly.

Option 5 will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the cheque print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

See Also

- *Resetting the Positive Pay Workfile (P062360)*

Generating the Positive Pay Workfile Report

Based on the results of the positive pay workfile build process, this report will be generated every time the batch process runs. There is also a standalone version of the report available on the Canadian Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can create alternative DREAM Writer versions of the report to allow more data selection options, such as:

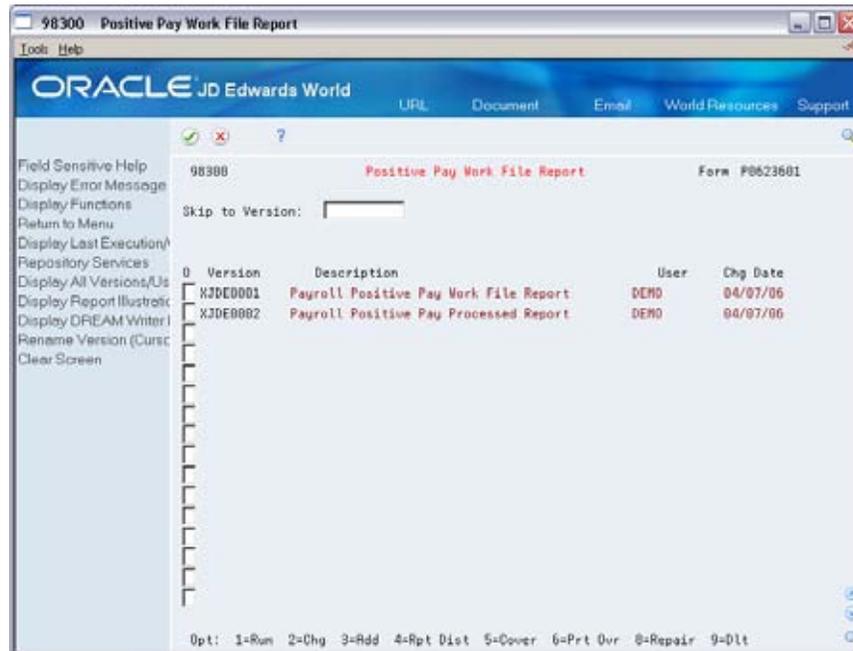
- Cheque number
- Cheque date

- Net pay
- Payee number
- Member ID
- Processed flag
- Cheque type (ICC/ICS)
- G/L bank account
- Creation User ID

Caution: It is not recommended to change the data sequencing, as unpredictable report formatting and totaling results may occur.

To generate the positive pay workfile report

On Positive Pay Workfile Report



1. Enter 1 (Run) next to the appropriate version, and press Enter to display the processing options.
2. Accept or change the default processing option values, as necessary:
 - Payment Information
 - Header/Trailer Records
 - Report Option
 - Bank Tape
3. Press Enter to build the bank file and print the report.

Reviewing the Positive Pay Workfile Report

The Positive Pay Workfile Report provides information about regular, interim, and void cheques that have been printed for each payroll cycle. This report is generated whenever the batch process runs. A standalone report version is available on the Canadian Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can reconcile information written to the positive pay workfile with other payroll process reports using the Positive Pay Work File Report, which is sorted by:

- G/L bank account
- Member ID
- Cheque number
- Subtotal and total on G/L bank account

Make sure all paycheque records are correct and should be included. You can delete records from the positive pay workfile, if necessary.

Note: To delete specific records from the positive pay workfile, create your own version of P00PURGE, and change the data selection to permit the deletion of specific records. See *Purging the Positive Pay Workfile* for details.

G/L Bank Account . . .		77.1110.PAYROLL		JD Edwards World Payroll Positive Pay Work File								Page No. . . .	1
Check Number	Check Date	Net Pay	Payee Number	Payee Name	Member ID	Proc Stat	Interim Chk Code	Interim Chk Status	Account ID	Crt/Upd User ID	Crt/Upd Date	Crt/Upd Time	
1	02/28/17	83,836.11	23900	Canadian, Ma			N	C	00018507	BF7103184	03/01/17	11:04:59 00:00:00	
Totals for Member ID -													
# of Checks -	1	Total Payments -	83,836.11										
Totals for G/L Account - 77.1110.PAYROLL													
# of Checks -	1	Total Payments -	83,836.11										
Report Totals -													
# of Checks -	1	Total Payments -	83,836.11										

Building the Positive Pay Bank Transmittal Workfile

Once unprocessed records have been added to the positive pay workfile, you can run the Positive Pay Bank File Build program to create a bank transmittal workfile.

System and user steps to build the positive pay bank transmittal workfile include:

- The system uses unprocessed records to create a new physical file member, which contains cheque data formatted for the bank.
- You can set up a DREAM Writer version with data selection that is based on the positive pay workfile.
- The system enters Member ID values and updates the Processed Code for all corresponding records in the positive pay workfile, so that they display as processed.
- The system determines which records are already processed and should be excluded from the workfile.

You can review the Positive Pay Bank File Build report in summary or detail mode. This report contains processed data along with the name of the newly created file member in the report heading. Be sure to verify the processing options before running the report.

After you review bank transmittal data, you can submit it to the bank via modem, an external media, or a File Transfer Protocol (FTP) process, if an FTP standard is available at your company.

Note: Because financial institutions use a variety of positive pay formats, the bank transmittal data generated by the JD Edwards World system is designed to fulfill the formatting requirements of most banks. If you use modem and email methods to submit positive pay data to a bank, you are responsible for the encryption.

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Workfile be reset as well.

After the cheque print rerun has been completed, you can submit the bank file build process again. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

See Also

- *Resetting the Positive Pay Workfile (P062360)*

Before You Begin

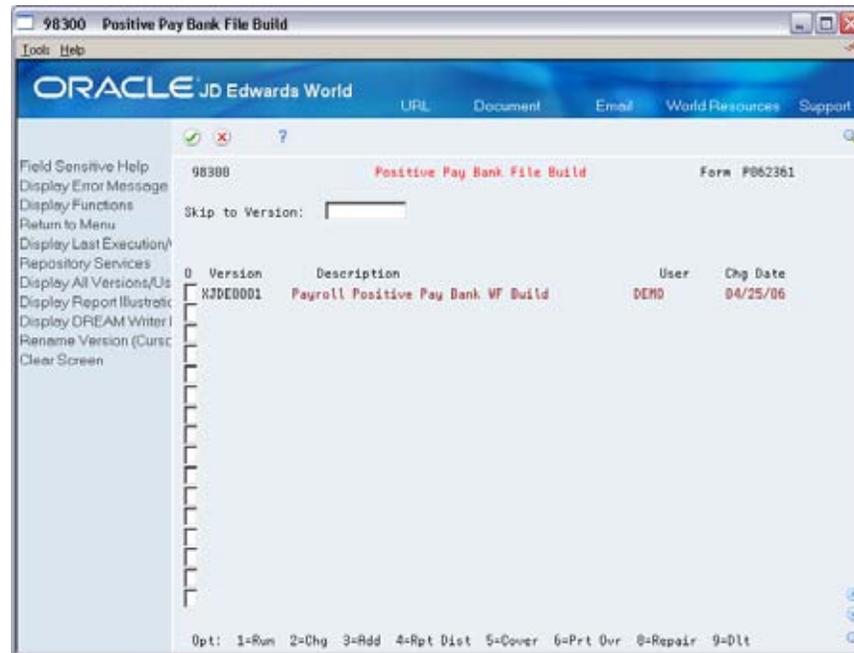
- It is recommended that you set up a DREAM Writer version with data selection that is based on the positive pay workfile.

Processing Options

See *Positive Pay Bank Workfile Build (P062361)*.

To generate the positive pay bank file build report

On Positive Pay Bank File Build



1. Enter 1 (Run) next to the appropriate version, and press Enter to display the processing options.
2. Accept or change the default processing option values, as necessary:
 - Payment Information
 - Header/Trailer Records
 - Report Option
 - Bank Tape
3. Press Enter to build the bank file and print the report.

Reviewing the Positive Pay Bank File Build Report

You can review bank transmittal information to ensure that paycheque data is correct before submitting it to the bank.

062361	JD Edwards World				Page No.	2
	Payroll Positive Pay Trns File				Date -	3/01/17
	Member ID. . . PP00000013					
Account Number	77.1110.PAYROLL					
Company / Name	00077 A Model Canadian Payroll Co					
Payment ID	Customer Bank Account Number	Check Number	Payee Number	Payee Name	Net Pay	Payment Type
-----	-----	-----	-----	-----	-----	-----
183		1	23900	Canadian, Ma	83,836.11	
Number of Checks:	1	Issued Checks:	1	Voided Checks:	0	
Total of Checks :	83,836.11		83,836.11			

Copying Positive Pay Bank File Transmittal Data to an External Media

The Copy Bank File to External Media program allows you to validate bank transmittal file member records before sending that information to financial institutions. Banks verify that transmittal data matches the cheques before they cash them.

You can copy selected members to an external media, such as magnetic tape, diskette, or CD, or you can upload the data directly to a financial institution via modem. You can load the tape or diskette before you execute the program, or you can load it after you select the copy function.

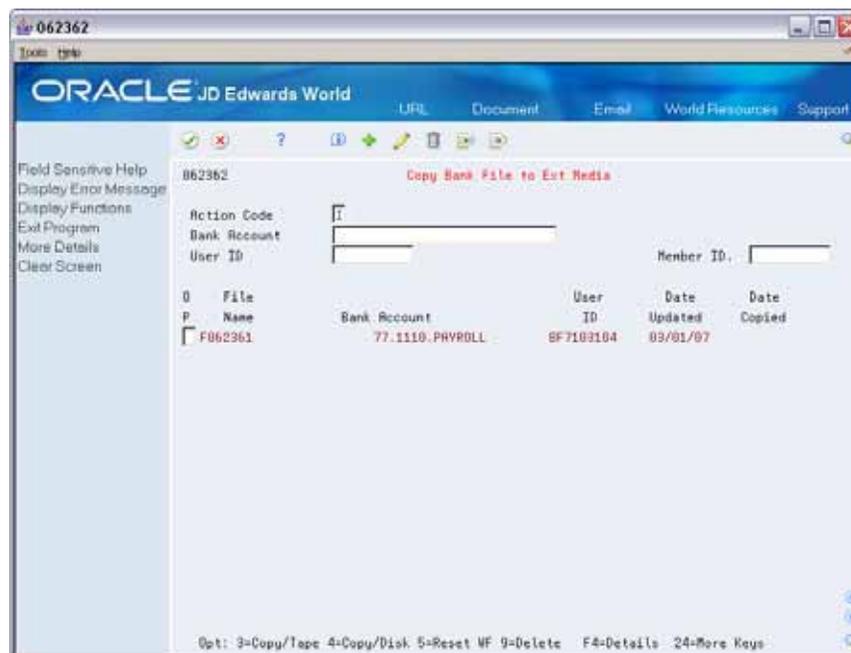
If your company uses an FTP standard, you can use the FTP process to download bank file data and send it as an email attachment or copy it to an external media.

The copy bank file program includes selection options that allow you to reset the positive pay workfile. You can also delete members from the transmittal file once they have been sent to the bank.

Note: When you delete a bank file member on the Copy Bank File to Ext Media screen, the record is deleted in the Payroll Positive Pay Copy Attributes file (F062362). If the bank file member was available on disk, the record will be deleted from the disk, as well.

To copy positive pay bank file transmittal data to an external media

On Copy Bank File to Ext Media



1. Complete the following fields and press Enter:

- Bank Account

- User ID
- Member ID
2. Press F4 to access the detail area.
3. Verify that all detail fields are populated as expected:
 - Tape File
 - Device Name
 - Record Length
 - Tape Density
 - New Volume
 - New Owner ID
 - Block Size
 - Label Name
4. Do one of the following in the Option field and press Enter:
 - Type 3 (Copy/Tape) and verify that a tape is mounted.
 - Type 4 (Copy/Disk) and verify that a diskette is loaded.
5. Complete the following fields:
 - Action Code – Enter C (Change)
 - Option – Enter 9 (Delete)
6. Verify that the tape attribute record and the physical file member were deleted as expected.

Purging the Positive Pay Workfile

The positive pay purge workfile program is based on the JD Edwards World Generic Purge program. You can select and purge processed records from the positive pay workfile through DREAM Writer data selection.

The file to be purged displays in the Based on File field on the Additional Parameters screen. You can use a processing option to reorganize the purged file, or save deleted records to a special purge library, if desired.

Note: The default purge program is set up to purge all processed records in the Positive Pay Workfile (F06236) unless you specify otherwise. See the warning message that displays when you execute the program.

It is recommended that you purge the Positive Pay Workfile on an annual or later basis.

Because the positive pay workfile purge program is a DREAM Writer, you can create alternate versions to select specific records for deletion.

You can add DREAM Writer versions to purge other physical (not logical) files, as long as you select records to purge through data selection only.

Caution: Do not use the Generic Purge program to purge JD Edwards World ledger and balances files that require special processing. Such programs have their own purge programs to use.

To purge the positive pay workfile

On the Canadian Payroll Positive Pay Processing menu

1. Type 5 and press Enter to display a warning message.
2. Do one of the following:
 - To purge all processed records in the positive pay workfile, press F6, and go to step 3 below.
 - To select a specific group of records to purge, do the following:
 - Open the DREAM Writer Versions List (G81/2).
 - Enter P00PURGE in the Form field.
 - Select version ZJDE0046.
 - Create a new data selection version that will allow you to select only those records you wish to purge.
3. Complete one or both of the following optional fields and press Enter.
 - Saved Purged Records
 - Reorganize File

Processing Options

See [Batch File Purge \(P00PURGE\)](#).

Reviewing Payment Reports

Reviewing the Payroll Cheque Register

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When you print payments, the system prints a register. Use this report to review payment numbers and amounts. If you reprint any payments during the print payments step, the register indicates that the original payment was voided.

06238		JD Edwards World		Page - 2			
Pay Cycle Code: BW Biweekly		PR Cheque Register		Date - 6/25/17			
Employee		Check / Advice / Payslip		Period End - 04/11/17			
Name/Address	Number	Number	Amount	Date	Acct T Description	Check SB Control CN	Check Route
Bellas, Debbie	7703	2000	1,421.17	04/17/17	18507 A Auto Deposit	171504	1
Bellas, Debbie	7703	2000	50.00	04/17/17	18507 A Auto Deposit	171504	2
Rivard, Jacques	7704	2001	1,119.07	04/17/17	18507 A Auto Deposit	171512	1
Rivard, Jacques	7704	2001	100.00	04/17/17	18507 A Auto Deposit	171512	2
4 Auto Deposits for			2,690.24				
Bureau, Richard M.	7777	1000	1,447.07	04/17/17	72805 C Computer Che	171547	
Deveny, Cindy L.	7775	1001	1,884.50	04/17/17	72805 C Computer Che	171521	
Guerre, John M.	7776	1002	1,148.89	04/17/17	72805 C Computer Che	171539	
Klassen, Lisa M.	7778	1003	1,282.55	04/17/17	72805 C Computer Che	171555	
4 Computer Checks for			5,763.01				
Regular Process Totals							
4 Computer Checks for			5,763.01				
4 Auto Deposits for			2,690.24				
Rivard, Jacques	7704	74774	1,088.50-	04/17/17	18507 V Void Checks	9216	
Total Report							
4 Computer Checks for			5,763.01				
4 Auto Deposits for			2,690.24				
1 Void Checks for			1,088.50-				
Total Report							
9 Total Report Docs for			7,364.75				

Reviewing the Canadian Direct Deposit Report

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

Use the Canadian Direct Deposit Report as an audit trail for the deposit information you send to the bank. The report contains key information about the payroll transactions that are copied to magnetic media for direct deposits. There is no setup for this report. To alter the report, you can use the processing options, data selection, and data sequence for the generic Canadian Direct Deposit Report.

075051		JD Edwards World		Page - 2				
Canadian Direct Deposit Report				Date - 7/01/17				
Payroll ID Number 003								
File Header Information								

Company Data Centre Account Number TLC1234567								
File Creation Number 0012								
File Creation Date 07/01/15								
Data Centre Number 12345								
TT Record Ct	Seg	Amount	Date	Bank Branch	Emp. Acct.	Employee Name	Deposit #	Co Bk/Br/Cash Acct
200	000000002	1	50.00	04/17/17	001 08870 443218505	BELLAS, DEBBIE	00003001	001 12345 000123456789
		2	534.99	04/17/17	001 08870 877844555	BELLAS, DEBBIE	00003001	001 12345 000123456789
		3	100.00	04/17/17	001 08870 5448777	RIVARD, JACQUES	00003002	001 12345 000123456789
		4	1,115.53	04/17/17	001 08870 6547788	RIVARD, JACQUES	00003002	001 12345 000123456789
Company/Batch Control Information								

Entry Count 4								
Total Deposit 1,800.52								

Reviewing the Denominations Report

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When the payroll ID includes employees who are paid in cash, the system prints the Denominations report. This report lists the quantity of each type of bill and coin (such as dollars and cents) that each employee received.

Reset Payroll Cycle Steps

Resetting Payroll Cycle Steps

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

This section contains the following:

- [Resetting Individual Employee Records](#)
- [Resetting the Payroll ID](#)
- [Correcting a Scheduling Lock Error](#)
- [Resetting the Payment Workfile](#)
- [Resetting the Positive Pay Workfile](#)
- [Resetting Status Codes](#)

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

You must reset the payroll ID when you:

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

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

When you perform a reset, the system updates the status code for the step in the payroll cycle affected by the reset.

You reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

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

- Payroll cycle reports
- Payroll journal entries



What You Should Know About

Reset authorization

Your user ID must be authorized to perform a reset. Your security officer can use option 5 to grant up to five users authority to process the payroll ID and perform a reset.

Resetting Individual Employee Records

	<p>From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset</p>
---	--

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

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

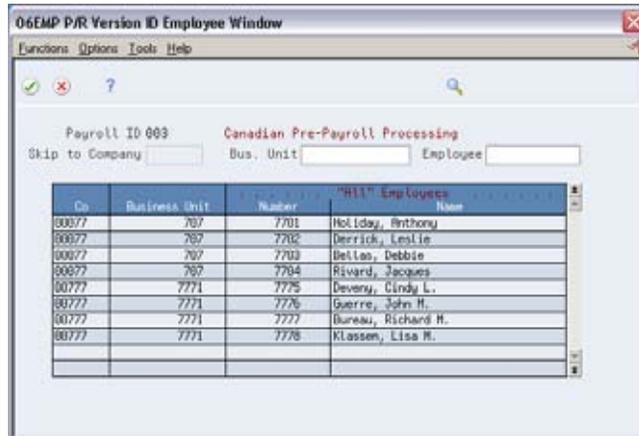
When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

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

To reset an individual employee record

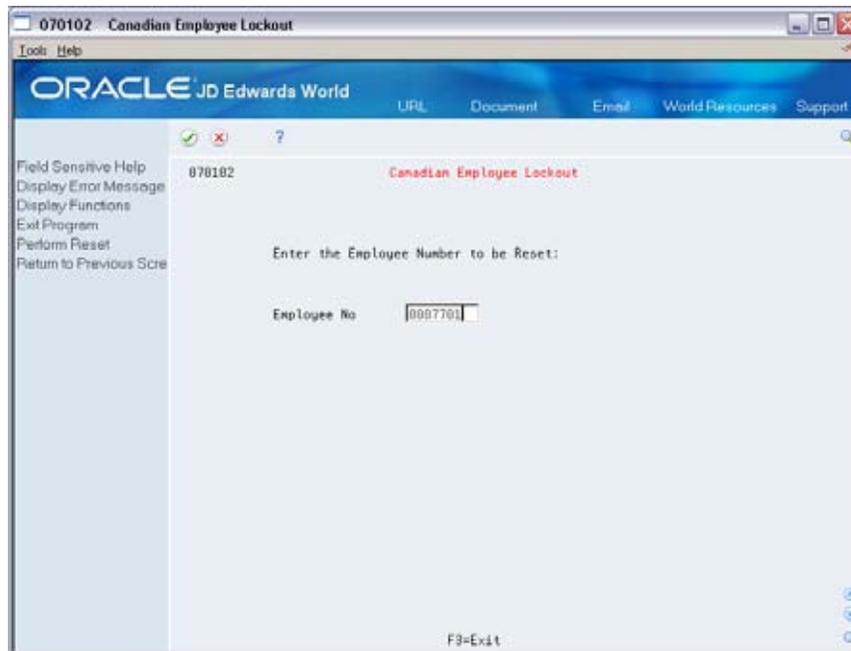
On Pay Cycle Review/Reset

1. Choose the Employee Information option for the payroll ID that includes the employee you want to reset.



After you complete a full pre-payroll processing, the list on Payroll Version ID Employee Window shows all employees. If you have made changes to some employees' information, the window shows only those employees.

2. On the Payroll Version ID Employee Window, choose the Employee Reset option for the employee that you want to exclude from this payroll cycle.



3. On Employee Lockout, press Enter to verify the employee.
4. Choose the Perform Reset function.

5. Reprint any reports you printed during pre-payroll processing to verify that the updated totals are correct.

See Also

- *Printing Payroll Cycle Reports (P06240)*

Resetting the Payroll ID

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset
---	---

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

- Processed pre-payroll for the wrong employees
- Omitted a group of employees that should have been included in pre-payroll processing
- Changed the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees that should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset.

Caution: The ID Reset program is based on the data selection criteria you specified in the program version for pre-payroll processing. You should not change the pre-payroll data selection until after you run this reset.

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

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

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

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

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

Note: When you reset a payroll ID, the positive pay workfile associated with that payroll is automatically reset, as well.

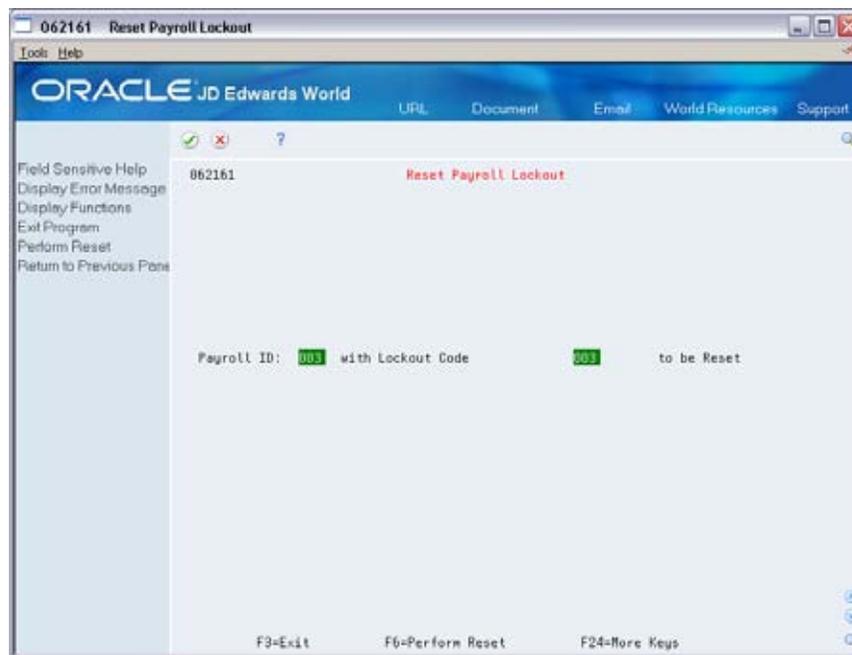
See Also

- *Resetting the Payment Workfile (P06217)* for information about reprinting payments without rerunning pre-payroll.
- *Resetting the Positive Pay Workfile (P062360)*.
- *Processing Pre-Payroll for Changes Only (P07210)* for information on rerunning pre-payroll when you change employee personal and salary information.

To reset the payroll ID

On Pay Cycle Review/Reset

1. Choose the ID Reset option for the payroll ID that you need to reset.



2. On Reset Payroll Lockout, choose the Perform Reset function.

What You Should Know About

Deleting payroll ID parameters

Resetting a payroll ID does not delete the information you entered on Pre-Payroll Processing (F06210). To delete this information, you must first reset the payroll ID and then use the delete option to delete the payroll ID and all of its associated information. You only need to delete the payroll ID parameters if you are not planning to use that ID again.

Correcting a Scheduling Lock Error

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.
- Two users try to submit the same payroll ID at the same time.
- One or more users are working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.
- Payroll is being used in two separate environments.

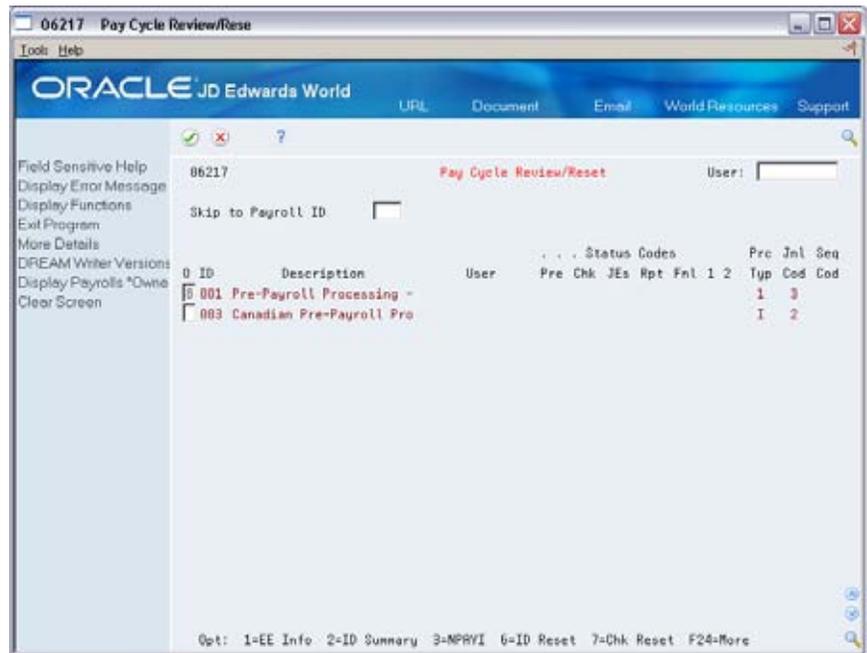
A scheduling lock will occur if the Active Time Entry Sessions' field has a value greater than zero (0).

This field is used to indicate how many sessions of time entry are actively maintaining timecards for the payroll ID, which is currently locked. This field is used internally by the system for control purposes. You should never need to change the value in this field UNLESS an abnormal end-of-job is experienced by a time entry session and a scheduling lock has occurred in one of the steps of the payroll cycle.

To view and/or clear active time entry sessions

From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Pay Cycle Review/Reset**

On Pay Cycle Review/Reset



1. Enter 8 in the Option field for the Payroll ID that has the scheduling lock error.

2. On the Reset Payroll Parameters screen, make sure the value in the Active Time Entry Sessions field is zero (0) or blank.



NOTE: If you must reset the value in Active Time Entry Sessions field, make sure that all time entry activity is suspended for the payroll ID and then set this field to zero (0) or blank out the value.

3. Press F6 to update the change made to the control parameters.

Resetting the Payment Workfile

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset
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During the print payments step in the payroll cycle, the system allows you to reprint cheques if the printer is misaligned, jams, or destroys a cheque.

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

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

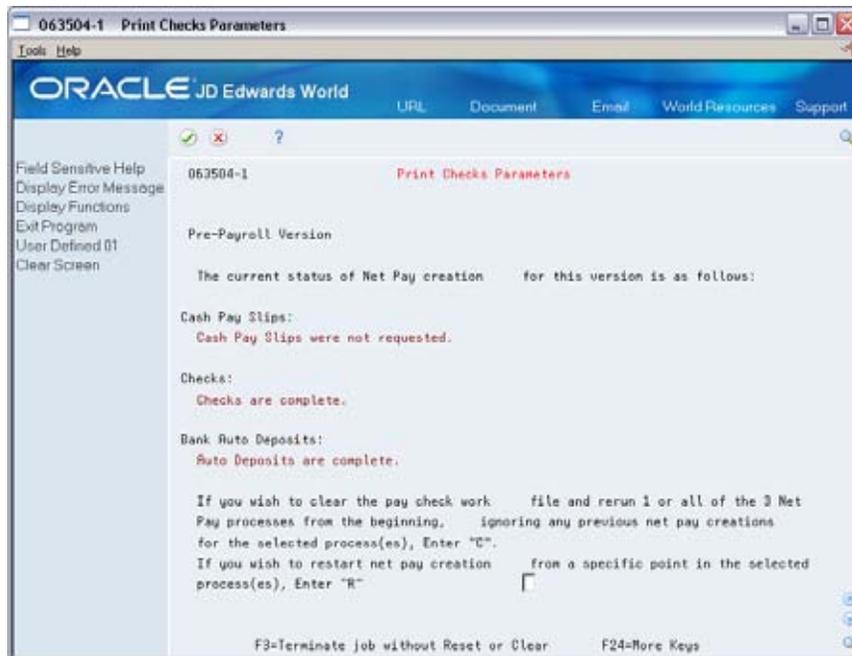
When you reset the payments workfile, the system does not create accounting offsets. Because the system has not yet created the journal entries, you cannot reset the payment workfile if you have processed the final update for this payroll cycle.

To reset the payment workfile

On Pay Cycle Review/Reset



1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint cheques.



2. On the first Print Checks Parameters form, enter the type of reset you want to process.

063504-2 Print Checks Parameters

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
User Defined 01
Clear Screen

063504-2 Print Checks Parameters

Cash Pay Slip status is:
Cash Pay Slips were not requested.
Last slip number was
Beginning slip number was
Do you wish to Reset/Clear Cash Pay Slips ? Y/N

Check status is:
Checks are complete.
Last check number was 3
Beginning check number was 4
Do you wish to Reset/Clear Checks ? Y/N

Bank Auto Deposit status is:
Auto Deposits are complete.
Last deposit number was 102
Beginning deposit number was 100
Do you wish to Reset/Clear Auto deposits ? Y/N

F3-Terminate job without Reset or Clear F24=More Keys

3. On the second Print Check Parameters form, complete any of the following fields that apply to the types of pay documents you are running:
- Do you wish to Reset/Clear Cash Pay Slips?
 - Do you wish to Reset/Clear Checks?
 - Do you wish to Reset/Clear Auto deposits?

063504-3 Print Checks Parameters

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions

063504-3 Print Checks Parameters

The following has been requested:

Reset/Clear of Checks.
Reset/Clear of Auto Deposits.

Is this correct ? Y/N

Type "Y", and then F6 to process request

F3-Terminate job without Reset or Clear F24=More Keys

4. On the third Print Check Parameters form, complete the following field:
 - Is this correct?
5. Choose the Process Request function.
6. Complete the steps for printing payments.

Field	Explanation
Do you wish to Reset/Clear Checks ? Y/N	Indicate if all cheques have printed successfully. <i>Form-specific information</i> When using this field to reset pre-payroll cheques, the values are: C Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process. R Restart Net Pay Creation from a specific point in the selected process.

See Also

- *Printing Payments (P07230)*

Resetting the Positive Pay Workfile

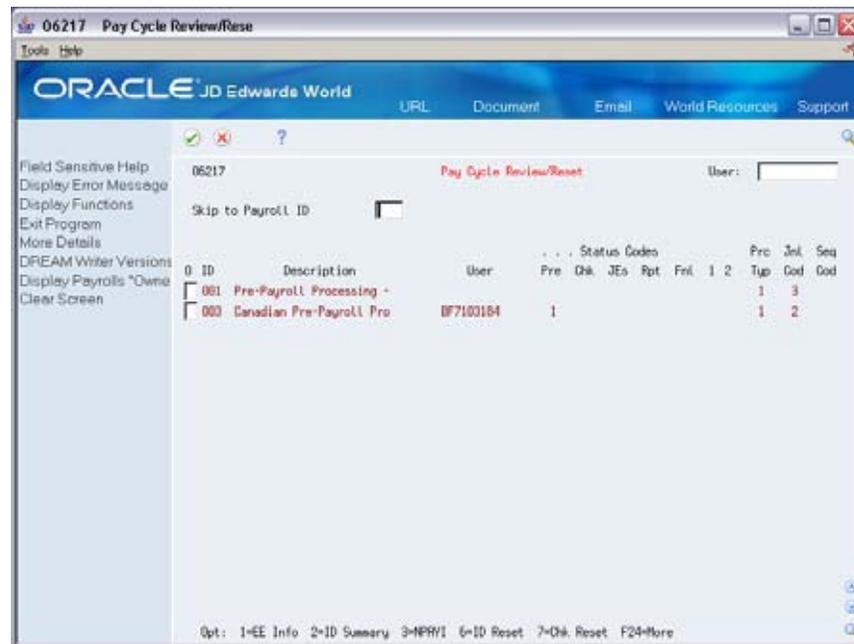
	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset
---	---

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

When you reset back to pre-payroll after cheques are printed, records in the positive pay workfile will be cleared for that payroll ID. If paycheques are reset, and then rerun, the positive pay workfile will automatically update accordingly.

To reset the positive pay workfile

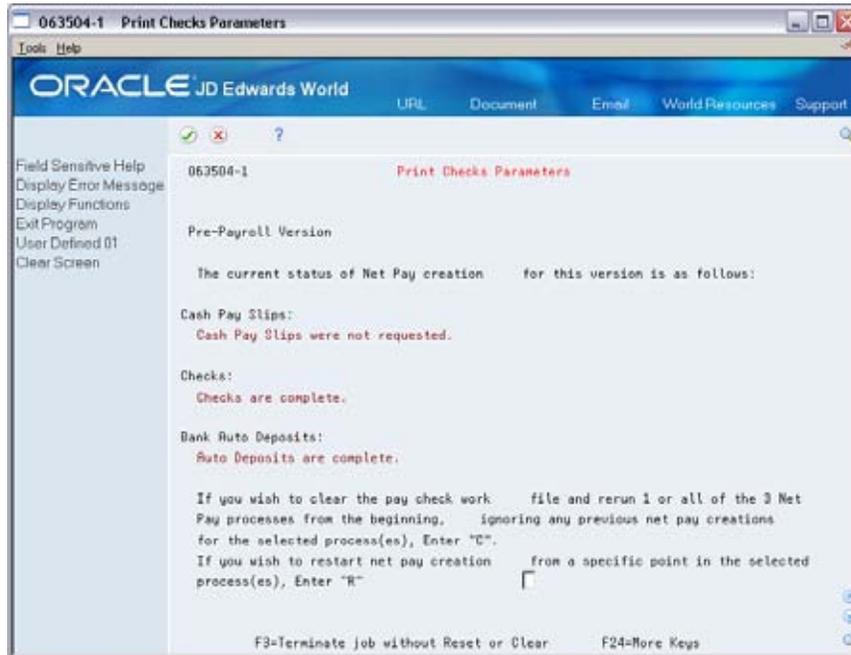
On Pay Cycle Review/Reset



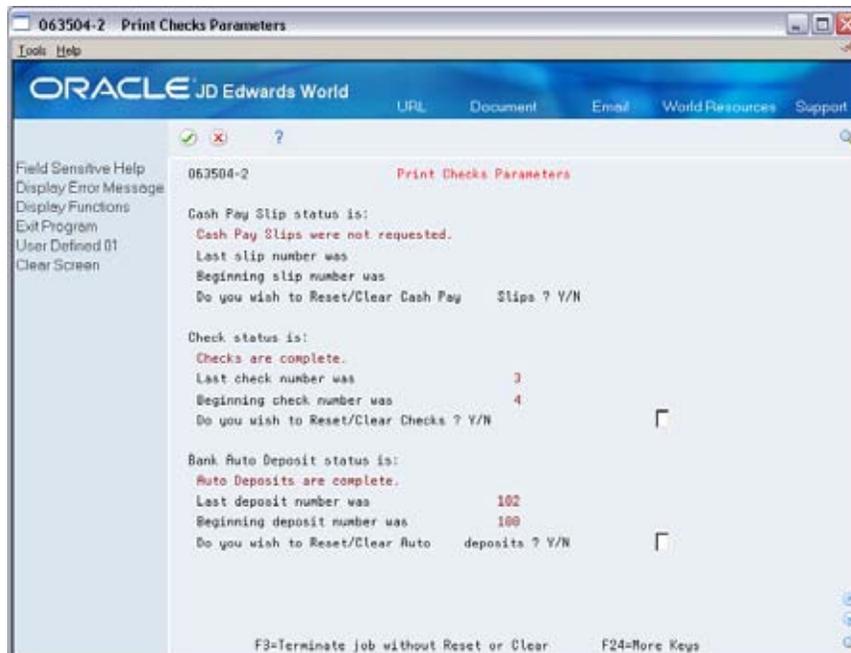
Note: Option 5 will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the cheque print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint cheques.

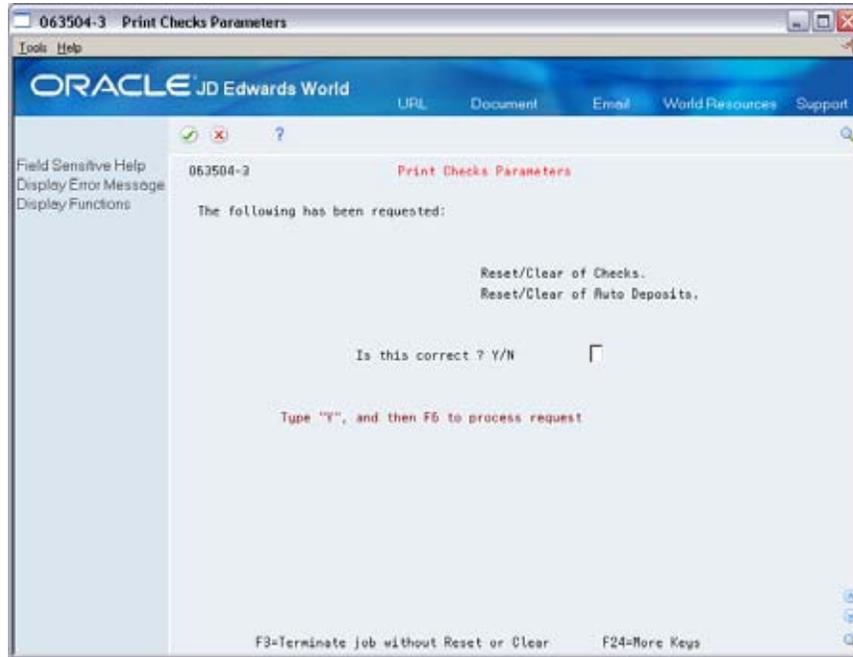


2. On the first Print Checks Parameters screen, enter the type of reset you want to process.



3. On the second Print Check Parameters screen, complete any of the following fields that apply to the types of pay documents you are running:
 - Do you wish to Reset/Clear Cash Pay Slips?

- Do you wish to Reset/Clear Checks?
- Do you wish to Reset/Clear Auto deposits?
- Do you wish to Reset Positive Pay?



4. On the third Print Check Parameters screen, complete the following field:
 - Is this correct?
5. Choose the Process Request function.
6. Complete the steps for printing payments.

Field	Explanation
Do you wish to Reset/Clear Checks ? Y/N	<p>Indicate if all cheques have printed successfully.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When using this field to reset pre-payroll cheques, the values are:</p> <p>C Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process.</p> <p>R Restart Net Pay Creation from a specific point in the selected process.</p>
Do you wish to Reset/Clear Cash Pay Slips?	
Do you wish to Reset/Clear Auto deposits?	

See Also

- *Printing Payments (P07230)*

Resetting Status Codes



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Pay Cycle Review/Reset**

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

To reset status codes

On Pay Cycle Review/Reset

1. Locate the ID that corresponds to the payroll you are currently running.
2. Choose the Reset Control Parameters option.

3. On Reset Payroll Parameters, remove the value for the step that ended abnormally in one of the following fields:
 - Pre-Payroll Processing

- Journal Entries
- Reports Only
- Final Update
- Active Time Entry Sessions

You cannot change the Print Checks status. Instead, you must reset the payment workfile.

4. Choose the Update function.

Field	Explanation
Active Time Entry Sessions	This field is used to indicate how many sessions of time entry are actively maintaining timecards for the Payroll ID. This field is used internally by the system for control purposes. You should never need to change the value in this field unless an abnormal end-of-job is experienced by a time entry session. If you do need to reset the value in this field, make sure that all activity is suspended for the version and then set this field to zero (0).

What You Should Know About

Changing the status to complete (1)	You cannot change the status of pre-payroll processing, print cheques, or final update to complete. You can change the status of payroll reports only and payroll journal entries to complete.
Rerunning pre-payroll, payroll reports, or journal entries	You can rerun payroll reports only or payroll journal entries even if the status code is complete (1). You can rerun pre-payroll processing if the status is complete <i>and</i> you have not printed payments.
Printing payments	You cannot change the status of Print Checks on the Reset Payroll Parameters screen. To reprint payments, you must reset the payment workfile.

See Also

- *Resetting the Payment Workfile (P06217)*
- *Resetting the Positive Pay Workfile (P062360)*

Process Pro Forma Journal Entries

Processing Pro Forma Journal Entries

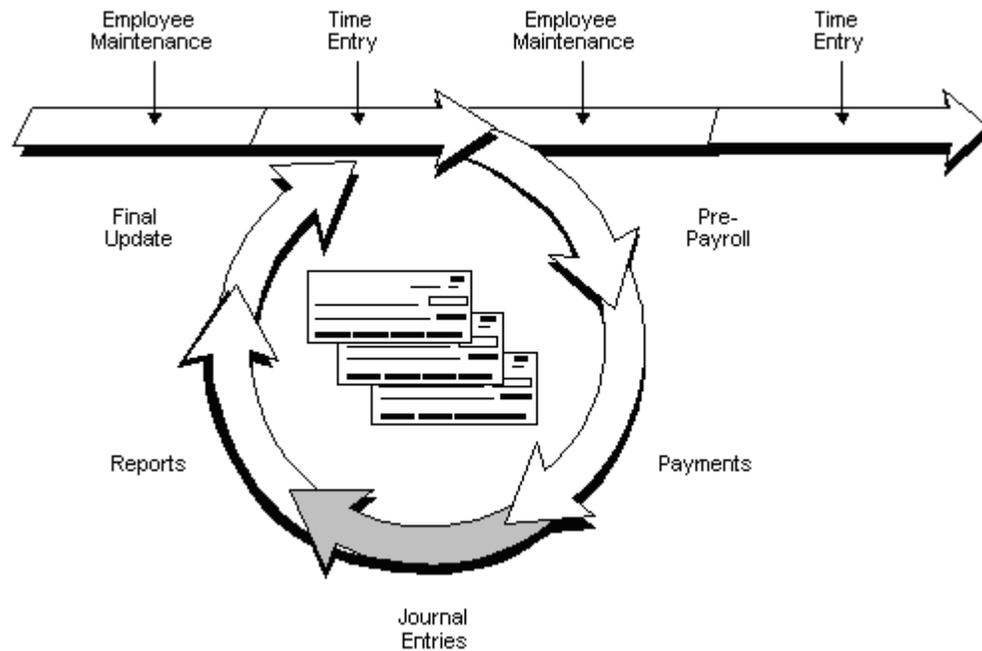
Pro forma journals entries are review-level entries that the system holds in the Summarized Journal Entry workfile (F06395) until you run final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. To post journal entries automatically during final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your payroll system is integrated with the JD Edwards World General Accounting system.

This section contains the following:

- [Creating the Workfile for Pro Forma Journal Entries](#)
- [Reviewing the Pay Period Journal Batch Proof Report](#)
- [Rerunning the Journal Batch Proof Report](#)

In the payroll company constants you can specify to post journal entries automatically to the general ledger. If your system is not integrated with the JD Edwards World General Accounting system, you must use another method to enter the information in Pay Period Journal Batch Proof into your general ledger system.

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



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

See Also

- *Appendix A – Technical Overview of Payroll Cycle* for information about tables affected by processing pro forma journals
- *Working with Journal Entries (P07220)*

Creating the Workfile for Pro Forma Journal Entries

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Payroll Journal Entries
---	--

You create a workfile to prepare the journal entries for review and posting. When you create the workfile for the pro forma journal entries, the system:

- Creates pro forma vouchers, if your Payroll system is integrated with the JD Edwards World Accounts Payable system

- Creates pro forma journal entries in full detail and then summarizes them, depending on your automatic accounting instructions (AAIs)
- Prints the Pay Period Journal Batch Proof report

The system also calculates any outstanding transactions associated with the current payroll processing, including:

- Remaining benefits or accruals that do not affect the gross-to-net calculations
- Workers compensation

To create the workfile for pro forma journal entries

On the first Payroll Journal Entries form

1. Complete the following field and press Enter:

- Pre-Payroll ID

2. On the second Payroll Journal Entries form, complete the following fields:

- Expense Distribution Code
- Delete Previous Journals without Regeneration

3. Complete the following optional fields:

- Accrual Factor for Transition Period Expense Distribution
- Override Accounting Date for All Journal Entries

4. If your payroll system is integrated with the Accounts Payable system, complete the following fields:

- Separate Batch for DBAs and Taxes
- Run Accounts Payable Integration Only

5. Choose the Submit function.

Field	Explanation
Payroll Expense Type	<p>This code determines the G/L date for labour and burden entries. The system uses document types T2 and T4 to record labour and T3 to record burden. Valid codes are:</p> <ol style="list-style-type: none"> 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Delete Previous Journals without Regeneration (Y/N)	<p>This field applies when you rerun journal entries. If you are rerunning journal entries, the screen displays the batch number for the journals at the bottom of the screen.</p> <p>N Delete the previous batch and create a new one (default).</p> <p>Y Delete the existing pro forma journal entries. The system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Reset Payroll program, and does not print a report. A joblog tells you that the batch number has been removed.</p>
Enter the Accrual Factor to	<p>The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.</p>
Enter the Absolute Override Accounting	<p>The date that the payroll accounting journals are created. This is the cheque date unless overridden</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>In Payroll Journal Entries, the absolute override date is used as the G/L date for all journal entries generated for this payroll cycle (labour, burden, and cheque disbursement).</p>

Field	Explanation
Separate batch for DBAs and taxes (Y/N)	<p>This field is a single-character entry field for a yes or no response. The default is No.</p> <p>Valid codes are:</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This code separates DBA and tax vouchers into two batches. This feature is useful when your payment schedule for taxes requires the batch to be approved and posted in accounts payable at a much earlier date than DBAs (or vice versa).</p> <p>N Create one batch for both DBA and tax vouchers.</p> <p>Y Create two batches, one for DBA vouchers and one for tax vouchers.</p>
Accounts Payable Integration	<p>This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.</p> <p>N No integration</p> <p>0 Create vouchers for both DBAs and taxes that have been setup with A/P integration</p> <p>1 Create vouchers only for DBAs that have been setup with A/P integration</p> <p>2 Create vouchers only for taxes that have been setup with A/P integration</p> <p>Note: You can generate separate vouchers for multiple payments to the same payee for the same DBA for the same employee where payments represent separate wage attachments.</p>

Processing Options

See [Create Payroll Journal Entries \(P06220\)](#).

See Also

- *Working with Vouchers (P06494)*

Reviewing the Pay Period Journal Batch Proof Report



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Payroll Journal Entries**

The system prints the Pay Period Journal Batch Proof report when you create the workfile. Use this report to review the accuracy of the payroll cycle information before the system posts the information to the general ledger.

The report lists the journal entry information by document types. Grouping journal entries by document types enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

Type	Description
T1	Payroll Disbursement Entries
T2	Payroll Labor Distribution
T3	Actual Burden Entries
T4	Labor Billing Distribution Journal Entries
T5	Equipment Distribution Journal Entries
T6	Payroll Accruals and Deferrals
T7	Payroll Voucher Journal Entries
T1	Payroll Disbursement Entries

The system creates Document type T7 journal entries only when your system is integrated with the JD Edwards World Accounts Payable system.

Caution: If you find errors on Pay Period Journal Batch Proof, you must correct the errors and re-create the workfile. The following list contains examples of what might cause errors to appear on Pay Period Journal Batch Proof:

- Inaccurate AAIs.
- Account number not yet added to the chart of accounts.
- Incorrect setup of non-taxable benefits or accruals that were processed in the journal entries step.
- Incorrectly entered timecard information. (In this case, you also must rerun pre-payroll.)

The system does not recognize the corrections until you re-create the workfile. If you do not re-create the workfile after you correct the errors, the system creates the actual journal entries with errors.

Assuming that you have not yet printed the payments, to correct inaccurate timecards you must:

- Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards
- Correct the inaccurate timecards
- Run a pre-payroll for changes only
- Rerun the journal entries step

06229 JD Edwards World										Page -	2			
Payroll ID: 003 Batch 6068037										Date -	6/25/17			
Account Description														
Co	FY	PN	DT	Refn2	Employee	JBCD	JBST	Asset	G/L Account	Subldg-Ty-Phase	Debit	Amounts	Units	LT
										Debit	Credit	Units		
00007 17 04 T1 Payroll Disbursement Entries														
					AL041798				7.4327		8.39			AA
					AW041798				7.4205		7,395.19			AA
					CF041798				7.4333		1,580.62			AA
					CT041798				7.4333		394.46			AA
					DP041798				7.1110	PAYROLL		5,763.01-		AA
										Document/Period Total	9,378.66	5,763.01-		
00007 17 04 T2 Payroll Labor Distribution														
					AW041198				7.4205		7,395.19-			AA
					LD041198				701.8115		2,615.38		80.00	AA
						7775		Regular						
					LD041198				701.8115		1,361.54		80.00	AA
						7776		Regular						
					LD041198				701.8115		1,826.92		80.00	AA
						7777		Regular						
					LD041198				701.8115		1,591.35		80.00	AA
						7778		Regular						
										Document/Period Total	7,395.19	7,395.19-	320.00	
00007 17 04 T3 Actual Burden Journal Entries														
					CF041198				7.4333		1,580.62-			AA
					CT041198				7.4333		394.46-			AA
										Document/Period Total		1,975.08-		
										Company Total	16,773.85	15,133.28-	320.00	

See Also

- *Setting Up Automatic Accounting Instructions (P069043)*
- *Setting Up Deductions, Benefits, and Accruals (P069117)*
- *Processing Changes Only Pre-Payroll (P07210)*
- *Verifying the A.R Post Process (P09800)* for common error messages associated with journal entries

Rerunning the Journal Batch Proof Report

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Re-Print Journal Batch Edit
---	--

You rerun the Pay Period Journal Batch Proof report when you want to print the report without re-creating the workfile. The system prints the same proof report that was created during the last creation of the workfile. You can print this report as many times as necessary before you run the final update step.

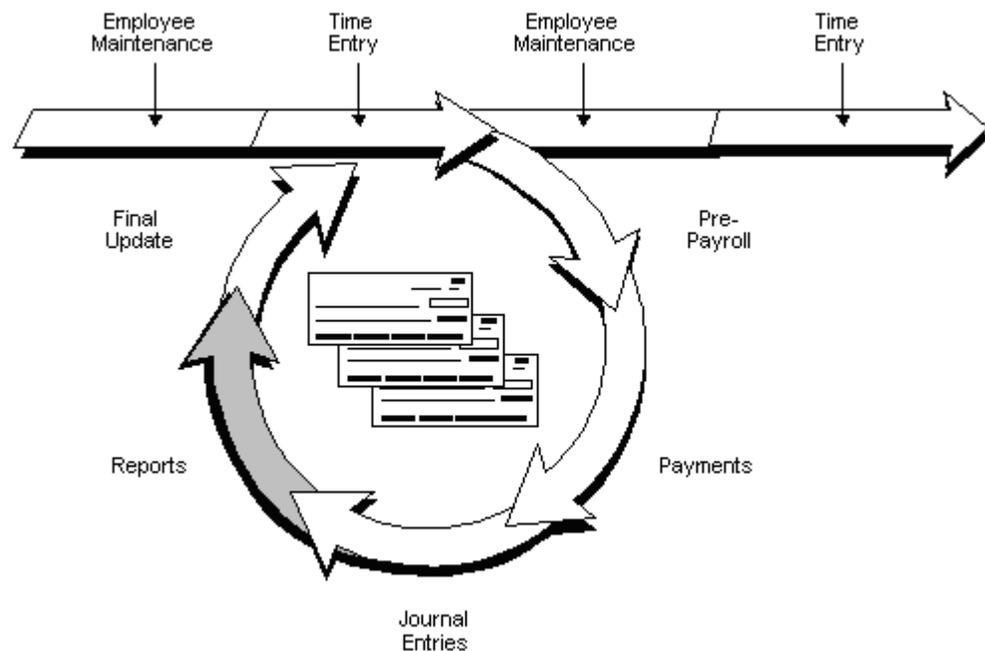
Work with Payroll Cycle Reports

Working with Payroll Cycle Reports

You can print reports after performing any of the following steps in the payroll cycle:

- Process pre-payroll
- Print payments
- Process pro forma journal entries

The following graphic illustrates the steps in the payroll cycle:



This section contains the following:

- [Printing Payroll Cycle Reports](#)
- [Reviewing the DBA Register](#)
- [Reviewing the Canadian Employment Insurance Register](#)
- [Reviewing the Quebec Tax Distribution Summary Report](#)
- [Reviewing the Interim Cheque Integrity Report](#)
- [Reviewing Other Reports](#)

The payroll cycle reports include only employees who are included in the payroll cycle.

Printing Payroll Cycle Reports

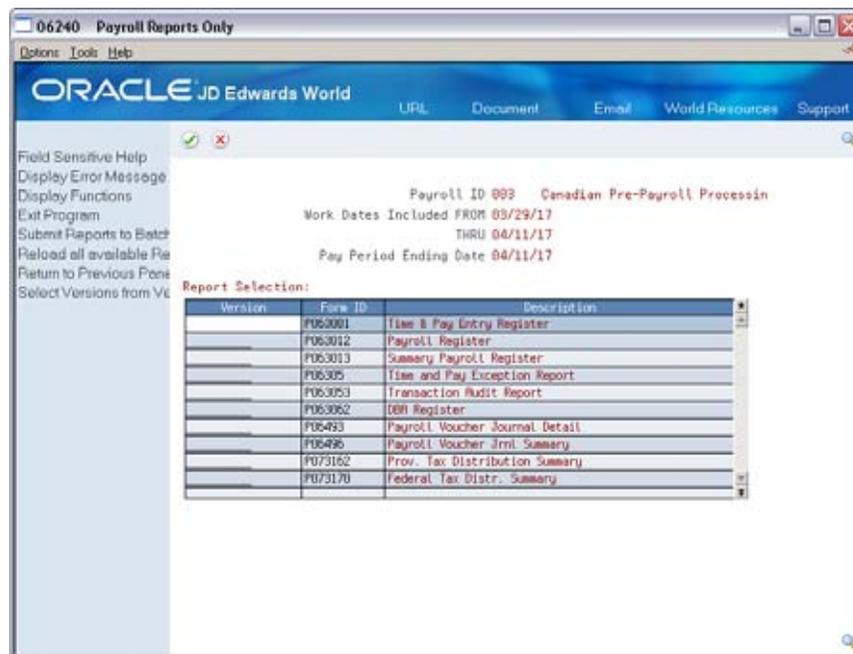
 From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Payroll Reports Only**

After you process pro forma journal entries, print any additional payroll cycle reports you need. Your reports contain more detailed information when you print them after you print your cheques and create your journal entries. For example, even though the system automatically prints the Payroll Register when you process pre-payroll, the report lists cheque numbers only after you print paycheques.

To print payroll cycle reports

On the first Payroll Reports Only form

1. Complete the following field:
 - Payroll ID



2. On the second Payroll Reports Only screen for each report you want to print, enter a valid report version in the following field:
 - Version
3. Press Enter to verify each version and load the reports. If you do not press Enter before submitting, the system will not print your reports.
4. Choose the Submit function.

What You Should Know About

- Reloading all reports** Choose the Reload All function to reload all available reports.
- Selecting versions** Choose the Select Versions from Versions Window function to continuously move through each available report and select a version when desired.

Reviewing the DBA Register

The DBA Register prints the same information as the Transaction Audit report, but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

063062	JD Edwards World	Page - 3
	D/B/A - Register	Date - 7/08/17
DBA Code 7700	RRSP	Pay Period - 04/11/17
Payee Number		Payroll ID - 003
.Employee.		
Number	Name	Amount
-----	-----	-----
481-56-0670	Bellas, Debbie	35.00
652-13-6888	Rivard, Jacques	53.69-
652-13-6888	Rivard, Jacques	50.77
852-13-6886	Deveny, Cindy L.	130.77
081-56-0674	Guerre, John M.	54.46
084-56-0671	Bureau, Richard M.	91.35
856-13-6882	Klassen, Lisa M.	95.48
	-----	-----
Total for Provider/Trustee		404.14
	-----	-----
Total for PDBA Code.		404.14

Reviewing the Canadian Employment Insurance Register

The Employment Insurance Register lists the rates for employment insurance (EI). The register includes the following information:

- Social insurance number
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- Insurance rate
- Current tax amounts

073660		JD Edwards World Canadian Unemployment Registers				Page - 4	
Company Number: 777 Canadian Payroll Yearend Comp						Date - 7/08/17	
Tax Id. Number: WCX162712						Period End - 04/11/17	
U/I Max. Base : 1,500.00							
U/I Rate-Emp. : .029500 Employer: 1.400000							
SIN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Employee Current Tax	Employer Current Tax
081-56-0674	Guerre, John M.	1,538.54	67.23-	105.77	1,500.00		61.95
084-56-0671	Bureau, Richard M.	2,064.42	85.68-	650.10	1,500.00		61.95
856-13-6882	Klassen, Lisa M.	1,798.23	87.74-	385.97	1,500.00		61.95
852-13-6886	Deveny, Cindy L.	2,955.38	105.39-	1,560.77	1,500.00		61.95
		8,356.57	346.04-	2,702.61	6,000.00		247.80
		8,356.57	346.04-	2,702.61	6,000.00		247.80
Canadian Payroll Yearend Comp		8,356.57	346.04-	2,702.61	6,000.00		247.80
Grand Total		8,980.60	842.88-	2,523.94	7,299.54	44.23-	193.09

Reviewing the Quebec Tax Distribution Summary Report

The Quebec Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The Quebec Tax Distribution Summary report provides the following information required by the Quebec provincial government:

- Current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions
- Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

073162		JD Edwards World Quebec Tax Distribution				Page - 2	
Company . . . 00077 A Model Canadian Payroll						Date - 7/08/17	
Prov 019						Period End - 04/11/17	
Tax ID 97789977880							
TT	Tax Description	Current Period Taxable Wages	Current Period Tax Amount	Month-to-Date Taxable Wages	Month-to-Date Tax Amount	Qtr-to-Date Tax Amount	Year-to-Date Tax Amount
CF	Quebec Provincial	121.14-	29.38-	3,398.09	306.17	306.17	2,208.34
CG	QPP - Employee	98.67-	2.09	3,420.56	82.24	82.24	433.84
CH	QPP Company	98.67-	2.09	3,420.56	82.24	82.24	433.84
Tax ID Totals :			25.20-		470.65	470.65	3,076.02

See Also

- *Reviewing the Provincial Tax Distribution Summary (P073163)*

Reviewing the Interim Cheque Integrity Report

The Interim Cheque Integrity report shows any differences between the Tax History Summary table (F0713) and the Interim Tax table (F0712I). The report prints only when there is a difference.

07401	JD Edwards World							Page No.	2
		Interim Integrity Verification					Date -		7/08/17
Address Number	7704	Rivard, Jacques							
Company Name	00077	A Model Canadian Payroll Co							
Tax ID	WCX162734								
	9977880								
	"CA"	"CB"	"CC"	"CD"	"CE"	"CF"	"CG"	"CH"	
Interim Cheque Number	Federal Gross/Tax	CPP Employee Gross/Tax	UI Employee Gross/Tax	UI Employer Gross/Tax	CPP Employer Gross/Tax	Quebec Gross/Tax	QPP Employee Gross/Tax	QPP Employer Gross/Tax	
-----	-----	-----	-----	-----	-----	-----	-----	-----	
9216	1,762.68- 185.03-		1,816.37- 44.70-	1,816.37- 55.61-		1,762.68- 238.01-	1,816.37- 42.24-	1,816.37- 42.24-	
-----	-----	-----	-----	-----	-----	-----	-----	-----	
Interim Totals (F0712I)	1,762.68- 185.03-		1,816.37- 44.70-	1,816.37- 55.61-		1,762.68- 238.01-	1,816.37- 42.24-	1,816.37- 42.24-	
Tax History Totals (F0713)	1,762.68- 185.03-		1,816.37- 44.70-	1,816.37- 55.61-					
-----	-----	-----	-----	-----	-----	-----	-----	-----	
Difference (F0712I - F0713)						1,762.68- 238.01-	1,816.37- 42.24-	1,816.37- 42.24-	
ERROR: Interims out of synch.									

Reviewing Other Reports

You can print the reports listed below as part of the print payroll cycle reports step. The system automatically prints the majority of these reports in other areas of the Payroll system. Depending on the level of detail you want the system to print on the report, you might print these reports following different steps of the payroll cycle.

Report	Description
Time and Pay Entry Register	<p>When you print this report from Payroll Reports Only, it includes the information for the current payroll only. You can choose to include employee totals on the report. Processing options determine what data is printed on the report.</p> <p>See <i>Printing Time Entry Reports</i> for a sample report.</p>
Payroll Register	<p>You must print the Payroll Register or Summary Payroll Register during pre-payroll processing. Use the Payroll Register to verify that the system correctly calculated employees' gross-to-net amounts. You can review employee earnings for this payroll cycle by pay type, deductions, benefits, and accruals. The report lists the following information:</p> <ul style="list-style-type: none"> ▪ Pay type, benefits, deductions, and accruals for each employee by business unit ▪ Totals by pay type for each business unit ▪ Grand totals by pay type for each company <p>Reviewing accruals in relation to the other information simplifies the process of reconciling total accrual liability.</p> <p>JD Edwards World recommends printing this report after the print paycheques step. The report includes cheque numbers only after you have run Print Paycheques.</p> <p>See <i>Reviewing Pre-Payroll Reports</i> for a sample report.</p>

Report	Description
Summary Payroll Register	<p>The Summary Payroll Register lists one line per cheque, and indicates which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings.</p> <p>See <i>Reviewing Pre-Payroll Reports</i>.</p>
Time and Pay Exception Report	<p>The system prints the Time and Pay Exception report with the Time and Pay Entry Register during pre-payroll processing if there are exceptions. This report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts you specified in the processing options for this report. Use this report to identify employees whose timecards might contain errors.</p> <p>See <i>Reviewing Pre-Payroll Reports</i> for a sample report.</p>
Federal Tax Distribution Summary	<p>You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.</p> <p>See <i>Reviewing Pre-Payroll Reports</i> for a sample report.</p>
Transaction (DBA) Audit Report	<p>You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle. When you print this report after processing pro forma journal entries, the system also includes benefits and accruals that do not affect gross or net pay.</p> <p>See <i>Printing Transaction History Reports</i> for a sample report.</p>
Payroll Voucher Journal Detail Report	<p>You can use the Payroll Voucher Journal Detail report to validate voucher entries before you run final update.</p> <p>See <i>Accounts Payable Integration</i> for a sample report.</p>
Payroll Voucher Journal Summary	<p>You can use the Payroll Journal Voucher Summary report to validate voucher entries, tax types, and account numbers before you run final update.</p> <p>See <i>Accounts Payable Integration</i> for a sample report.</p>
Workers Compensation Register	<p>The Workers Compensation Register lists detailed workers compensation information for all employees that were included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, province, company, and grand totals.</p> <p>See <i>Printing Governmental Reports</i> for a sample report.</p>

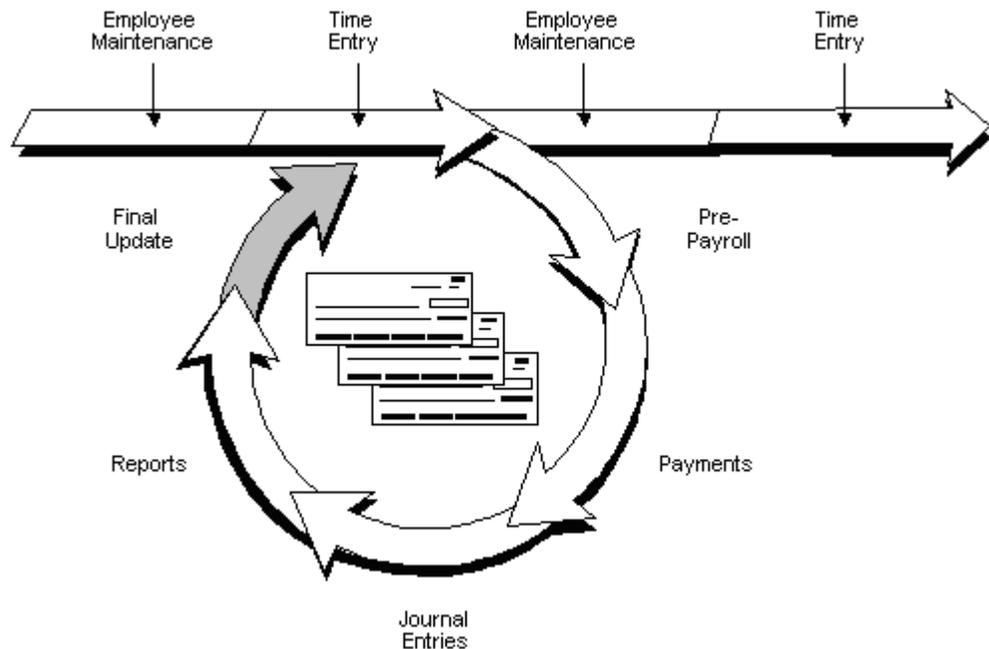
Report	Description
Positive Pay Work File Report	<p>Review this report to verify that regular and interim paycheques generated by the payroll system are valid before they are submitted to the bank and cashed.</p> <p>During the print payment process, you will be prompted to build the positive pay workfile as part of your pay cycle processing.</p> <p>If you opt to generate the positive pay workfile, the system will generate the Positive Pay Work File Report, which lists all printed cheques and other pertinent information. You can then execute the bank transmittal file build program to create a new physical file member, which will contain cheque data that is properly formatted for submission to the bank.</p> <p>The Positive Pay Work File Report is available on the Canadian Payroll Positive Pay Processing menu (G7734).</p> <p>See <i>Reviewing the Positive Pay Work File Report</i> for a sample report.</p>
Positive Pay Bank (Transmittal) File Build Report	<p>This report lists all bank file member records included in the positive pay transmittal file.</p> <p>Review the member records to ensure they are correct before you submit transmittal file data to a financial institution via electronic upload (modem) or an external media, such as CD, diskette, or tape.</p> <p>This report is available on the Canadian Payroll Positive Pay Processing menu (G7734).</p> <p>See <i>Reviewing the Positive Pay Bank File Build Report</i> for a sample report.</p>

Processing the Final Update

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. If you have set up your Payroll system to integrate with the Accounts Payable system, final update also creates vouchers, voucher journal entries, and related reports.

The following graphic illustrates the preceding steps in the payroll cycle:



This section contains the following:

- [Running the Final Update](#)
- [Reviewing the Payroll Voucher Report](#)

Running the Final Update

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Final Update
---	---

The final update is the last step in the payroll cycle. After you run the final update, you cannot change anything related to your payroll ID.

You use the final update to:

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

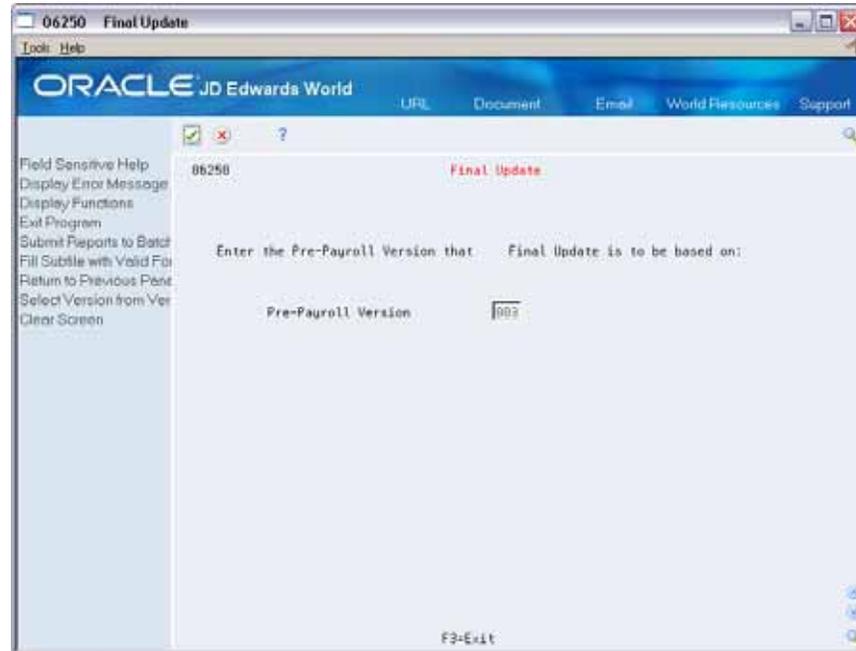
When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry screens to review the results of the final update.

See Also

- *Working with Vouchers (P062201)* for information about creating vouchers
- *Appendix A – Technical Overview of Payroll Cycle* for information on the tables affected by final update
- *Reviewing Earnings and Tax Information History (P070920)* and *Reviewing Transaction History (P070910)* for information on viewing the tables affected by final update

To run the final update

On the first Final Update screen



1. Complete the following field:
 - Payroll ID
2. If your organization accumulates wages for employees on contract calendars, complete the following field:
 - Generate Accumulated Wages Timecards

This field appears only when you activate contract calendars in the payroll constants.
3. Choose the Submit Job function.

What You Should Know About

Abnormal ending to the final update

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the final update status code and then rerun it.

See *Resetting Status Codes*.

When you rerun the final update, the system resumes processing at the point where the abnormal ending occurred. The system prints the Employee Update report, which lists the address number of the employee on which final update stopped processing. Use this report to verify that the system updated the history for this employee. If the employee's history did not update, consult JD Edwards World Customer Support for assistance.

See Also

- *Generating Timecards for Accumulated Wages (P063910)*

Reviewing the Payroll Voucher Report

After you run final update, if you have set up your Payroll system to integrate with the JD Edwards World Accounts Payable system, you should review the Payroll Voucher Edit report to verify that no errors occurred during the update. The report lists any vouchers that contain errors.

See Also

- *Reviewing Voucher Posting Reports (P09800)*

Work with Journal Entries

Working with Journal Entries

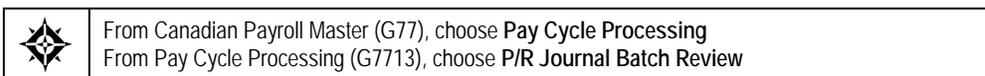
After you run the final update, you review your batch of payroll journal entries. The final update creates the actual journal entries, and updates the Account Ledger table (F0911). Depending on your company constants, you can have the system automatically post journal entries to the Account Balances table (F0902). If you do not automatically post the journal entries, you must post them manually. You must also post journals manually when the system could not automatically post a batch of journals due to errors.

You review a batch to verify that the journal entries within the batch are not in error. You can then revise any incorrect journal entries before you post them to the general ledger. After you review or revise a batch of payroll journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. The approval status is set in the general accounting constants.

This section contains the following:

- [Reviewing Batches of Payroll Journal Entries](#)
- [Revising Payroll Journal Entries](#)
- [Approving Payroll Batches for Posting](#)
- [Posting Payroll Journal Entries Manually](#)
- [Reviewing the Posting Edit Report](#)
- [Reviewing the General Ledger Posting Journal](#)

Reviewing Batches of Payroll Journal Entries



You review a batch to verify that the journal entries within the batch do not have errors before you post them. When you review journal entries for posting, you can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range. For example, you could review all of the batches that are unposted.

You can review batches of journal entries that you created during the standard pay cycle journal procedures or during a special timecard post. The system uses batch types to group the various kinds of journal entries. The system processes different batch types during the standard pay cycle than during a special timecard post.

The standard pay cycle processes the following batch types:

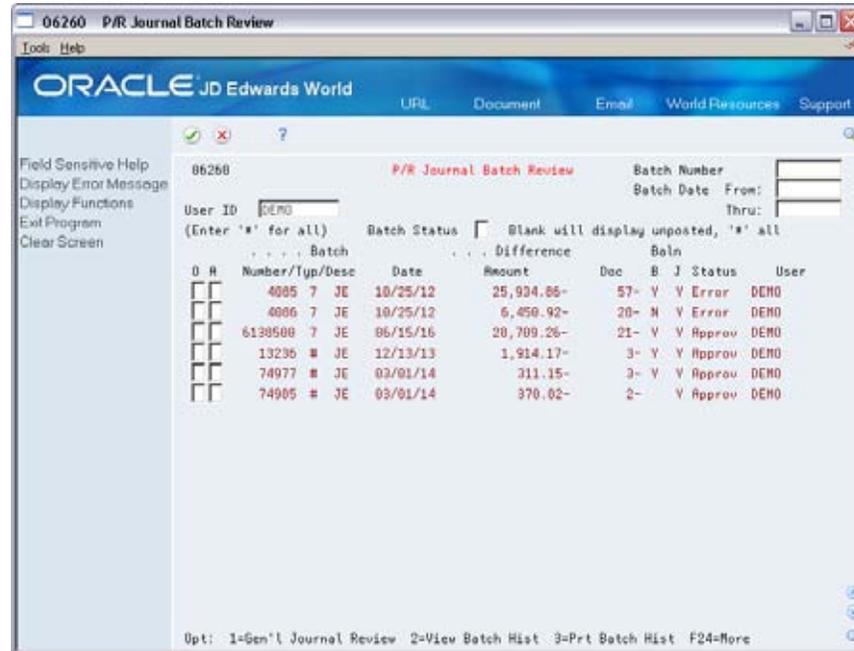
Batch type	Description
Batch type 4	Pro forma journal entry records created during the journal entries step of the payroll cycle, but not yet updated to the general ledger. For this batch type, you can review summary information only.
Batch type 7	Actual journal entries created during the final update step of the payroll cycle. Depending on the way in which your system is set up, these entries might have been automatically posted during final update. You can also manually post them after final update. You can review detail records for this batch type.
Batch type #	Journal entries integrated with Accounts Payable system. When the Batch Description field value is JE (Journal Entry), the entries are for actual vouchers created during the final update. You can review detail records for these entries. When the Batch Description field value is Edit, the entries are for pro forma vouchers. You can review only summary information for pro forma batches.

A special timecard post processes the following batch types:

Batch Type	Description
Batch type 5	Pro forma journal entry records created when the system generated timecard journals during a special timecard post, but not yet updated to the general ledger. For this batch type, you can review summary information only.
Batch type P	Actual journal entry records created when the system posted journals to the general ledger. This batch type is equivalent to batch type 7 for standard pay cycle journal entries. You can review detail records for this batch type.

To review batches of payroll journal entries

On Payroll Journal Batch Review



Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
Batch Status	A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:
Blank	Unposted batches that are pending approval or have a status of approved.
A	Approved for posting. The batch has no errors, is in balance, but has not yet been posted.
D	Posted. The batch posted successfully.
E	Error. The batch is in error. You must correct the batch before it can post.
P	Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).
U	In use. The batch is temporarily unavailable because someone is working with it.

See Also

- *Processing Journal Entries Prior to the Payroll Cycle (P06229)*

Revising Payroll Journal Entries

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose P/R Journal Batch Review
---	---

After you review a list of batches, you can access transaction detail within a specific batch of actual journal entries. You cannot access transaction detail for pro forma journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review and revision. You revise payroll journal entries that have errors to ensure that you post the correct information to the general ledger.

You can revise the associated explanations and the general ledger distributions of an unposted journal entry. You cannot change the following information:

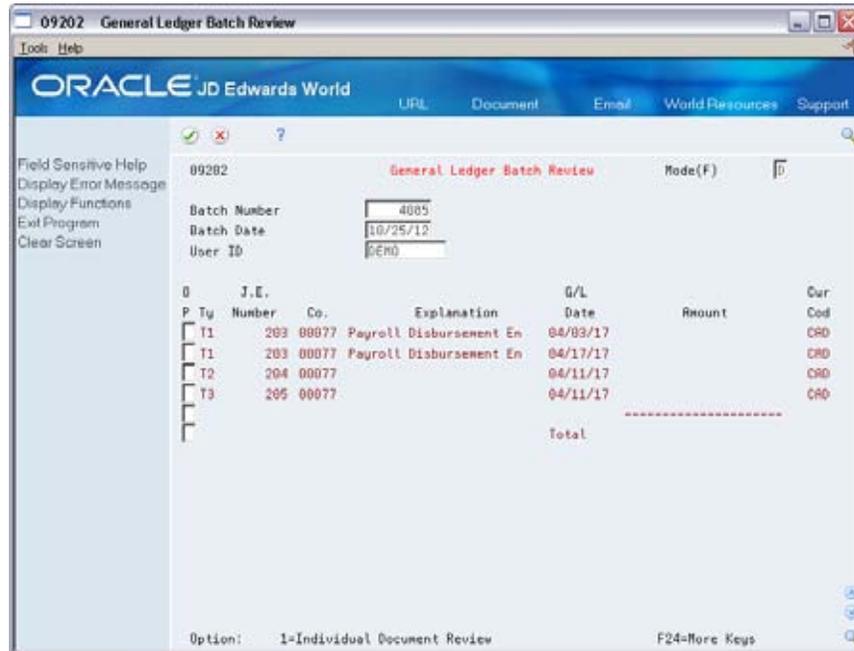
- Document type
- Document number
- Document company
- General ledger date

To revise payroll journal entries

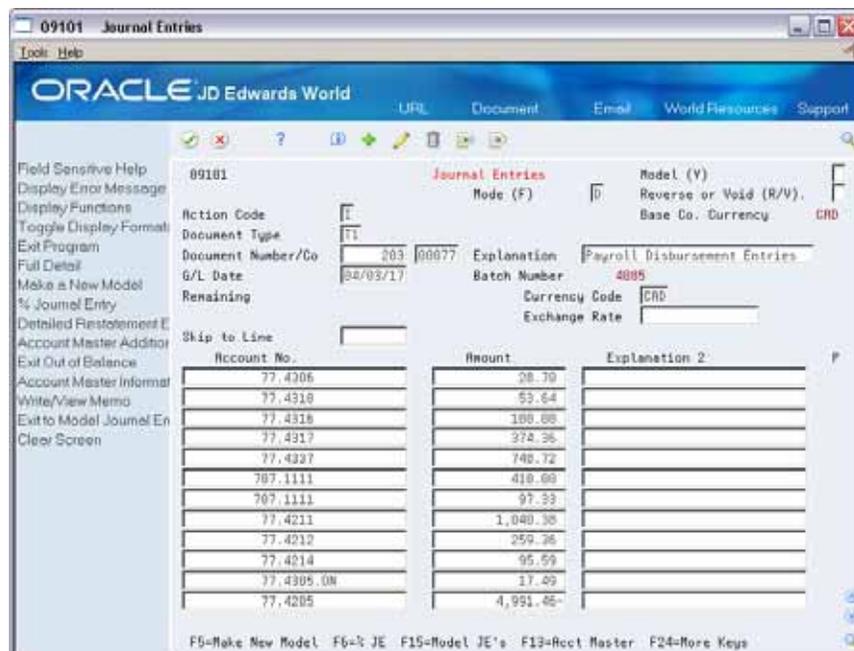
On Payroll Journal Batch Review

1. Locate the appropriate list of batches.

- For the batch that contains inaccurate journal entries choose the General Journal Review option.



- On General Ledger Batch Review, choose the Individual Document Review option for the journal entry you want to revise.



- On Journal Entries, enter the necessary changes.
- Complete the steps to manually post journal entries.

See Also

- *Posting Journal Entries Manually (P09800)*

Approving Payroll Batches for Posting

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose P/R Journal Batch Review
---	---

After you review or revise a batch of payroll journal entries, you might need to approve it before you can post it. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch. You approve a batch of payroll journal entries to prepare the batch for posting. You cannot post journal entries that are not approved.

To approve a payroll batch for posting

On Payroll Journal Batch Review

1. Choose the appropriate batch.
2. Complete the following field:
 - Approved (A)

Field	Explanation
A	A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error. <p style="text-align: center;"><i>Form-specific information</i></p> If the batch has an ERROR status, you must access each item and correct the error. When you exit to Timecard Journal Batch Review, the program automatically assigns an APPROVED status.

What You Should Know About

Preventing a batch from posting	To temporarily prevent a batch from posting, change its status to pending.
--	--

See Also

- *Approving Batches of Journal Entries for Posting (P09201) in the General Accounting Volume I Guide*

Posting Payroll Journal Entries Manually

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Manual Payroll Journal Post
---	--

You post payroll journal entry batches to update your general ledger. When you post journal entries, the system posts the batches that have been approved and are ready to post to the Account Balances table (F0902).

You post journal entries manually for the following reasons:

- Your company requires manager approval before you post transactions
- Your system is set to automatically post during the final update step, but the system detects errors during final update. The system does not post a batch of journal entries that contains errors.

If you do not specify a batch selection, the program posts all approved batches for all dates and all users.

If you set the payroll company constants to automatic post and your batches contain no errors, the system posts journal batches automatically during the final update step of the payroll cycle.

See Also

- *Setting Up Company Constants (P069091)*

Processing Options

See [General Ledger Post \(P09800\)](#).

Reviewing the Posting Edit Report

When you post journal entries, the system prints the Posting Edit report for your review.

Review the Posting Edit report for any applicable posting error messages.

09800	JD Edwards World				Page	5
	General Ledger Post - Payroll Vouchers				Date	7/23/15
	Posting Edit Report					
Create Intercompany Settlements: D						
Batch	Batch	Account Number - Input	G/L Date	Do	Document	JE Line
Number	Date	Account ID	Subldgr	Ty	Number	Number
						Error Messages
-----						-----
6068214	07/22/15					***NO ERRORS*** Batch will post.
						*

Reviewing the General Ledger Posting Journal

The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Pay Period Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and the account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

09801	JD Edwards World				Page	1
Batch Type	- 7	General Ledger Post - P/R Period Manual			Date	7/23/17
Batch Number	- 6068213					
Batch Date	- 07/22/15					
Posting Journal						
Post Out of Balance :						
Create Intercompany Settlements: D						
Do Document	G/L	Co	Account Description	G/L Account Amounts	
Ty	Date		Explanation	Subldgr-Ty/Asset Number	Debit	Credit

T1	3530	08/14/17	00100	Miscellaneous Revenue USD	90.9160	10.00- AA
				Payroll Disbursement Entries	00007504 A	
T1	3530	08/14/17	00100	Life Insurance USD	100.4310	145.10- AA
				Payroll Disbursement Entries		

See Also

- *Setting Up Journal Summarization Rules (P06914)*

Correct Errors in Pre-Payroll Processing

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll reports, you might discover errors in the gross-to-net calculations. Some errors you might encounter include:

- An employee is not included in a payroll cycle.
- DBAs do not calculate properly.
- The gross wages less the deductions that printed on an employee's payment do not equal the net wages on the Payroll Register.

The following examples describe common errors and the steps you would take to correct them.

Example 1: An Employee is Not Included in a Payroll Cycle

Occasionally an employee who should be paid this pay period is omitted from pre-payroll processing. Typically, an employee is omitted from pre-payroll processing for one of the following reasons:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.

To determine why the employee was not included in pre-payroll, locate the employee on the Employee Entry form. The screen should indicate that the employee is locked in pre-payroll.

Reviewing Selection Criteria

When the Employee Entry screen does not indicate that the employee is locked in pre-payroll, the employee was not included in the data selection for the pre-payroll program version.

Do one of the following:

- Reset the payroll ID and then change the selection criteria for the pre-payroll version so that it includes the employee. You should then process pre-payroll again.
- Issue an interim cheque for the employee.

If you issue an interim cheque, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

See Also

- *Resetting the Payroll ID (P06217)*
- *Entering Interim Cheques (P07053)*

Reviewing Pay Start and Stop Dates

If the employee is locked in pre-payroll, review the employee's pay stop and pay start dates on the Employee Entry form.

When the pay starts date is after the pay period ending date, or the pay stops date is before the pay period beginning date, the system does not include the employee in the payroll cycle. For example, if the pay period dates are 4/26 - 5/09 and the pay starts date is 5/10, the system does not include the employee in that payroll cycle.

Reviewing Timecard Information for Hourly Employees Only

If the employee who was not included in pre-payroll is paid hourly, verify that you completed either of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee on the Pay and Tax Information form. (Entering standard hours causes the system to automatically generate timecards for the employee.)

If the employee does not have a timecard for this pay period, enter one and then rerun pre-payroll.

Example 2: DBAs Do Not Calculate

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

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register, which you can print during the print payroll cycle reports step, to determine how many employees are affected. Use the DBA One-Time Override window on Time Entry by Employee to review current DBAs for individual employees.

DBAs Did Not Calculate for Any Employees

1. On the DBA Setup form, locate the DBA.
2. Verify the information in the following fields:
 - Calculate in Pre-Payroll
 - Beginning Effective Date

- Ending Effective Date
 - Pay Period to Calculate
3. Access the Basis of Calculation table.
 4. Verify that:
 - The based-on PDBAs were calculated.
 - The based-on PDBAs are not zero.
 - The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA).
 5. Make any necessary corrections to the DBA Setup form.
 6. Access the second Pre-Payroll Processing form.
 7. Verify the information in the following fields:
 - Year
The year must match the year entered for the master pay cycle.
 - Period Number
The period number is not specified.
 8. Access the Master Pay Cycles form.
 9. Verify the information in the following field:
 - Withholding Period
 10. Make any necessary corrections to the payroll cycle information.

DBAs Did Not Calculate for Any Employees in a Group Plan

If you are using group plans to assign DBAs to employees, and the system did not calculate DBAs for any of the employees in that plan, verify the plan setup.

If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the proper plans.

If you are using Payroll to assign employees to DBAs, complete the following steps:

1. On Group Plan DBA Setup, locate the group plan in which the employees are included.
2. Verify the information in the following fields:
 - Beginning Effective Date
 - Ending Effective Date
 - Withholding Period
3. Make any necessary corrections.

DBAs Calculated for Only Some Employees

If you are not using group DBA plans, or if the employees whose DBAs did not calculate are in different DBA plans, complete the following steps:

1. Review the Deductions Not Taken and Deduction Arrearage reports to verify that the employees earned enough to cover their deductions.
2. Locate the employee on the DBA Instructions form.
3. Verify the information in the following fields:
 - Start Date
 - Stop Date
 - Pay Periods to Calculate
 - Group Code
 - Union Code
4. Make any necessary corrections.
5. On the DBA Setup form, locate one of the DBAs that the system did not calculate.
6. Access the DBA Limits window.
7. Using the information in this window, determine whether the employee has reached the limit for this DBA.
8. Access the Basis of Calculation Table.
9. Review the information and make any necessary corrections.
10. If the DBA uses a calculation table, access the Calculation Tables form.
11. Review the information and make any necessary corrections.
12. Using the DBA One-Time Overrides window that you access from the Time Entry by Employee form, determine if a one-time override exists for the DBA.
13. Using the Interim Cheque Entry form, determine whether an interim cheque was issued for the employee this period.

If the DBA is set up to calculate once per period, and it is included on an interim cheque, the system does not calculate it during pre-payroll.

What You Should Know About

Arrearage Method H

When an employee does not have enough pay to cover deductions, the DBA setup determines if amounts are placed in arrears and, if so, how those amounts are deducted in the future.

The current deduction amount and arrearage amount in history are considered separately when the DBA is set up with an Arrearage Method of H on the DBA Setup screen (P069117). If the current deduction can be taken in its entirety, but the arrearage amount cannot, the current deduction amount is taken. The arrearage amount itself is looked at by the system as a whole. It is either completely, or not taken at all. The arrearage amount is not partially backed off or taken.

See *Setting Up Deductions, Benefits, and Accruals (P069117)*.

See Also

- *Human Resources Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans.
- *Work with Timecard Information* for more information about revising unprocessed and processed timecards.

5 Payroll History

Overview to Payroll History

Objectives

- To use payroll history for reporting needs
- To use online inquiries for quick access to payroll history

About Payroll History

Each time you process a payroll cycle, the system creates history records. Working with payroll history includes:

- Reviewing earnings and tax information history
- Reviewing transaction history
- Reviewing other payroll history
- Working with payment history information
- Reviewing payroll history reports

Payroll history includes detail and summary information for:

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

You use this information for online inquiries and historical and government reporting.

You can review the payroll history at both summary and detail level. The summary tables contain information from the detail tables as follows:

Table	Description
Taxation Summary History (F0713)	Tax Ledger (F0716)
Payroll Month PDBA Summary History (F06146)	Payroll Transaction History (F0618) DBA Detail History (F0619)

Table	Description
Fiscal/Anniversary Year History (F06147)	Payroll Transaction History (F0618) DBA Detail History (F0619)
Paycheque Summary (F06156)	Tax Ledger (F0716) Payroll Transaction History (F0618) Deduction, Benefits, and Accrual History (F0619)
Calendar Month DBA Summary History (F06145)	DBA Detail History (F0619)
Historical Payroll Register (F063451)	Historical Payroll Processing (F06345) The system creates data for the Historical Payroll Register and Historical Payroll Processing tables when you process the Historical Payroll Register.

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

What is Calendar Month and Payroll Month History?

Transaction (PDBA) history is maintained by both payroll month, which is based on cheque dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during transition payroll cycles. A transition payroll cycle is one that crosses months (for example, a bi-weekly payroll cycle that begins in January and ends in February).

Balances for the payroll month are stored for pay types and DBAs. Balances for the calendar month are stored for DBAs only and not pay types.

See Also

- *Setting Up DBAs (P069117)* for information about how the system maintains calendar month balances
- *Verifying Integrity of Payroll Summary History (P067011)* for information about verifying payroll history for your employees
- *Appendix E – Tables Used by Payroll* and the *World Writer Guide* for information you need to create custom reports for your specific business needs
- *Working with Governmental Reports* for information about printing reports that are required by the government

Review Earnings and Tax Information History

Reviewing Earnings and Tax Information History

To answer questions about an employee's tax and earning information, you can review the history for an individual employee. When you review an employee's history you can verify earnings balances for all tax areas and tax types. You can begin the review at either the summary or detail level.

This section contains the following:

- [Reviewing Quarterly Tax Balances](#)
- [Reviewing Monthly Tax Balances](#)
- [Reviewing the Monthly Tax Ledger](#)
- [Reviewing the DBA Audit Report](#)
- [Reviewing the Time and Pay Entry Register](#)
- [Reviewing the PDBA History by Company Report](#)

When you use these inquiry programs, the system provides information from the following tables:

- Taxation Summary History (F0713)
- Detail Tax Ledger (F0716)

Reviewing Quarterly Tax Balances

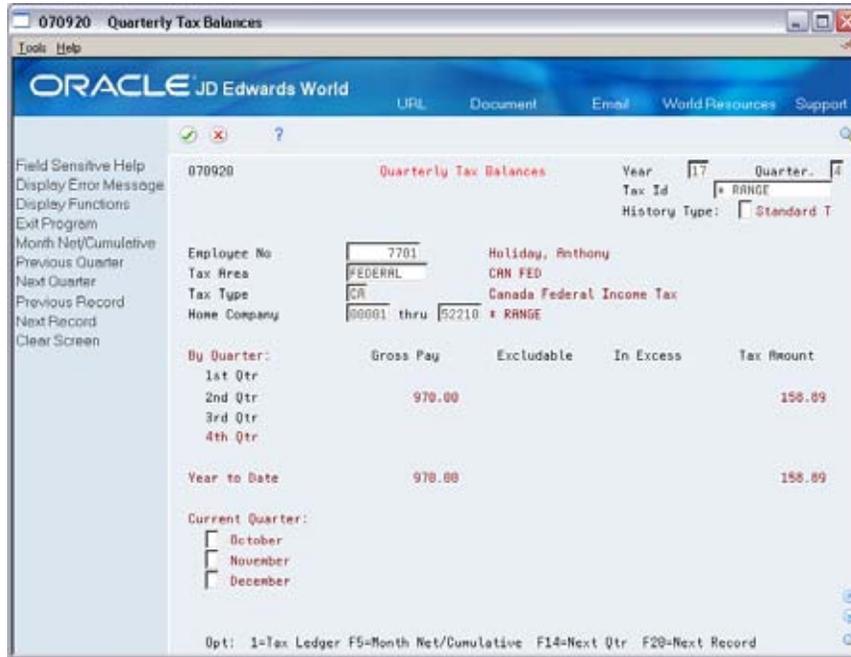


From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Quarterly Tax Balances**

To answer questions about an employee's tax history, you can review the quarterly tax balances for the employee. You can also review the monthly balances, pay period detail, and year-to-date amounts.

To review quarterly tax balances

On Quarterly Tax Balances



1. Complete the following field:
 - Employee Number
2. To limit the information that appears, complete any of the following fields:
 - Tax Area
 - Tax Type
 - Home Company
 - Year
 - Quarter
 - History Type

Field	Explanation
Code - Tax History Type	A user defined code (07/TH) that specifies the type of Taxation Summary History (F06136) being tracked for the employee.

Reviewing Monthly Tax Balances

	From Canadian Payroll Master (G77), choose History Inquiries From History Inquiries (G7714), choose Monthly Net/Cumulative Taxes
--	---

You can answer questions about an employee's tax balances for each month and cumulative balances for the year to date. You can review these amounts for either gross or taxable pay.

To review monthly tax balances

On Monthly Net/Cumulative Taxes

070921 Monthly Net/Cumulative Taxes

ORACLE JD Edwards World

Tools Help

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Toggle: Gross vs Taxable
Return to Previous Page
Previous Record
Next Record
Clear Screen

070921 Monthly Net/Cumulative Taxes Year: 17
Tax Id: RANGE
Tax History: Standard

Employee Number: 7701 Holiday, Anthony
Tax Area: FEDERAL CAN FED
Tax Type: CA Canada Federal Income Tax
Home Company: 00001 Thru 52210 + RANGE

P	Month	Net Posting		Cumulative	
		Gross Pay	Tax Paid	Gross Pay	Tax Paid
	January				
	February				
	March				
	April				
	May	970.00	158.89	970.00	158.89
	June				
	July				
	August				
	September				
	October				
	November				
	December				

Opt: 1=Tax Ledger F10=Toggle Gross/Taxable F20=Next Record F24=More

- Complete the following field:
 - Employee Number
- To limit the information that appears, complete any of the following fields:
 - Year
 - Tax History
 - Tax Area
 - Tax Type
 - Home Company

Reviewing the Monthly Tax Ledger



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Monthly Tax Ledger**

You can answer an employee's questions about detailed information from the tax ledger transactions for a specific month. You can locate tax amounts for an employee including the control number and gross pay for each payment.

To review the monthly tax ledger

On Monthly Tax Ledger

070922 Monthly Tax Ledger

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Return to Previous Page
Previous Month
Next Month
Previous Record
Next Record
Clear Screen

070922 Monthly Tax Ledger

Employee No: 7701 Holiday, Anthony
Tax Area: FEDERAL CAN FED
Tax Type: CA Canada Federal Income Tax
Home Company: 00077 A Model Canadian Payroll

Month/Year: 01 / 17
History Type:
From: 01/01/17
Thru: 01/31/17

Period	EARNINGS				Tax Amount	Check Control
	End	Gross	Excludable	Paid In Excess		
01/03/17		1,222.25	22.00		274.83	5004
01/17/17		1,292.01			239.00	5047
Total		2,514.26	22.00		513.83	

F12=Previous Screen F13/F14=Prev./Next Month F19/F20=Prev./Next F24=More

- Complete the following field:
 - Employee Number
- To limit the information that appears, complete any of the following fields:
 - Month
 - Year
 - History Type
 - Tax Area
 - Tax Type
 - Home Company
 - Beginning Effective Date
 - Ending Effective Date

Reviewing the Employee Pay and Tax Register

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose Employee Pay & Tax Register
---	--

Use the Employee Pay and Tax Register to review individual employees' taxes and the pay amounts on which they are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

07323		JD Edwards World		Page No. 3					
Company 77 A Model Canadian Payroll Co.		Employee Pay & Tax Register		Date - 7/09/17					
Tax Area	TT SCD	Description	Check Date	Mo.	Gross Pay	Excludable	Paid-In-Excess	Taxable Wages	Taxes

7701 Anthony Holiday									
FEDERAL	CA	CAN FED		JAN	2,514.26	22.00		2,492.26	513.83
FEDERAL	CA	CAN FED			2,514.26	22.00		2,492.26	513.83
FEDERAL	CB	CAN CPP - Employee		JAN	2,514.26			2,514.26	55.91
FEDERAL	CB	CAN CPP - Employee			2,514.26			2,514.26	55.91
FEDERAL	CC	CAN UIC - Employee		JAN	2,514.26		512.25	2,002.01	60.06
FEDERAL	CC	CAN UIC - Employee			2,514.26		512.25	2,002.01	60.06
FEDERAL	CD	CAN UIC - Company		JAN	2,514.26		512.25	2,002.01	84.08
FEDERAL	CD	CAN UIC - Company			2,514.26		512.25	2,002.01	84.08
FEDERAL	CE	CAN CPP - Company		JAN	2,514.26			2,514.26	55.91
FEDERAL	CE	CAN CPP - Company			2,514.26			2,514.26	55.91
FEDERAL	CE	CAN CPP - Company			2,514.26			2,514.26	55.91

Processing Options

See [Employee Pay & Tax Register \(P07323\)](#).

Reviewing DBA History Summary Reports

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose DBA Register/Investment Reports
---	--

You can print the following DBA history summary reports:

- Deduction Benefit Register
- RRSP Report
- RRSP Investment Detail

You can print these reports together or separately. You use the processing options to specify a version for each report you want to print. The version number of the Deduction Benefit Register must match the version number of the DBA History Summary Report. The version numbers of the other reports do not need to match.

Use the Deduction Benefit Register to review individual employee's DBA information for the period you specify. You can review month-to-date, quarter-to-date, and year-to-date totals.

To compile the DBA history summary reports, the system retrieves information from the following tables:

- Payroll Month PDBA Summary (F06146)
- DBA Detail History (F0619)
- Taxation Summary History (F0713 for Canadian payroll)

Before You Begin

- Create a version for each of the DBA history reports (P063102, P063221, and P063251)

Review Earnings and Tax Information History

063102		JD Edwards World DBA Register				Page - 2
						Date - 7/09/17
						Period From - 03/01/17
						Period Thru - 03/31/17
Employee Number	Employee Name	DBA Code	DBA Description	Union	Job	Current Period
7701	Anthony Holiday	4800	Earnings	7700	5J-4	
7701	Anthony Holiday	7720	H&W - Canada	7700		80.00
7701	Anthony Holiday	7735	Ext Health	7700		90.00
7701	Anthony Holiday	7750	EHT - Canada	7700	5J-4	
7701	Anthony Holiday	7760	GST - Canada			5.60
7701	Anthony Holiday	7770	BC Medical			140.00
7701	Anthony Holiday	7780	Vacation Pay	7700		216.00
7701	Anthony Holiday	7706	Dental Fam	7700		24.70-
7701	Anthony Holiday	7710	Union-Canada	7700		
7701	Anthony Holiday	7730	CSB Canada			200.00-
7701	Anthony Holiday	7731		7700	5J-4	
Holiday, Anthony						306.90
7702	Derrick, Leslie	4800	Earnings	7700	5J-3	
7702	Derrick, Leslie	7750	EHT - Canada			122.48
7702	Derrick, Leslie	7780	Vacation Pay			780.00
7702	Derrick, Leslie	7730	CSB Canada			200.00-
7702	Derrick, Leslie	7731		7700	5J-3	
Derrick, Leslie						702.48
7703	Bellas, Debbie	4800	Earnings			2,174.32
7703	Bellas, Debbie	7785	Salary Vac		0A-3	1,357.79
7703	Bellas, Debbie	7790	RRSP Fixed		0A-3	339.46
7703	Bellas, Debbie	7791	RRSP Mutual		0A-3	339.46
7703	Bellas, Debbie	7701	RRSP Co.		0A-3	226.31
7703	Bellas, Debbie	7705	Dental/Co.		0A-3	25.92
7703	Bellas, Debbie	7735	Ext Health		0A-3	135.00
7703	Bellas, Debbie	7740	CarAllowCAN		0A-3	1,230.00
7703	Bellas, Debbie	7750	EHT - Canada			189.23
7703	Bellas, Debbie	7760	GST - Canada			86.10
7703	Bellas, Debbie	7700	RRSP		0A-3	452.60-
7703	Bellas, Debbie	7730	CSB Canada		0A-3	300.00-
7703	Bellas, Debbie	7731			0A-3	
Bellas, Debbie						5,350.99
7704	Rivard, Jacques	4800	Earnings		3P-1	
7704	Rivard, Jacques	7785	Salary Vac			1,283.30
7704	Rivard, Jacques	7790	RRSP Fixed			151.00
7704	Rivard, Jacques	7701	RRSP Co.			50.34
7704	Rivard, Jacques	7735	Ext Health			90.00
7704	Rivard, Jacques	7775	QHIP			320.82
7704	Rivard, Jacques	7700	RRSP			100.66-
7704	Rivard, Jacques	7706	Dental Fam			24.70-
7704	Rivard, Jacques	7730	CSB Canada			50.00-
Rivard, Jacques						1,720.10
A Model Canadian Payroll Co						8,080.47
Grand Total -						8,080.47

063221		JD Edwards World 401K Report				Page - 2			
						Date - 7/19/17			
						Period From - 03/01/17			
						Period Thru - 03/31/17			
A Model Financial Co (Trng)						Year to Date . . .			
Employee #	Employee Name	P S	Annual Salary	% Emp	% Co.	Emp Deduction	Co Contributn	Emp Deduction	Co Contributn
2006	Walters, Annette	0	45,000.00	4.00	50.00	130.26-	65.14	445.14-	222.60
2129	Jackson, John	0	50,000.00	2.00	50.00	83.34-	41.68	287.84-	143.95
A Model Financial Co (Trng)						213.60-	106.82	732.98-	366.55

063251		JD Edwards World Investment Report				Page - 3				
						Date - 7/19/17				
						Period From - 03/01/17				
						Period From - 03/31/17				
A Model Financial Co (Trng)						Year to Date . . .				
Employee Number	Employee Name	Birth Date	Start Date	Qualifying Earnings	Def %	Fixed Equity %	Employer Basic %	Employee Withheld	Employer Matching	
2006	Walters, Annette	09/18/69	06/03/15	130.26-	4.00	50.00	50.00	65.14	Fixed Equity	
								48.85	48.85	
								146.55	146.55	
								Totals	195.40	195.40
2129	Jackson, John	06/15/66	03/15/07	83.34-	2.00	25.00	75.00	41.68	Fixed Equity	
								31.26	31.26	
								93.76	93.76	
								Totals	125.02	125.02
								Total Fixed	80.11	80.11
								Total Equity	240.31	240.31
A Model Financial Co (Trng)						213.60-		320.42	320.42	

Processing Options

See [DBA History Summary Report \(P063101\)](#).

Reviewing the DBA Audit Report

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose DBA Audit Report
---	---

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

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

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

063054		JD Edwards World DBA Audit Report										Page	-	2
Employee #	Employee Name	T	Work Date	Pay Per Date	Table	DBA Basis	M	DBA Rate	DBA Amount	Union	Job	Step	Arrear Amount	
DBA	DBA Description	T												
7701	Anthony Holiday													
7706	Dental Fam	D	01/03/17	01/03/17		12.35		\$ 12.3500	12.35	7700				
7710	Union-Canada	D	01/03/17	01/03/17		22.00		\$ 22.0000	22.00	7700				
									Total - D				34.35	
7720	H&W - Canada	B	01/03/17	01/03/17		86.00	H	0.5000	43.00	7700				
									Total - B				43.00	
7730	CSB Canada	D	01/03/17	01/03/17		100.00		\$ 100.0000	100.00					
									Total - D				100.00	
7735	Ext Health	B	01/03/17	01/03/17		45.00		\$ 45.0000	45.00	7700				
7760	GST - Canada	B	01/03/17	01/03/17		43.00		\$ 0.0700	3.01					
7770	BC Medical	B	01/03/17	01/03/17		70.00		\$ 70.0000	70.00					
7780	Vacation Pay	B	01/03/17	01/03/17		2			108.00	7700				
									Total - B				226.01	
7706	Dental Fam	D	01/17/17	01/17/17		12.35		\$ 12.3500	12.35	7700				
									Total - D				12.35	
7720	H&W - Canada	B	01/17/17	01/17/17		23.00	H	0.5000	11.50	7700				
									Total - B				11.50	
7730	CSB Canada	D	01/17/17	01/17/17		29.91		\$ 100.0000	29.91					
7730	CSB Canada	D	01/17/17	01/17/17		70.09		\$ 100.0000	70.09					
									Total - D				100.00	
7735	Ext Health	B	01/17/17	01/17/17		45.00		\$ 45.0000	45.00	7700				
7750	EHT - Canada	B	01/17/17	01/17/17		843.76		\$ 0.0195	16.45					
7760	GST - Canada	B	01/17/17	01/17/17		11.50		\$ 0.0700	0.81					
7770	BC Medical	B	01/17/17	01/17/17		20.94		\$ 70.0000	20.94					
7770	BC Medical	B	01/17/17	01/17/17		49.06		\$ 70.0000	49.06					
7780	Vacation Pay	B	01/17/17	01/17/17		2			6.75	7700				
									Total - B				139.01	
7706	Dental Fam	D	01/31/17	01/31/17		12.35		\$ 12.3500	12.35	7700				
									Total - D				12.35	
7720	H&W - Canada	B	01/31/17	01/31/17		85.00	H	0.5000	42.50	7700				
									Total - B				42.50	
7730	CSB Canada	D	01/31/17	01/31/17		100.00		\$ 100.0000	100.00					
									Total - D				100.00	
7735	Ext Health	B	01/31/17	01/31/17		45.00		\$ 45.0000	45.00	7700				
7760	GST - Canada	B	01/31/17	01/31/17		42.50		\$ 0.0700	2.98					
7770	BC Medical	B	01/31/17	01/31/17		70.00		\$ 70.0000	70.00					
7780	Vacation Pay	B	01/31/17	01/31/17		2			108.00	7700				
									Total - B				225.98	
7706	Dental Fam	D	02/14/17	02/14/17		12.35		\$ 12.3500	12.35	7700				
7710	Union-Canada	D	02/14/17	02/14/17		22.00		\$ 22.0000	22.00	7700				
									Total - D				34.35	

Processing Options

See [Time & Pay Entry Register \(P063002\)](#).

Reviewing the PDBA History by Company Report



From Canadian Payroll Master (G77), choose **History Reports**
From History Reports (G7715), choose **PDBA History by Company**

Use this report to review a monthly listing of pay types and DBAs (PDBAs) for each company in your organization. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

To compile the report, the system retrieves information from the Payroll Month Summary History (F06146) table.

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix print that can print 15 characters per inch.

Review Transaction History

Reviewing Transaction History

You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on cheque dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

This section contains the following:

- [Reviewing Quarterly PDBA Balances by Payroll Month](#)
- [Reviewing Quarterly DBA Balances by Calendar Month](#)
- [Reviewing Monthly PDBA Balances by Payroll Month](#)
- [Reviewing Monthly DBA Balances by Calendar Month](#)
- [Reviewing the Calendar Transaction Ledger](#)
- [Reviewing the Monthly Transaction Ledger](#)
- [Reviewing Fiscal and Anniversary Balances](#)

Reviewing Quarterly PDBA Balances by Payroll Month



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Quarterly Balances/Payroll Month**

You can review the quarterly balances for any of the pay types and DBAs (PDBAs) that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You review PDBA balances based on cheque dates. You can also determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146).

To review quarterly PDBA balances by payroll month

On Quarterly Balances/Payroll Month

070910 Qtrly Balances/Payroll Month

Oracle JD Edwards World

Year: 17 Quarter: 4
Tax Id: RANGE

Employee No: 7781 Holiday, Anthony
PDBA Code: 1 thru 9999 * RANGE
Home Company: 00001 thru 52210 * RANGE

By Quarter:	Dollars	Hours	Pieces
1st Qtr			
2nd Qtr	1,887.55	988.00	
3rd Qtr			
4th Qtr	32.00	32.00	
Prior Year			
Begin Balance.			
Year TOTAL	1,919.55	1,012.00	
ITD Total	1,919.55	1,012.00	

Current Quarter:

October
 November
 December

December: 32.00 Dollars, 32.00 Hours

Remaining Balance: Arrearage Due:

Opt: 1=Trans Ldgr F5=Month Net/Cumulative F10=Next Qtr F20=Next Rec F24=More

- Complete the following field:
 - Employee Number
- To display information for a period of time other than the current quarter, complete the following fields:
 - Year
 - Quarter
- To limit the information that appears, complete any of the following fields:
 - History Type
 - PDBA Code
 - Home Company

What You Should Know About

Reviewing detail transactions

Choose the Transaction Ledger option to review the detail transactions for a particular month. However, if the processing options for the Monthly Transaction Ledger screen are set to sort by work date, the detail information on that screen might not correspond to the information on the Quarterly Balances/Payroll Month form.

Reviewing Quarterly DBA Balances by Calendar Month



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Quarterly Balances/Calendar Month**

You can review the quarterly balances for any of the DBAs that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You use the Quarterly Balances/Calendar Month program to review DBA balances based on work dates. You cannot view pay type information for work dates.

The system retrieves information from the Calendar Month DBA Summary History (F06145) table.

To review quarterly DBA balances by calendar month

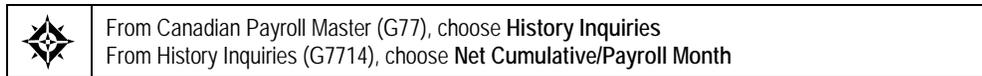
On Quarterly Balances/Calendar Month

By Quarter:	Dollars	Basis	Pieces
1st Qtr			
2nd Qtr	987.55	908.00	
3rd Qtr			
4th Qtr	3.00	3.00	
Prior Year			
Begin Balance.			
Year TOTAL	995.55	908.00	
ITD Total	995.55	908.00	
Current Quarter:			
October			
November			
December	0.00	0.00	

- Complete the following field:
 - Employee Number
- To display information for a period of time other than the current quarter, complete the following fields:
 - Year
 - Quarter
- To limit the information that appears, complete any of the following fields:
 - DBA Code

- Home Company

Reviewing Monthly PDBA Balances by Payroll Month



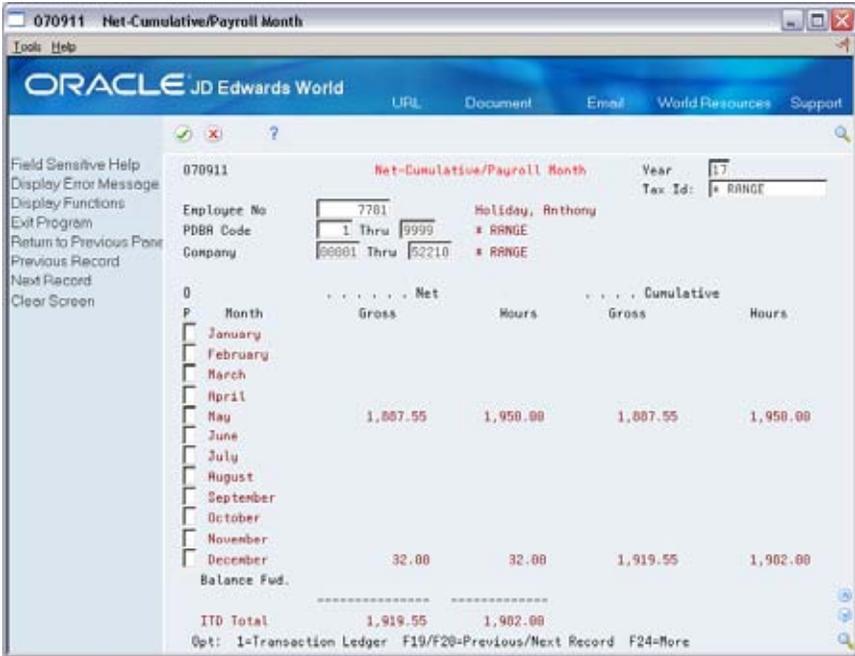
You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

You can review cumulative monthly balances for any of the pay types and DBAs (PDBAs) for which an employee has history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review PDBA balances by payroll month, the system retrieves information from the Payroll Month PDBA Summary History table (F06146) based on cheque dates.

To review monthly PDBA balances by payroll month

On Net-Cumulative/Payroll Month



Month	Gross	Net	Hours	Cumulative Gross	Cumulative Hours
January					
February					
March					
April					
May	1,887.55		1,958.00	1,887.55	1,958.00
June					
July					
August					
September					
October					
November					
December	32.00		32.00	1,919.55	1,982.00
Balance Fwd.					
ITD Total	1,919.55		1,902.00		

1. Complete the following field:
 - Employee Number
2. To review a year other than the current one, complete the following field:
 - Year

3. To limit the information that appears, complete any of the following fields:
- PDBA Code
 - Company

What You Should Know About

Reviewing detail transactions

Choose the Transaction Ledger option to review the detail transaction for a particular month. However, if the processing options for the Monthly Transaction Ledger screen are set to sort by work date, the detail information on that screen might not correspond to the information on the Net-Cumulative/Payroll Month form.

Reviewing Monthly DBA Balances by Calendar Month



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Net Cumulative/Calendar Month**

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review DBA balances by calendar month, the system retrieves information from the Calendar Month DBA Summary History table (F06145) based on work dates. You cannot view pay type information for work dates.

To review monthly DBA balances by calendar month

On Net-Cumulative/Calendar Month

Month	Net Gross	Net Basis	Cumulative Gross	Cumulative Basis
January				
February				
March				
April				
May	907.55	1,070.00	907.55	1,070.00
June				
July				
August				
September				
October				
November				
December	0.00	0.00	995.55	1,070.00
Balance Fwd.				
ITD Total	995.55	1,070.00		

1. Complete the following field:
 - Employee Number
2. To review a year other than the current one, complete the following field:
 - Year
3. To limit the information that appears, complete any of the following fields:
 - DBA Code
 - Company

Reviewing the Calendar Transaction Ledger

	From Canadian Payroll Master (G77), choose History Inquiries From History Inquiries (G7714), choose Calendar Transaction Ledger
---	--

You can answer employees' questions about their payment and DBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or cheque date and to display gross pay or recharge amounts.

With the calendar transaction ledger, you can review one or a range of payment and DBA transactions for any date range.

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)

- Deduction, Benefits, and Accrual History (F0619)

To review the calendar transaction ledger

On Calendar Transaction Ledger

Work Date	Period End	Gross Pay	Hours Worked	Pieces Produced	Rate
01/02/17	01/03/17	225.00	20.00		
01/02/17	01/03/17	225.00	20.00		
01/02/17	01/03/17	101.25	8.00		
01/03/17	01/03/17	450.00	40.00		
01/09/17	01/17/17	421.88	37.50		
01/16/17	01/17/17	421.00	37.50		
01/17/17	01/17/17	900.00	80.00		
01/17/17	01/17/17	168.75	10.00		
01/17/17	01/17/17	900.00	80.00		
01/17/17	01/17/17	900.00	80.00		
01/17/17	01/17/17	135.00	0.00		
01/17/17	01/17/17	2,643.75-	235.00-		

1. Complete the following field:
 - Employee Number
2. To limit the information that appears, complete any of the following fields:
 - PDBA Code
 - Work Dates From
 - Work Dates Thru
3. Access the detail area for additional deduction and benefit information.

Processing Options

See [Transaction Ledger Inquiry \(P060913\)](#).

Reviewing the Monthly Transaction Ledger



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Monthly Transaction Ledger**

You can answer employees' questions about their payment and DBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or cheque date and

to display gross pay or recharge amounts. You use these transaction ledger programs to review detailed PDBA history for an individual employee.

You can locate specific types of PDBA transactions for an individual employee for a single month. For pay types, you can also review detailed timecard history.

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)
- Deduction, Benefit, and Accrual History (F0619)

To review the monthly transaction ledger

On Monthly Transaction Ledger

Work Date	Period End	Gross Pay	Hours Worked	Pieces Produced	Rate
01/02/17	01/03/17	225.00	20.00		11.250
01/02/17	01/03/17	225.00	20.00		11.250
01/03/17	01/03/17	450.00	40.00		11.250
01/17/17	01/17/17	900.00	80.00		11.250
01/17/17	01/17/17	900.00	80.00		11.250
01/17/17	01/17/17	900.00	80.00		11.250
01/17/17	01/17/17	2,649.75-	235.00-		11.250
01/09/17	01/17/17	421.00	37.50		11.250
01/16/17	01/17/17	421.00	37.50		11.250
TOTAL:		1,000.01	160.00		

1. Complete the following field:
 - Employee Number
2. To review a time period other than the current one, complete the following fields:
 - Year
 - Update Month
3. To limit the information that appears, complete any of the following optional fields:
 - PDBA Code
 - From Date
 - Through Date

Processing Options

See [Canadian Transaction Ledger Inquiry \(P070912\)](#).

Reviewing Fiscal and Anniversary Balances

You can answer employees' questions about their year-to-date balances for PDBAs that have fiscal and anniversary history. In addition to year-to-date balances, you can review balances forwarded from a previous year and inception-to-date amounts.

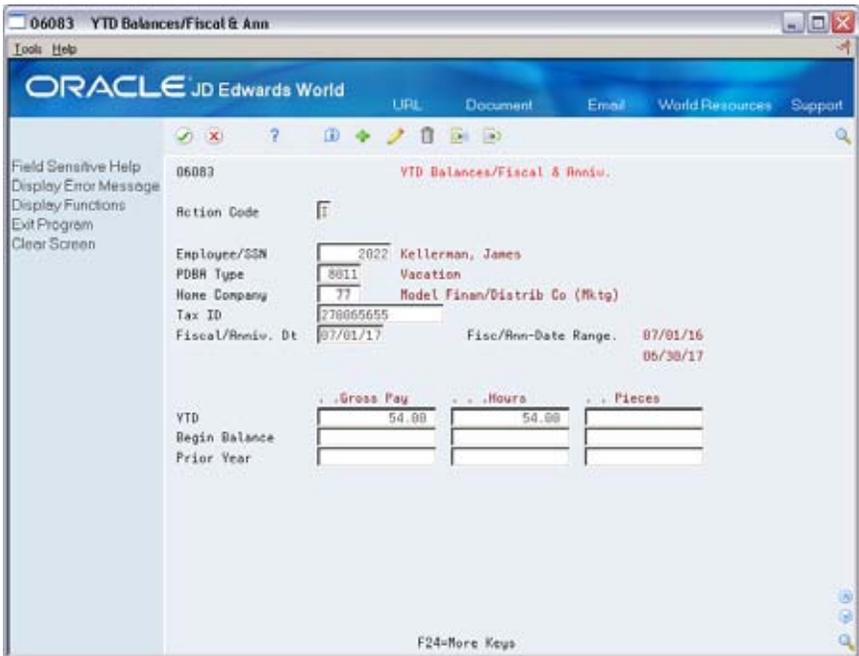
Depending on how you set up the system, it stores fiscal and anniversary history for those PDBAs that have any of the following characteristics:

- A balance that must be calculated using related PDBAs
- An inception-to-date limit
- An annual limit
- A rollover date other than the end of the calendar year

The year-to-date amounts that this program displays might differ from the year-to-date amounts on the Payroll Register. This happens because the year-to-date amounts on the Payroll Register are payroll month totals from the Payroll Month PDBA Summary History table (F06146), which are not affected by fiscal and anniversary rollovers from the Fiscal/Anniversary Year History table (F06147).

To review fiscal and anniversary balances

On YTD Balances/Fiscal & Anniversary



1. Complete the following field:

- Employee Number
- 2. To limit the information that appears, complete any of the following fields:
 - PDBA Type
 - Home Company
 - Tax ID
 - Fiscal/Anniversary Date

See Also

- *Reviewing Benefit and Accrual History (P060931)* for information about how to see the combined balances of the related PDBAs

Review Other Payroll History

Reviewing Other Payroll History

The system provides a variety of information on employee payroll history. You can review:

- Timecard history
- Benefit and accrual history, such as vacation time earned, taken, and available

This section contains the following:

- [Reviewing Workers Compensation and General Liability History](#)
- [Reviewing Time and Pay History](#)
- [Reviewing Benefit and Accrual History](#)
- [Reviewing Available Leave Information](#)

Reviewing Workers Compensation and General Liability History

	From Canadian Payroll Master (G77), choose History Inquiries From History Inquiries (G7714), choose Workers Compensation
---	---

You can review workers compensation history for an employee and the general liability history associated with it in order to answer questions about worker compensation claims. You can also review the total amount of workers compensation and general liability insurance an employee has for a specified work date.

The system retrieves information from the Payroll Transaction History (F0618) table.

To review workers compensation and general liability history

On Workers Compensation

W/C Code	Wk	Pro	Work Date	Gross Pay	Hours	Overtime	Reportable	Premium
BC	70	003	01/02/17	225.00	20.00		225.00	2.01
BC	70	003	01/02/17	225.00	20.00		225.00	2.01
BC	70	003	01/02/17	181.25	8.00	33.75	67.50	.60
BC	70	003	01/03/17	450.00	40.00		450.00	4.03
0010	70	015	01/09/17	421.00	37.50			
0010	70	015	01/16/17	421.00	37.50			
BC	70	003	01/17/17	900.00	00.00		900.00	0.06
BC	70	003	01/17/17	188.75	10.00	56.25	112.50	1.01
BC	70	003	01/17/17	900.00	80.00		900.00	8.06
BC	70	003	01/17/17	900.00	00.00		900.00	0.06
BC	70	003	01/17/17	135.00	8.00	45.00	99.00	.01
BC	70	003	01/17/17	2643.75-	235.00-		2643.75-	23.66-

- Complete the following field:
 - Employee Number
- To limit the information that appears, complete any of the following fields:
 - W/C Code
 - Work State/Province
 - Business Unit
 - Work Dates

Note: The Gross Pay, Reportable, and Premium columns display data without commas to permit more digits to be displayed.

Reviewing Time and Pay History



From Canadian Payroll Master (G77), choose **History Inquiries**
 From History Inquiries (G7714), choose **Time and Pay Inquiry**

You can answer employees' questions about their timecard information for a specified time period or pay type. You can access detailed information for each employee, including the labour distribution account and control numbers.

You can review timecard information by employee or by business unit. When you review by employee, the system displays totals for hours worked and gross pay.

When you review by business unit, the system displays all employees in that business unit, sequenced first by work date and then by employee number.

The system retrieves information from the Payroll Transaction History (F0618) table.

To review time and pay history by employee

On Time and Pay Inquiry

Work Date	Pay Type	Hours Worked	Rate	Gross Pay
01/02/17	1	20.00		225.00
01/02/17	1	20.00		225.00
01/02/17	100	6.00		101.25
01/03/17	1	40.00		450.00
01/09/17	1	37.50		421.00
01/16/17	1	37.50		421.00
01/17/17	1	80.00		900.00
01/17/17	100	10.00		160.75
01/17/17	1	80.00		900.00
01/17/17	1	80.00		900.00
01/17/17	100	0.00		135.00
01/17/17	1	295.00-		2,643.75-

- Complete one of the following fields:
 - Employee Number
 - Business Unit
- To limit the information that appears, complete any of the following fields:
 - Pay Type
 - Work Dates

What You Should Know About

Reviewing additional information

Choose the Toggle Display function to review additional business unit and job information.

Processing Options

See [Time & Pay Inquiry \(P06099\)](#).

Reviewing Benefit and Accrual History

	From Canadian Payroll Master (G77), choose History Inquiries From History Inquiries (G7714), choose Benefit/Accrual Inquiry
---	--

You can answer employees' questions about their benefit and accrual balances. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

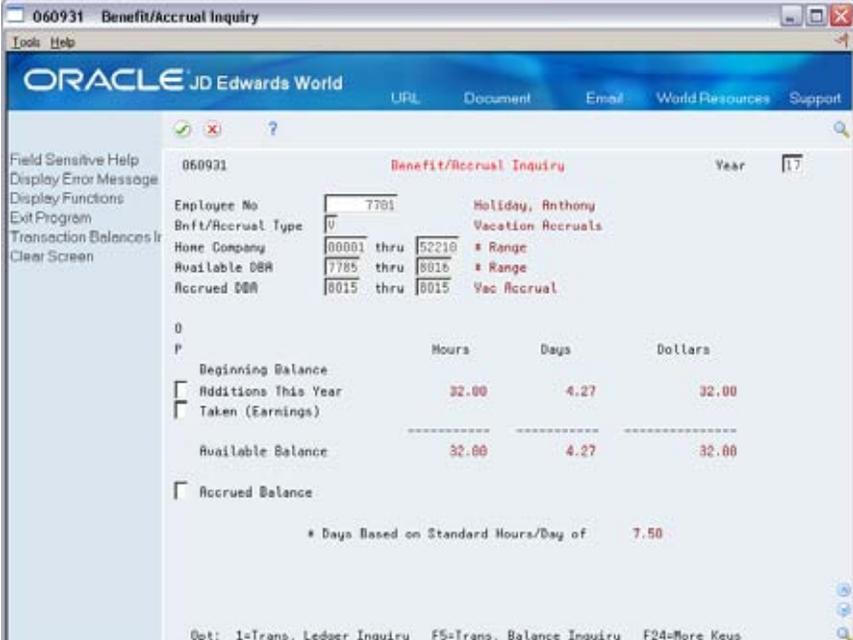
- Time and dollars accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining in hours or days

The system retrieves information from the following tables:

- Payroll Month PDBA Summary History (F06146)
- Fiscal/Anniversary Year History (F06147)

To review benefit and accrual history

On Benefit/Accrual Inquiry



060931 Benefit/Accrual Inquiry Year 17

Employee No 7781 Holiday, Anthony
Bnft/Accrual Type V Vacation Accruals
Home Company 80001 thru 52210 * Range
Available DBA 7785 thru 8016 * Range
Accrued DBA 8015 thru 8015 Vac accrual

	Hours	Days	Dollars
Beginning Balance			
Additions This Year	32.00	4.27	32.00
Taken (Earnings)			
Available Balance	32.00	4.27	32.00
Accrued Balance			
* Days Based on Standard Hours/Day of			7.50

Opt: 1=Trans. Ledger Inquiry F5=Trans. Balance Inquiry F24=More Keys

1. Complete the following field:
 - Employee Number
2. To limit the information that appears, complete any of the following fields:
 - Year
 - Benefit/Accrual Type

- Home Company
- Available DBA
- Accrued DBA

What You Should Know About

Reviewing taken and available accrual amounts

The Benefit/Accrual Type field on the Benefit/Accrual Inquiry (P060931) screen features a user defined code (O for Other) that permits you to review taken and available accrual amounts. These amounts can be printed on all net pay documents and on the payroll register by selecting this user defined code.

Processing Options

See [Payroll Accrual Inquiry \(P060931\)](#).

Reviewing Available Leave Information

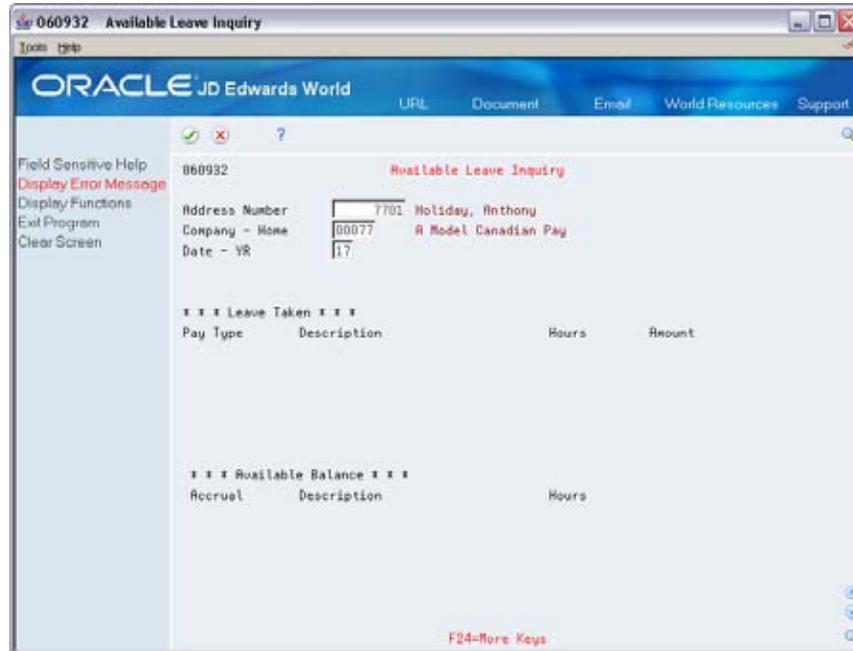
	From Canadian Payroll Master (G77), choose History Inquiries From History Inquiries (G7714), choose Available Leave Inquiry
---	--

Some companies deduct, or dock, an employee's pay when the employee takes leave in excess of what has been earned to date. For example, your company might dock pay when an employee uses 30 hours of sick leave but has only earned 20 hours. On the employee's next payment, you want to deduct the employee's standard pay earned to repay the 10 hours of sick pay.

If your company docks pay, you can review the amount of leave an employee has used and the amount of leave an employee has available.

To review available leave information

On Available Leave Inquiry



1. Complete the following field:
 - Address Number
2. Complete the following optional fields:
 - Company
 - Year

Processing Options

See [YTD Balances - Leave with Dock Pay \(P060932\)](#).

Work with Payment History Information

Working with Payment History Information

When the history for a payment is in error, you can void this payment, and the system reverses the original payment. When you need to issue a replacement payment that contains different information than the original payment, you must void the original payment. When you need to issue a replacement payment that contains the same payment information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and payment date using the Reissue Paycheque program.

The system retrieves the information from the Paycheque Summary table (F06156) when you review, void, or reissue employee payment information.

This section contains the following:

- [Voiding Payments](#)
- [Assigning a New Cheque Number and Date](#)

Voiding Payments



From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Paycheque Review and Void**

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

To void payments

On Paycheque Review and Void

07061 Paycheque Review & Void

Oracle JD Edwards World

Tools Help

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Detail
Return to Previous Page
Clear Screen

07061 Paycheque Review & Void

Employee No: 7701 Holiday, Anthony
and/or Cheque Number:
and/or Cheque Date- From:
Thru:

P	Pay Prd.	Cheque	Cheque	C	Total	Total	Net Pay	R
		Number	Number		Earnings	Deductions		C
	01/03/17	01/09/17	55430	C	1,109.25	458.34	650.91	
	01/17/17	01/23/17	5485	C	1,210.51	418.16	792.35	
	01/31/17	02/06/17	544	C	1,092.38	352.98	739.40	
	02/14/17	02/20/17	87665	C	1,000.00	317.10	682.90	
	02/14/17	02/20/17	87666	C	1,000.00	343.28	656.72	
	02/28/17	03/06/17	64487	C	1,000.00	327.13	680.87	
	03/14/17	03/20/17	369	X	1,000.00	343.28	656.72	
	03/20/17	03/20/17	369	V	1,000.00-	343.28-	656.72-	
	03/20/17	04/03/17	7777	C	1,000.00	306.24	707.76	
	03/26/17	04/03/17	7778	C	1,000.00	327.13	680.87	
	04/11/17	04/17/17	3854	C	1,000.00	326.79	681.21	
	01/02/10	01/08/10	3741	A	1,110.25		75.00	

Opt: 1-Cheque Inquiry/Void F4=Detail F24=More

1. Complete the following field:
 - Employee Number
2. To limit the information that appears, complete any of the following fields:
 - Original Cheque Number
 - Cheque Date - From
 - Cheque Date - Through

3. Choose the Cheque Inquiry/Void option for the payment you need to void.

Employee No 7701 Holiday, Anthony
Cheque Date 01/09/17 Cheque Control No 5004
Cheque Number 55430

Cheque Summary

Gross Pay	1,222.25	Hours	86.00	Pieces	
Deductions	134.35	Benefits	269.01		
Taxes W/H	323.99	Taxes Paid	57.68		
Net Pay	658.91				

Earnings Detail

Type	Hours	Rate	Gross Pay	Tax Area	Account Number
1	28.00	225.00	78003	707.0115	707.0115
1	28.00	225.00	78003	777.1341	707.0115
1	48.00	450.00	78003	707.0115	707.0115

Tax Detail

Tax Area	Tax	Description	Sca	E/T	Taxable Gross	Tax Amount
FEDERAL	OH	ORN FED		E	1,200.25	274.89
FEDERAL	OH	ORN EMP - Employee		E	1,222.25	27.86
FEDERAL	DC	ORN EI - Employee		E	710.00	21.30

4. On Paycheque Inquiry and Void, choose the Void Cheque function.

If the payment you are voiding is an automatic deposit, the system displays a caution message. Read the message and then use the Void Auto Deposit function.

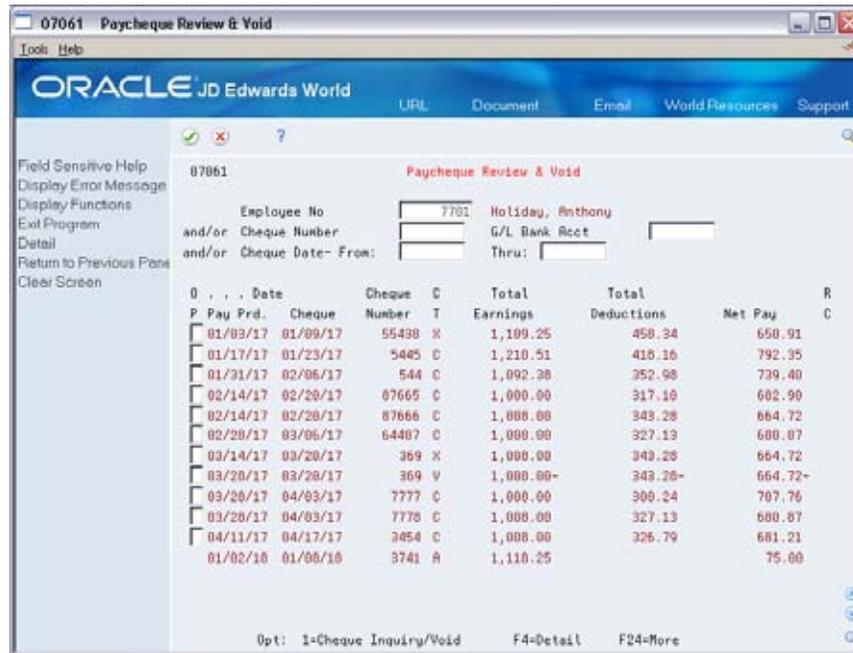
Void Check Information

Check Date 01/23/17
T/E date 01/23/17

5. In the Void Check Information window, complete the following fields:

- Check Date
- Time Entry Date

6. Choose the Void Check function.



What You Should Know About

Reversing general ledger entries

When you void a payment on the Void Check Window, the system reverses all associated transactions in the payroll history, including employee and employer associated transactions. The system stores the void as an interim cheque. The system updates the reversing entries when you process the voided cheque in a payroll cycle.

Reviewing payment history

You can also use Paycheque Review and Void to review detail payment history, including tax and DBA information for an employee.

Voiding a cheque or automatic deposit

On Paycheque Inquiry and Void, choose the Void Cheque function to access Void Check Window. The system uses the cheque date as the G/L date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities.

The system uses the time entry date as the G/L date for reversing entries associated with time cards, such as labour distribution.

The system also uses the time entry date as the work date on the reversing timecard.

Voiding an automatic deposit.

When you void an automatic deposit, the system does not:

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

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period.

Unvoiding a cheque voided in error

On Paycheque Inquiry and Void, you can “unvoid” a voided cheque. Choose the Unvoid function only:

- When the system has not yet updated the voided cheque to history
- When you need to unvoid cheques and automatic deposit advices and not cash payments

If you choose the Uninvoice function following pre-payroll for an employee who is currently locked, you must run a pre-payroll only for the changes.

Assigning a New Cheque Number and Date



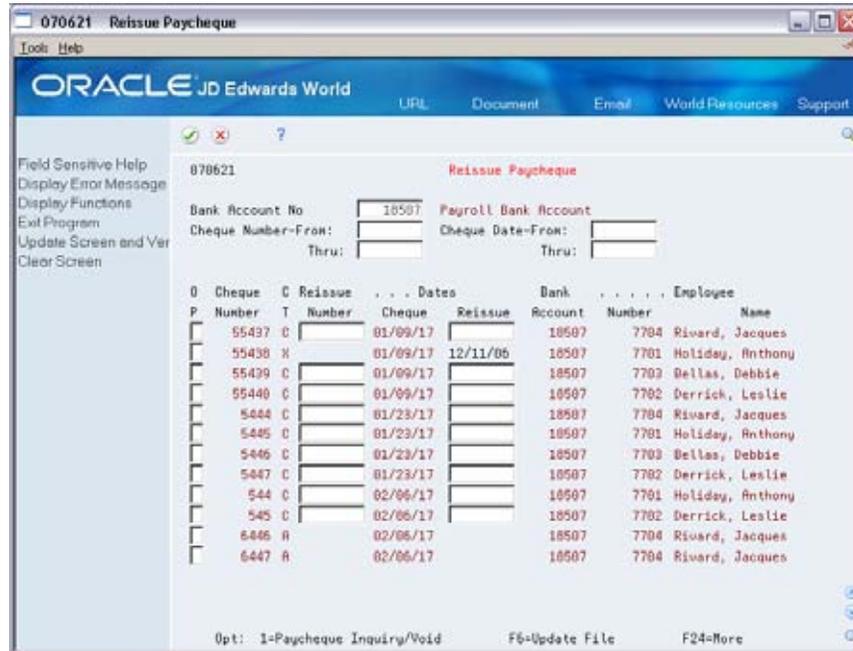
From Canadian Payroll Master (G77), choose **History Inquiries**
From History Inquiries (G7714), choose **Reissue Paycheque**

When you need to enter a replacement payment that contains the same information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and date. For example, if an employee accidentally destroys a cheque, you can issue a replacement cheque and then change the employee’s payment history so that it includes the number and date of the replacement.

You cannot assign a new cheque number for a reconciled or voided cheque, or for a payslip or automatic deposit.

To assign a new cheque number and date

On Reissue Paycheque



1. Complete the following field:
 - Bank Account Number
2. To limit the information that appears, complete any of the following fields:
 - Cheque Number - From
 - Cheque Number - Through
 - Cheque Date - From
 - Cheque Date - Through
3. Complete the following fields for the payment you need to update:
 - Reissue Number
 - Reissue Date
4. Choose the Update File function.

What You Should Know About

Locating all paycheques

You can review a list of all paycheques by cheque date. To do so, do not enter information in any of the search criteria fields.

Review Payroll History Reports

Reviewing Payroll History Reports

You can print payroll history reports to have the information you need to answer questions about employees' payroll history information. You can print reports that include the following types of payroll history information:

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

To review payroll history, complete the following tasks:

- Review earnings and tax history reports
- Review DBA history summary reports
- Review the DBA Audit report
- Review the Time And Pay Entry Register
- Review the PDBA History by Company report
- Review the PDBA History by Employee report
- Review the Paycheque History Detail report
- Reviewing the Analysis of Hours Report
- Reviewing the Benefit Accrual Roster
- Reviewing the Historical Payroll Register
- Review the report of available leave

Reviewing Earnings and Tax History Reports

To review employees' earnings and tax information history, you can:

- Review the Tax History By Company report
- Review the Tax History By Employee report
- Review the Employee Pay and Tax Register

At year end, you can use these reports to verify the information that you print on employees' year-end forms.

The Canadian Payroll system retrieves information from the Taxation Summary History (F0713) table for the earnings and tax and history reports. Additionally, it retrieves information from the Tax Ledger (F0716) table when you print the Employee Pay and Tax Register report.

Reviewing the Tax History by Company Report



From Canadian Payroll Master (G77), choose History Reports
From History Reports (G7715), choose Tax History by Company

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

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix print that can print 15 characters per inch.

07416		JD Edwards World												Page: 2
Company . . . 00077		Tax History by Company												Date: 7/09/17
Tax Area Ty Desc.		A Model Canadian Payroll Co												Quarter: 1
		January	February	March	April	May	June	July	August	September	October	November	December	. . YTD Total . .
FEDERAL	CA Gross	18,211.32												18,211.32
	Excl	351.50												351.50
	Tax	4,086.02												4,086.02
FEDERAL	CB Gross	14,805.60												14,805.60
	Tax	18,233.34												18,233.34
FEDERAL	CC Gross	18,233.34												18,233.34
	Tax	8,323.18												8,323.18
	Excess	284.36												284.36
FEDERAL	CD Gross	18,211.32												18,211.32
	Excess	8,323.18												8,323.18
	Tax	375.53												375.53
FEDERAL	CE Gross	14,805.60												14,805.60
	Tax	339.34												339.34
700190000	CF Gross	3,405.72												3,405.72
	Excl	100.66												100.66
	Tax	397.47												397.47
700190000	CG Gross	3,405.72												3,405.72
	Tax	75.22												75.22
700190000	CH Gross	3,405.72												3,405.72
	Tax	75.22												75.22

Processing Options

See [Tax History by Company \(P07416\)](#).

Reviewing the Tax History by Employee Report

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose Tax History by Employee
---	--

Use the Tax History by Employee report to review detailed information about individual employees' taxes. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix printer that can print 15 characters per inch.

07161 Home Company 00077 A Model Canadian Payroll Co JD Edwards World Page: 2													
Fiscal Year: 17 Tax History by Employee Date: 7/09/17													
Tax Area/TYP Employee Name Tax Area/TYP January February March April May June July August September October November December QTD YTD Quarter: 1													
7701 Anthony Holiday													
FEDERAL	CA CAN FED											6,955.14	2,514.26
Gross		2,514.26										1,267.27	53.83
Tax		513.68										44.00	22.00
Excess		2,000.58											
FEDERAL	CB CAN CPP - Employee											6,955.14	2,514.26
Gross		2,514.26										150.68	55.91
Tax		55.91											
Excess		2,458.35											
FEDERAL	CC CAN EI - Employee											6,955.14	2,514.26
Gross		2,514.26										193.29	60.06
Tax		60.06										1,210.25	512.25
Excess		2,454.20											
FEDERAL	CD CAN EI - Company											6,955.14	2,514.26
Gross		2,514.26										270.61	84.08
Tax		84.08										1,210.25	512.25
Excess		2,430.18											
FEDERAL	CE CAN CPP - Company											6,955.14	2,514.26
Gross		2,514.26										150.68	55.91
Tax		55.91											
Excess		2,458.35											
FEDERAL	7702 Derrick, Leslie											18,012.50	6,780.00
Gross		6,780.00										5,822.09	2,263.49
Tax		2,263.49											
Excess		4,516.51											
FEDERAL	CB CAN CPP - Employee											18,012.50	6,780.00
Gross		6,780.00										416.07	158.29
Tax		158.29											
Excess		6,621.71											
FEDERAL	CC CAN EI - Employee											18,012.50	6,780.00
Gross		6,780.00										206.70	63.90
Tax		63.90										11,622.50	4,650.00
Excess		6,716.10											
FEDERAL	CD CAN EI - Company											18,012.50	6,780.00
Gross		4,650.00										18,012.50	6,780.00
Tax		79.49										257.12	79.49
Excess		4,570.51											
FEDERAL	CE CAN CPP - Company											18,012.50	6,780.00
Gross		6,780.00										416.07	158.29
Tax		158.29											
Excess		6,621.71											
FEDERAL	7703 Bellas, Debbie											18,012.50	6,780.00
Gross		6,780.00										18,012.50	6,780.00
Tax		158.29										416.07	158.29
Excess		6,621.71											
FEDERAL	CA CAN FED											18,042.72	5,511.34
Gross		5,511.34											

Reviewing the PDBA History by Company Report

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose PDBA History by Company
---	--

06415		JD Edwards World												Page: 2
Company 00077		PDBA History by Company												Date: 7/09/17
Fiscal Year		A Model Canadian Payroll Co												Quarter: 1
PDBA T	January	February	March	April	May	June	July	August	September	October	November	December	QTD	YTD
.1 P	15,232.31	15,053.35											52,481.81	30,285.66
100 P	405.00	478.13											1,333.13	883.13
100 F	500.00	578.35											1,078.35	1,078.35
7740 B	322.50	2,500.00											3,000.00	3,000.00
7701 B	162.76	174.57											1,280.42	928.93
7705 B	17.28	17.28											60.25	34.56
7706 B	49.40	49.40											172.90	98.90
7710 D	22.00	22.00											44.00	44.00
7720 B	54.50	82.50											257.00	137.00
7730 D	650.00	650.00											2,275.00	1,300.00
7735 B	270.00	270.00											945.00	1,540.00
7740 B	820.00	820.00											2,870.00	1,640.00
7750 B	222.70	223.68											826.98	446.38
7760 B	61.22	63.18											218.90	124.40
7770 B	140.00	140.00											490.00	280.00
7775 B	125.82	125.82											635.37	251.64
7780 B	894.75	996.00											3,384.75	1,890.75
7785 A	1,189.84	1,264.84											5,402.04	2,454.68
7790 A	322.63	333.32											1,235.56	655.95
7791 A	171.63	190.38											715.12	362.01

Processing Options

See [PDBA History by Company \(P06415\)](#).

Reviewing the PDBA History by Employee Report

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose PDBA History by Employee
---	---

Use this report to review detailed pay type and DBA (PDBA) information for individual employees. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

You typically use this report to review an entire year of transaction history for individual employees within a company. You can use it to verify the information that prints on your balancing reports.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146) to compile this report.

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix print that can print 15 characters per inch.

064151		JD Edwards World PDDB History by Employee												Page: 2
Home Company 00077 A Model Canadian Payroll Co														Date: 7/09/17
Employee #	Employee Name	January	February	March	April	May	June	July	August	September	October	November	December	QTD
PDDB Typ S/H														
7701	Anthony Holiday													
1	P \$	1,800.01	1,800.00	2,700.00										6,300.01
	H	160.00	160.00	240.00										560.00
100	P \$	499.38	51.06											550.44
	H	24.00	1,000.00											1,024.00
710	P \$													
	H													
7706	D \$	24.70	24.70	37.05										86.45
	H	24.70	24.70	37.05										86.45
7710	D \$	22.00	22.00											44.00
	H	22.00	22.00											44.00
7720	B \$	54.50	82.50	120.00										257.00
	H	109.00	165.00	240.00										514.00
7730	D \$	200.00	200.00	300.00										700.00
	H	200.00	200.00	300.00										700.00
7735	B \$	90.00	90.00	135.00										315.00
	H	90.00	90.00	135.00										315.00
7750	B \$	16.45												16.45
	H	843.76												843.76
7760	B \$	3.82	5.78	8.40										18.00
	H	54.50	82.50	120.00										257.00
7770	B \$	140.00	140.00	210.00										490.00
	H	140.00	140.00	210.00										490.00
7780	B \$	114.75	216.00	324.00										654.75
	H													

Processing Options

See [PDBA History by Employee \(P064151\)](#).

Reviewing the Paycheque History Detail Report

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose Paycheque History Detail
---	---

Use the Paycheque History Detail report to review the following information for individual employees:

- Hours worked
- Gross pay
- Taxes
- Deductions
- Net pay

The report also totals this information by month, quarter, and year.

The system retrieves information from the Paycheque Summary table (F06156) to compile this report.

073181		JD Edwards World							Page	9
		Paycheque History Detail							Date	7/09/17
									Beginning	01/01/17
									Period End	03/31/17
..Cheque . . .	Total	Total	Federal	All Other	Provincial	Other	Total	Net		
Number	Date	Hours	Inc. Tax	Fed Tax W/H	Taxes	Deductions	Deductions	Pay		
Employee Number and Name:		7701 - Anthony Holiday								
55438	01/09/17	86.00	1109.25	274.83	49.16		134.35	458.34	650.91	
5445	01/23/17	98.00	1210.51	239.00	66.81		112.35	418.16	792.35	
M-T-D :		184.00	2319.76	513.83	115.97		246.70	876.50	1443.26	
Total Cheques. .		2								
544	02/06/17	85.00	1092.38	178.52	62.11		112.35	352.98	739.40	
87665	02/20/17		1000.00	266.05	51.05			317.10	682.90	
87666	02/20/17	80.00	1008.00	151.51	57.42		134.35	343.28	664.72	
M-T-D :		165.00	3100.38	596.08	170.58		246.70	1013.36	2087.02	
Total Cheques. .		3								
64487	03/06/17	80.00	1008.00	157.36	57.42		112.35	327.13	680.87	
369	03/20/17	80.00	1008.00	151.51	57.42		134.35	343.28		
369	03/20/17	80.00-	1008.00-	151.51-	57.42-		134.35-	343.28-		
M-T-D :		80.00	1008.00	157.36	57.42		112.35	327.13	680.87	
Total Cheques. .		3								
Q-T-D :		429.00	6428.14	1267.27	343.97		605.75	2216.99	4211.15	
Total Cheques. .		8								
Y-T-D :		429.00	6428.14	1267.27	343.97		605.75	2216.99	4211.15	
Total Cheques. .		8								

Processing Options

See [Paycheque History Detail \(P073181\)](#).

Reviewing the Analysis of Hours Report



From Canadian Payroll Master (G77), choose **History Reports**
From History Reports (G7715), choose **Analysis of Hours**

Use the Analysis of Hours report to review a detailed breakdown of hourly earnings for individual employees. The report shows hours and earnings by pay type.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) table to compile this report.

063271		JD Edwards World						Page - 8			
00007701 Holiday, Anthony		Analysis of Hours Report						Date - 7/09/17			
Employee		Pay		Month to Date		Year to Date		Month - 01			
Number	Name	Typ	Description	Hours	%	Earnings	%	Hours	%	Earnings	%
7701	Anthony Holiday	1	Regular	160.00	87.0	1,800.01	81.6	160.00	87.0	1,800.01	81.6
		100	Overtime 1.5	24.00	13.0	405.00	18.4	24.00	13.0	405.00	18.4
Holiday, Anthony				184.00	100.0	2,205.01	100.0	184.00	100.0	2,205.01	100.0

Processing Options

See [Analysis of Hours Report - Address Book Number \(P063271\)](#).

Reviewing the Benefit Accrual Roster



From Canadian Payroll Master (G77), choose **History Reports**
From History Reports (G7715), choose **Benefit Accrual Roster**

Use the Benefit and Accrual Roster to review benefit and accrual information, such as employees' sick and vacation time accrued and taken, for a specified time period. You can also review taken and available amounts of all other benefits and accruals. You can choose to print days, hours, dollars, or all three.

Depending on how you administer time-off accruals, it might be preferable to view amounts in days rather than hours. Processing option 10 for the Benefit/Accrual Roster report program (G7715/5) allows you to select either hours or days when reporting accrual amounts for vacation and sick time.

Note: You must set processing option 5 to 1, which processes vacation and sick benefit accruals ONLY, in order for processing option 10 (report time as days) to work. If you leave processing option 10 blank, the vacation and sick amounts will display as hours. It is recommended that you copy or add a version from the XJDE0001 demo version to make setting processing options 5 and 10 easier.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) and the Fiscal/Anniversary Year History (F06147) tables to compile this report.

064501		JD Edwards World Benefit Accrual Roster				Page - 5				
						Date - 7/09/17				
						From - 01/01/17				
						Thru - 12/31/17				
Company - Home 00050		A Model Construction Mgmt Co								
Supervisor 00007550		Morrell, Jason								
Employee										
Number	Name	Type	Description	T	Beginning Balance	Earned	Available	Amount Taken	Balance Remaining	Amount Over Limit
7554	Machock, Kevin	8001	Vacation	H			20.00		20.00	
7560	Marchiano, Jay	8001	Vacation	H			3.33		3.33	
7558	Mekos, David	8001	Vacation	H			26.68		26.68	
7552	Muha, Robert	8001	Vacation	H			26.68		26.68	
7556	Myerly, Floyd	8001	Vacation	H			26.68		26.68	

Processing Options

See [Benefit Accrual Roster \(P064501\)](#).

Reviewing the Historical Payroll Register

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose Historical Payroll Register
---	--

Use the Historical Payroll Register to review detail or summary payment information for individual employees. The payment information includes pay types, taxes, DBAs, and the corresponding year-to date and current totals. You can print the reports in different formats:

- Full detail by cheque
- Summary per pay period
- Summary per month
- Summary per quarter
- Summary per year

You can cross payroll cycle boundaries by selecting dates and employees outside a payroll.

When you run the Historical Payroll Register, the system creates two Historical Payroll Register workfiles (F07345 and F073451).

To ensure that your summary payroll history tables update correctly, you can balance this report to the payroll register reports that you print when you process each payroll cycle.

You need two versions of the program to run the Historical Payroll Register. One version builds the historical paycheque workfiles (ID P07345), and the other prints the report (ID P07346). You can create your own versions of these programs and change their data selection and data sequence. When you create your own versions, you must use the same version name for the workfile build as you use for the report.

Before You Begin

- Create a version for the report. The name of this version must match the name of the version you enter on the Historical Payroll Register form.

To review the Historical Payroll Register

On the first Historical Payroll Register screen

1. Complete the following field:
 - Historical Register Version
2. On the second Historical Payroll Register form, complete the following fields:
 - Cheque Date From
 - Cheque Date Through
 - Type of Summarization
 - Print Taxable Wages
 - Report Only
3. To specify additional selection criteria for the report, choose the Additional Selection option.
4. Choose the Submit Job function.

Field	Explanation
Date - Pay Period Ending 1	This is the beginning Cheque Date for this report.
Date - Pay Period Ending 2	This is the ending Cheque Date for this report.
Type of Summarization	A user defined code (07/SU) that specifies how the system summarized the records into the respective file or files.
Print Taxable Wages	<p>Enter a Y to print taxable wage information on the report. Current and year-to-date taxable wages will appear to the right of current and year-to- date deductions.</p> <p>Note: The register is 132 characters wide WITHOUT the taxable wages. In order to print taxable wages, you must have a printer that will allow up to 160 characters per line. In addition, you must specify 160 as the Maximum Form Width in the Printer File Overrides for your version of the report (DREAM Writer ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of P06346.</p> <p>Canadian DREAM Writer ID = P07346</p>

Field	Explanation
Print Only Flag	<p>Enter N (No) if you want to create the workfile and run the report. Enter Y (Yes) if the workfile is built and you wish to rerun the report.</p> <p>When you enter N, the system performs the following functions:</p> <ul style="list-style-type: none">▪ Stage 1 - Builds employee history information to permanent workfiles F06345 and F063451 (F07345 and F073451 if Canadian). Uses the selection criteria from pre-processing parameters and Historical Payroll Register (P06345)▪ Stage 2 - Prints the register from information in the workfiles. Uses the sequence criteria from Historical Payroll Register (P06345).

What You Should Know About

Deleting workfiles	The workfiles for the Historical Payroll Register can be very large and require a lot of disk space. JD Edwards World recommends that you promptly delete any obsolete versions.
Submitting versions	You cannot submit the Historical Payroll Register report from the version list. You must use the Historical Payroll Register form.
Specifying date ranges	You cannot specify a date range that includes more than one year. The date range you specify must be within the same calendar year. For example, you can not print a report to include the period 10/98 through 10/99.

07346

JD Edwards World
Historical Payroll Register

Page 2
Date 7/09/17
From Date . . 01/01/17
Through Date 03/31/17

Home Company 77 A Model Canadian Payroll Co
Home Bus. Unit 707 Corporate Administration

Code Description	Current Hours	Rate	Dollars	YTD Dollars	YTD Hours	PDBA Code	Description	Current Amount	YTD Amount	Federal Tax	Taxable Wages
256-136-888	7701	Anthony Holiday									
1 Regular	160.00		1,800.01	1,800.01	160.00	**	Gross Wages	2,319.76	2,319.76		
100 Overtime 1.5	24.00		405.00	405.00	24.00		CAN FED	513.83	513.83	2,492.26	2,492.26
7720 H&W - Canada			54.50	54.50			CAN CPP	55.91	55.91	2,514.26	2,514.26
7770 BC Medical			140.00	140.00			CAN UIC	60.06	60.06	2,002.01	2,002.01
7780 Vacation Pay			114.75	114.75			7706 Dental Fam	24.70	24.70		
							7710 Union-Canada	22.00	22.00		
							7730 CSB Canada	200.00	200.00		
*** Total:	184.00		2,319.76	2,319.76	184.00	***	Total Ded's	876.50	876.50		
							*** Net Pay	1,443.26			

Gross: 2,319.76 Taxbl: 2,492.26
Ck Cntrl #: Monthly Summarization -----> The Payroll Register has been summarized to the following date : 01/31/17

184-560-670	7702	Derrick, Leslie									
1 Regular	160.00		6,000.00	6,000.00	160.00	**	Gross Wages	6,780.00	6,780.00	6,780.00	6,780.00
7780 Vacation Pay			780.00	780.00			CAN FED	2,263.49	2,263.49	6,780.00	6,780.00
							CAN CPP	158.29	158.29	2,130.00	2,130.00
							CAN UIC	63.90	63.90		
*** Total:	160.00		6,780.00	6,780.00	160.00	***	Total Ded's	2,685.68	2,685.68		
							*** Net Pay	4,094.32			

Gross: 6,780.00 Taxbl: 780.00
Ck Cntrl #: Monthly Summarization -----> The Payroll Register has been summarized to the following date : 01/31/17

481-560-670	7703	Bellas, Debbie									
1 Regular	160.00		4,076.92	4,076.92	160.00	**	Gross Wages	4,576.92	4,576.92	5,282.50	5,282.50
710 Bonus Pay			500.00	500.00			CAN FED	975.63	975.63	5,511.34	5,511.34
7701 RRSP Co.			114.42	114.42			CAN CPP	125.14	125.14	2,890.96	2,890.96
7705 Dental/Co.			17.28	17.28			CAN UIC	85.20	85.20		
7740 CarAllowCAN			820.00	820.00			7700 RRSP	228.84	228.84		
							7730 CSB Canada	200.00	200.00		
*** Total:	160.00		4,576.92	4,576.92	160.00	***	Total Ded's	1,614.81	1,614.81		
							*** Net Pay	2,962.11			
							7785 Salary Vac	686.54	686.54		

Gross: 5,282.50 Taxbl: 785.00
Ck Cntrl #: Monthly Summarization -----> The Payroll Register has been summarized to the following date : 01/31/17

Reviewing the Report of Available Leave

	From Canadian Payroll Master (G77), choose History Reports From History Reports (G7715), choose Available Leave
---	--

Some companies deduct, or dock, an employee's pay when the employee takes leave in excess of what has been earned to date. For example, your company might dock pay when an employee uses 30 hours of sick leave, but has only earned 20 hours. On the employee's next payment, you want to deduct the employee's standard pay earned to repay the 10 hours of sick pay.

If your company docks pay, you can print a report to review the amount of leave employees have used and the amount of leave employees have available.

Processing Options

See [YTD Balance - Leave with Dock Pay Report \(P064502\)](#).

6 Interim Cheques

Overview to Interim Cheques

Objectives

- To process payments outside the normal payroll cycle
- To understand the different ways you can process interim payments

About Interim Cheques

An interim cheque is any cheque that you prepare outside the normal payroll cycle, such as a bonus cheque, advance pay, a termination cheque, and vacation pay.

Interim cheques consist of:

- Entering interim cheques
- Printing interim cheques
- Updating interim cheques

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

Entering interim cheques includes:

- Entering cheque parameters
- Entering time or using previously entered timecard information
- Calculating all cheque details, including earnings, taxes, DBAs, and net pay

The system can calculate interim cheques interactively. When you use interactive processing, the system displays the detail for each cheque one at a time.

Alternatively, you can enter several cheques at a time and the system calculates them as a batch job.

The system generates a Payroll Register for both interactive and batch processing. The system stores all pay type, tax, and DBA calculations for interim cheques in workfiles to process later during a payroll cycle. Processing interim cheques in a payroll cycle creates journal entries and updates history.

When Can You Print and Update Interim Cheques?

You can print interim cheques on the computer only in a payroll cycle. You can prepare them manually as either handwritten or typed.

You can process interim cheques in a payroll cycle with other cheques or separately, but you must process them through a payroll cycle.

The Payroll system provides two alternatives for printing and updating interim cheques:

Alternative	Description
Running a regular payroll cycle that includes interim cheques	When you run a regular payroll cycle that includes interim cheques, the system prints the interim cheques along with the payroll cheques. The system also prints the payroll cycle reports that include interim cheque information.
Running a payroll cycle for interim cheques only	When you run a payroll cycle for interim cheques only, the cycle includes printing of interim cheques. You can print payroll cycle reports for the interim cheque information. If your organization processes a high volume of interim cheques, this alternative is beneficial.

When you update interim cheques, the system:

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

What Are the Purposes of Interim Cheques?

You can use interim cheques for the following:

Task	Description
Calculate gross to net from timecards	<p>Interim cheques allow you to calculate earnings, tax, and deduction detail. You can use the resulting calculations in one of these four ways:</p> <ul style="list-style-type: none"> ▪ Save/No Cheque - To display the resulting cheque information and save it but write the cheque manually. You might create a termination interim cheque this way. ▪ Save/Print Cheque - To display the resulting cheque information, save it, and print a computer cheque. For example to create a bonus cheque where you enter the information in advance and print the cheque during the next payroll cycle. ▪ Display/Advance - To display the resulting cheque information in detail but save only the net amount as an advance. The system treats the advance as a deduction and nets this amount out against the employee's gross pay during processing of a normal pay period. For example, you can create an interim cheque to pay an employee an advance on earnings-to-date. ▪ Display Only - To display the resulting cheque information but not retain it. For example, for "what if" calculations. Note, however, that the JD Edwards World Tax Calculator is designed to calculate tax amounts, so you might prefer to use that selection from the Interim Cheques and Special Post menu.
Enter information from manual cheques (hand-typed or handwritten)	You can record information from hand-typed or handwritten manual cheques including earnings, tax, and deduction details. Normally, the system merges this information into history when you complete the next payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim cheque process provides an audit trail for future reference.
Enter a flat dollar advance on pay	The advance is treated as a flat dollar deduction to be subtracted from gross pay during normal payroll processing.
Convert payroll history	Interim cheques can also be used to load historical data for conversion purposes and provide an audit trail for future reference.

Enter Interim Cheques

Entering Interim Cheques

You enter interim cheques when you need to prepare paycheques outside the normal payroll cycle or to record manual calculations.

This section contains the following:

- [Entering a Standard Interim Cheque](#)
- [Changing an Interim Cheque](#)
- [Entering an Interim Cheque for a Termination](#)
- [Entering an Interim Cheque to Record Manual Calculations](#)
- [Entering an Interim Cheque for a Flat Dollar Advance](#)
- [Deleting an Interim Cheque](#)

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

Method	Description
Computer	The system calculates and prints the payment on the computer printer.
Hand manual	You manually calculate the information and write or type the payment.
Auto manual	The system calculates the information, and you write or type the payment.

When you enter a standard interim cheque, also called Format 1, the system stores all calculations including, gross pay amounts, taxes, and DBAs. You can use batch or interactive processing when you enter an interim cheque in Format 1.

Alternatively, you can enter an interim cheque using Format 2. The system makes all calculations in temporary workfiles (QTEMP library). You can only use interactive mode to process cheques that you enter in Format 2. You can use Format 2 for the following purposes:

- You can use Format 2 to test cheque calculations. The system calculates gross pay, taxes, and DBAs to determine a net pay amount, but does not save the calculated information. Use this calculation for informational purposes only.
- You can use Format 2 to calculate an automatic advance. The system calculates gross pay, taxes, and DBAs to determine a net pay amount. When you choose the Update function, the system stores only the net pay amount and does not

save any of the other calculations. The system then includes the net pay amount as a deduction to the employee's DBA instructions.

Before You Begin

- Specify the location of the Employee Master table. To do this, choose Constants Information on the History and Turnover Setup menu (G0748 or G7748). On Constants Information, use the Change action. The system updates the Master File in the Library field with the appropriate library.
- Specify the program version for the appropriate time entry screen in the processing options.
- Specify the DBA code that processes advances as a declining balance deduction in the processing options.
- If you want to create interim cheques for accumulated wages, generate the timecards for accumulated wages.

See Also

- *Generating Timecards for Accumulated Wages (P063910)*

Entering a Standard Interim Cheque

	From Canadian Payroll Master (G77), choose Interims and Special Post From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry
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Entering a standard interim cheque consists of entering the minimum requirements for paying an employee outside the normal payroll cycle.

A bonus is an example of a standard interim cheque. You enter an interim cheque for a bonus to pay an employee an amount over and above the regular payment.

Note: Federal tax calculation methods for supplemental pay, such as bonuses, include concurrent, previous, and cumulative aggregation in addition to the flat percentage method. All methods but cumulative aggregation can be passed to Vertex through the Interim Cheque Entry process.

Entering a standard interim cheque includes the following tasks:

- Entering interim cheque parameters
- Entering interim cheque information
- Reviewing interim cheque calculations

To enter interim cheque parameters

On Interim Check Parameters

1. Complete the following fields:
 - Work Date to Process From
 - Work Date to Process To
 - Batch/Interactive Indicator
2. To include DBAs in the calculation, complete the following field:
 - Pay Period of the Month
3. Complete the following optional fields:
 - Override Bank Account Number
4. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:
 - Format

After you enter the parameters, enter interim cheque information.

Field	Explanation
Specify the Work Dates to Process- From:	The date that the payroll period starts. <i>Form-specific information</i>
	The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them.

Field	Explanation
- To :	<p>Pay period date to be used to include time cards up to and including this date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The ending work date, which represents the pay period ending date and the cheque date for all computer interim cheques. You can override the cheque data at a later point in the process.</p>
Pay Period of the month	<p>The pay period of the month. This controls which deductions and benefits the system calculates. Leave this field blank if you do not want any deductions or benefits to be calculated.</p>
Computer or Manual Checks (C/M)	<p>Specifies the type of cheque you want to produce. Valid codes are:</p> <p>C Produce computer cheques during this session of interim cheque processing</p> <p>M Produce or enter data for manual cheques</p> <p>All cheques that you enter during one session of interim cheque processing must have the same type code.</p>
Override Bank Account Number	<p>The input account number could be one of three different account numbers. These are:</p> <ul style="list-style-type: none"> ▪ The preferred BU/Object/Subsidiary ▪ The 25-digit unstructured number, ▪ The 8 digit short account ID number <p>Upon entry, the first character of the account number is examined to determine which of the three possible account numbers was entered. This first character is defined as the Account Mode in the G/L Constants Revisions program (see General Accounting Operations Control).</p> <p>For example:</p> <p>/ may represent the short account ID number</p> <p>* may represent the long, unstructured, 25-digit, account number</p> <p>Blank may represent the standard business unit-object-subsidiary number</p> <p>This facility allows you to use the account ID number for high speed data entry, the unstructured number when a chart of accounts change would be too disruptive, or the BU/Object/Subsidiary number when you have fully adopted the JD Edwards World style of account coding. For more information, see <i>Speed Coding (G0516)</i>.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The override bank account number against which the system drafts the interim cheques. If you leave this field blank, the system determines the bank account number from the payroll accounting rules table.</p>

Field	Explanation
Batch/Interactive Indicator	<p>A code indicating how you want to process interim cheques. Valid codes are:</p> <p>B Process all interim cheques entered during this session when you exit from Interim Check Entry.</p> <p>I Process each cheque entered individually in an interactive mode.</p> <p>Note: You cannot use the Batch mode when processing advances. This is a required field.</p>
Format:	<p>A code that indicates the format for interim cheques. Valid values are:</p> <p>1 To process a standard interim cheque</p> <p>2 To either;</p> <p>Calculate an interim cheque for advance pay</p> <p>Estimate an interim cheque for advance pay</p> <p>Enter advance pay with no time entry records attached</p> <p>Note: You can only use interactive processing with format 2. You cannot use batch processing for format 2.</p>
Create VERTEX Before/After Report (Y/N)?	<p>Indicates if the system creates a Vertex Before and After Report.</p> <p>If you request the report, the system creates a before image of the Vertex Link file (F06126) before it calls the Vertex tax calculator. After the tax calculator generates a linking record, the system displays the before and after images side by side in the report.</p>
Optional Check Stub Message:	<p>A message of up to 80 characters that appears on the cheque stub only. This field is optional.</p>

To enter interim cheque information

After you enter the cheque parameters you can enter interim cheque information.

The screenshot shows the 'Interim Cheque Entry' form in Oracle JD Edwards World. The form is titled '070531 Interim Cheque Entry' and includes a menu bar with 'Tools' and 'Help'. The main form area contains several input fields and a table. The fields include 'Action Code' (A), 'Employee No' (7701), 'Cheque No (Manual)', 'Cheque Date' (05/10/17), 'Advance Pay Amt', and 'Bank Account'. Below these fields is a table with the following columns: 'Tax Area', 'TI', 'Amount', 'R/F', 'G/S Tax', and 'Description'. The table is currently empty. Below the table are several more input fields: 'Enter company if different from employee's home company', 'Do you wish to include time data already entered (Y/N)?', 'Enter the range of dates (blank null) From: [] Thru: []', 'Home Company', 'Pay Cycle Group Code', 'Business Unit', 'If a termination cheque, enter', 'Termination Date', 'Termination Reason', and 'Pay Status'. There is also a 'Tax Overrides' section with a header '*****Tax Overrides*****'.

1. On Interim Cheque Entry, complete the following field:
 - Employee Number
2. Complete the following optional fields:
 - Net Pay Instructions
 - Enter company if different than employee's home company
3. To include time already entered for the employee, complete the following fields:
 - Do you wish to include time data already entered
 - Enter the range of dates - From
 - Enter the range of dates - Thru
 - Home Company
 - Pay Cycle Group Code
 - Business Unit
4. To process a manual interim cheque, complete the following fields and use the Add action:
 - Cheque Number (Manual)
 - Cheque Date
5. If you set your processing options to verify information, use the Change action to display Time Entry.

If you are not verifying information, the system displays Time Entry.

6. On the time entry form, complete the steps for entering timecard information and use the Add action.
7. Exit the time entry form.
8. On Interim Cheque Entry or Interim Cheque Inquiry, review the value supplied by the system for the following field:
 - Cheque Control Number

For batch processing, the system returns to Interim Cheque Entry allowing you to enter the next cheque in the batch. The system submits a mini pre-payroll for all cheques in the batch when you exit Interim Cheque Entry.

For interactive processing, the system processes the mini pre-payroll for this cheque and displays Interim Cheque Inquiry.

Field	Explanation
Check Control	<p>A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual cheque number after it prints the payment. The system also uses the cheque control number to automatically void payments. The payment workfile contains both the actual cheque number and the cheque control number. The system uses the cheque control number to automatically reverse all associated payment transactions.</p> <p>The cheque control number is not the actual cheque number.</p>

Field	Explanation
Payroll Net Pay Instructions	<p>This code species the type of Net Pay Instructions the system uses for interim cheque processing. Valid values are:</p> <p>0 Follow all net pay instructions defined in the Automatic Bank Deposit Master table (F065016). The system will prepare a cheque for employees who do not have net pay instructions.</p> <p>1 The system will override all net pay Instructions to produce a cheque.</p> <p>Note: You cannot create an auto deposit for a manual interim cheque. You must process auto deposit interims through a payroll cycle. The system will not process an auto deposit through the interactive print and update steps of interim cheque processing.</p>
Check No(Manual)	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The number of the cheque, if you are entering manual cheque information. Leave this field blank if you are processing computer cheques.</p>
Check Date	<p>This is the cheque or item date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For manual cheques, the date of the cheque.</p> <p>For computer cheques, the To date in the processing parameters.</p> <p>The system does not use this date to update history or print on the cheque. Instead, it uses the cheque date you enter on Print Interim Checks for these purposes.</p>
Do you wish to include time data already	<p>A Yes/No field indicating the timecards the system will process. Valid values are:</p> <p>Blank or N - The system will only include the timecards you enter during this session.</p> <p>Y - The system includes all unprocessed timecards that meet the range of dates you enter in the date range fields.</p> <p>If you enter Y, the timecard dates you enter must be within the date range you entered on Interim Processing Parameters.</p> <p>You enter Y and still restrict prior timecards. To do this, enter values for the home company, pay cycle group, and business unit.</p>

What You Should Know About

Employee locked in an active payroll

If the work dates included in the interim payment are less than the pay period end date for the active payroll, you must run a pre-payroll for only the changes.

The system displays a warning when the following occurs, but you are not required to run a pre-payroll for changes:

- You enter an interim cheque with a cheque date less than the cheque date of the active payroll.
- You enter an interim cheque with work dates greater than the pay period end date.
- You enter an interim cheque with work dates and payment dates greater than the active payroll.

Interim cheques merged into the payroll cycle

When you include interim cheques in a payroll cycle, the system merges outstanding interim cheques based on the cheque date. If the cheque date is the same as or earlier than the cheque date of the payroll run, the system merges the interim cheques into the payroll.

See Also

- *Entering Timecards by Employee (P061121), by Piecework (P061161), or with Equipment (P061171)*

To review interim cheque calculations

You should review each interim cheque that you enter. If you are using batch processing, after you enter the interim cheque you must use the Cheque Inquiry function to review the calculations.

On Interim Cheque Inquiry



1. Review the calculations.
2. To review more information, place the cursor in the Earnings Detail or Tax Detail area and scroll down.
3. To toggle the display between Tax and DBA detail, choose the Deduction/Benefit-Tax Detail function.
4. On Interim Cheque Entry, do one of the following:
 - Enter additional interim cheques
 - Exit the program

What You Should Know About

Printing the paystub detail Use the Print Attachment function to print the cheque detail on the paycheque stub.

Processing Options

See [Interim Check Entry \(CANADA\) \(P070531\)](#).

Changing an Interim Cheque



From Canadian Payroll Master (G77), choose **Interims and Special Post**
From Interim Cheques and Special Post (G7721), choose **Interim Cheque Entry**

You change an interim cheque when you entered information in error. After you change the information, the system recalculates the gross amount, taxes, and DBAs. Until you print a computer cheque or update a manual cheque, you can change any information that you originally entered on any of the forms.

To change an interim cheque

1. Complete the following fields and press Enter:
 - Work Date to Process From
 - Work Date to Process Thru
2. On Interim Cheque Entry, locate the interim cheque.
3. Make the necessary corrections.
4. Choose the Additional Parameters function to make corrections and use the Change action.
5. On the associated time entry form, make the necessary corrections and use the Change action.

Entering an Interim Cheque for a Termination



From Canadian Payroll Master (G77), choose **Interims and Special Post**
From Interim Cheques and Special Post (G7721), choose **Interim Cheque Entry**

When an employee terminates between payroll cycles, you might need to pay the employee's last payment immediately. You can enter an interim cheque for this employee.

When you enter termination information, the system immediately updates the Employee Master table (F060116) with the reason for termination, the pay status, and the termination date.

To enter an interim cheque for a termination

On Interim Check Parameters

The screenshot shows the 'Interim Check Parameters' form in the Oracle JD Edwards World application. The window title is '06053A1 Interim Check Parameters'. The form includes a left-hand menu with options: 'Field Sensitive Help', 'Display Error Message', 'Display Functions', 'Exit Program', and 'Clear Screen'. The main area contains the following fields and options:

- Specify the Work Dates to Process- From: 05/01/17
- To : 05/07/17
- Pay Period of the month: [1]
- Computer or Manual Checks (C/M): [C]
- Override Bank Account Number: []
- Batch/Interactive Indicator: [1]
- Format: 1. Standard Interim Check Entry. [1]
- 2. Auto Advance - Net Calculator
- Create VERTEX Before/After Report (Y/N)? [N]
- Optional Check Stub Message: []

At the bottom of the form, there are instructions: 'Enter=Continue' and 'F24=More'.

1. Complete the following fields:
 - Work Date to Process From
 - Work Date to Process To
 - Pay Period of the Month
 - Override Bank Account Number
 - Batch/Interactive Indicator
2. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:
 - Interim Processing Format

070531 Interim Cheque Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Additional Parameters
Exit to Name Search
Interim Cheque Inquiry
Roll Down (previous rec)
Roll Up (next record)
Clear Screen

Cheque Cont 218376
Net Pay Inst 0

Action Code I
Employee No 7701 Holiday, Anthony
Cheque No(Manual) Cheque Date 05/10/17
Advance Pay Amt Bank Account

*****Tax Overrides*****

Tax Area	TT	Amount	RPT	O/S Tax	Description

Enter company if different from employee's home company 00077
Do you wish to include time data already entered (Y/N)? N
Enter the range of dates(blank null) From: Thru:
Home Company
Pay Cycle Group Code
Business Unit
If a termination cheque, enter
Termination Date 05/10/17
Termination Reason TE Termination-Eligible to rehire
Pay Status 9 Terminated, Last Check

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

- Termination Date
- Change Reason
- Pay Status

4. Complete the remaining steps for entering a standard interim cheque.

Field	Explanation
Termination Date	The date that the employee was terminated, if applicable. <i>Form-specific information</i> If you enter a date, you must enter an alphabetical code in the Change Reason field.
Change Reason	A user defined code (07/T) that indicates: <ul style="list-style-type: none"> ▪ The reason that an active employee's record was changed. ▪ The reason that an employee was terminated. ▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. <p>Note: The default reason code for new hires is the default value for the Change Reason data item.</p>

Field	Explanation
Employee Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last cheque, the pay status must contain a numeric code. After the system processes the cheque through final update, you can change the pay status to an alphabetic code.</p>

See Also

- *Entering a Standard Interim Cheque (P060531)*

Entering an Interim Cheque to Record Manual Calculations

	<p>From Canadian Payroll Master (G77), choose Interims and Special Post</p> <p>From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry</p>
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You enter a manual cheque to save tax calculations that you previously calculated by hand. When you enter a manual cheque, you prevent the system from recalculating the taxes. If you do not enter the tax information as you calculated it for the manual cheque, the system uses the tax withholding information from the Employee Master table. You can enter a maximum of eight tax overrides.

Note: Federal tax calculation methods for supplemental pay, such as bonuses, include concurrent, previous, and cumulative aggregation in addition to the flat percentage method. All methods but cumulative aggregation can be passed to Vertex through the Interim Cheque Entry process.

To enter an interim cheque to record manual calculations

On Interim Check Parameters

06053A1 Interim Check Parameters

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Clear Screen

06053A1 Interim Check Parameters

Specify the Work Dates to Process- From: 05/01/17
- To : 05/07/17

Pay Period of the month

Computer or Manual Checks (C/M)

Override Bank Account Number

Batch/Interactive Indicator

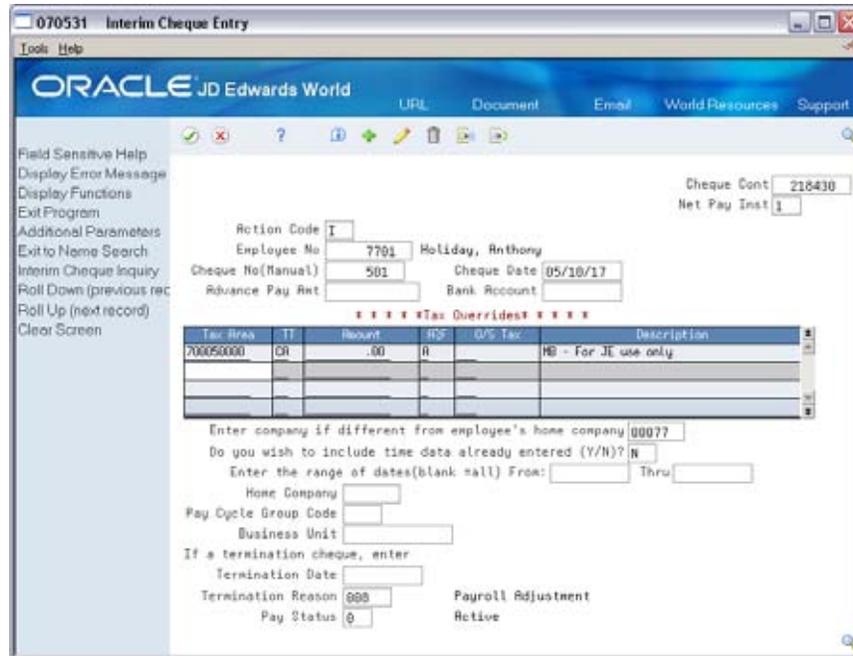
Format: 1. Standard Interim Check Entry.
2. Auto Advance - Net Calculator

Create VERTEX Before/After Report (Y/N)?

Optional Check Stub Message:

Enter=Continue F24=More

1. Complete the following fields:
 - Work Date to Process From
 - Work Date to Process To
 - Pay Period of the Month
 - Override Bank Account Number
 - Batch/Interactive Indicator
2. Enter M in the following field:
 - Computer or Manual Cheques
3. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:
 - Interim Processing Format



4. On Interim Cheque Entry, complete the following fields:
 - Tax Area
 - Tax Type (TT)
 - Amount
 - Additional/Flat Tax Amount (A%F)
5. Complete the remaining steps for entering information on a standard interim cheque.

Field	Explanation
A%F	<p>Based on the value of this field the corresponding additional/flat amount field has one of the following functions:</p> <ul style="list-style-type: none"> % A percentage to replace the tax rate from the table. A An amount to be added to the tax computed from the table. F An amount to replace the tax computed from the table. X An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay. Y An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.

See Also

- *Entering a Standard Interim Cheque (P060531)*

Entering an Interim Cheque for a Flat Dollar Advance



From Canadian Payroll Master (G77), choose **Interims and Special Post**
From Interim Cheques and Special Post (G7721), choose **Interim Cheque Entry**

You enter a flat dollar amount advance interim cheque to pay an employee an advance on the employee's wages. The system assigns the deduction to the employee's DBA instructions and deducts it from the employee's next payroll cheque.

The system does not calculate nor deduct any taxes. The default is for the system to deduct the entire advance in one lump sum from the employee's next payment. You can change the amount that the system deducts per pay period in the DBA instructions.

To enter an interim cheque for a flat dollar advance

On Interim Check Parameters

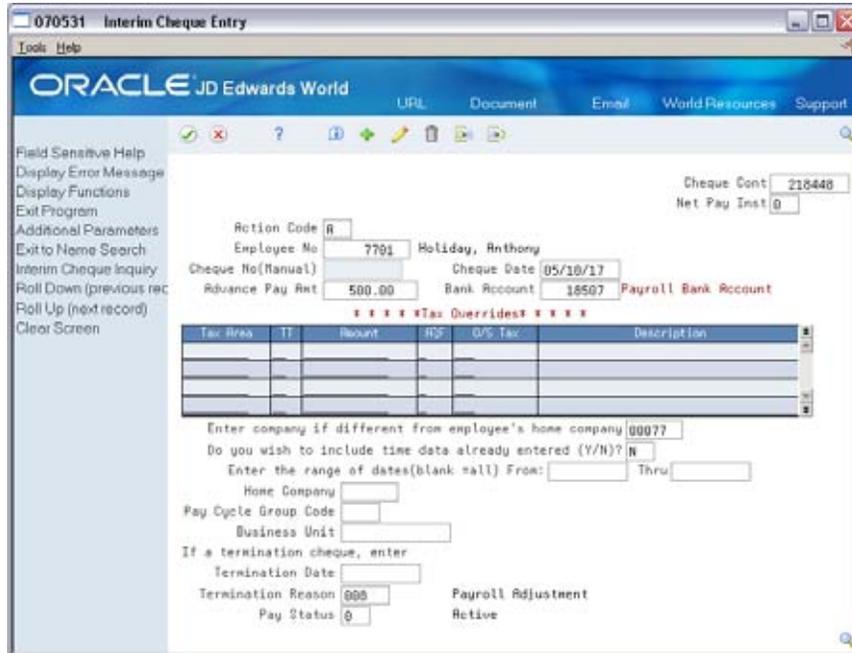
The screenshot shows the 'Interim Check Parameters' screen in Oracle JD Edwards World. The window title is '06053A1 Interim Check Parameters'. The screen displays the following fields and options:

- Specify the Work Dates to Process- From:** 05/01/17
- To :** 05/07/17
- Pay Period of the month:** 1
- Computer or Manual Checks (C/M):** C
- Override Bank Account Number:** (Empty field)
- Batch/Interactive Indicator:** I
- Format:** 1. Standard Interim Check Entry, 2. Auto Advance - Net Calculator
- Create VERTEX Before/After Report (Y/N)?** N
- Optional Check Stub Message:** (Empty text area)

At the bottom of the screen, there are instructions: 'Enter=Continue' and 'F24=More'.

1. Complete the following fields:
 - Work Date to Process From
 - Work Date to Process To
 - Pay Period of the Month
 - Override Bank Account Number

- Batch/Interactive Indicator
2. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:
 - Interim Processing Format



3. On Interim Cheque Entry, complete the following fields and use the Add action:
 - Employee Number
 - Advance Pay Amount
4. On Interim Check Inquiry, review the cheque detail.
5. On Interim Cheque Inquiry, review the cheque detail and exit.

Field	Explanation
Advance Pay Amt	This amount represents an advance on the employee's future pay.
	<i>Form-specific information</i>
	Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry screen later in the interim cheque entry process.

See Also

- *Setting Up an Advance Deduction (P069117)*
- *Entering an Interim Cheque for a Net Advance (P070531)* for information about Format 2 to enter an advance interim cheque that does not include taxes or other deductions.

Deleting an Interim Cheque

	From Canadian Payroll Master (G77), choose Interims and Special Post From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry
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If the system has not yet merged an interim cheque into a payroll cycle, you can delete it. You cannot delete an interim cheque if the system is currently in the process of printing it or if you have already printed it.

You should not confuse the process of deleting an interim cheque with voiding a historical paycheque. The system stores voided cheques in the interim cheque workfiles, but you cannot change or delete them.

To delete an interim cheque

On Interim Cheque Entry

1. Locate the interim cheque you want to delete.
2. Use the Delete action.



3. On Interim Delete Control, complete the following fields:
 - Delete Timecard Transactions
 - Delete DBA Transactions
4. Choose the Submit function.

Field	Explanation
Delete Timecard Transactions? (Y/N)	This allows you to delete timecard transactions. Valid codes are: Y Delete all timecard transactions (default) N Do not delete all timecard transactions
Delete D/B/A Transactions? (Y/N)	This allows you to delete D/B/A transactions. Entering a Y will delete D/B/A transactions. Entering a N will not delete D/B/A transactions. The default is set to Y.

What You Should Know About

Timecard status code	<p>When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payrolls.</p> <p>When you delete an interim cheque without deleting the associated timecards, the system removes the status code I from the time entry record. The system can now include the timecards in future payrolls.</p>
Special timecard post	<p>When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payrolls.</p> <p>When you delete an interim cheque, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.</p>

Entering an Interim Cheque for a Net Advance

	<p>From Canadian Payroll Master (G77), choose Interims and Special Post</p> <p>From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry</p>
--	---

Use Format 2 to test possible cheque scenarios or to enter an automatic net advance. When you enter an interim cheque for a net advance, the system calculates the information in temporary workfiles and processes only the net cheque amount. The system does not save any of the other calculations. The system then enters an advance deduction in the employee DBA instructions for the amount of the cheque and withholds it from the employee's next payroll cheque.

You might want to use Format 2 to calculate a net advance when you want to issue an advance to the employee for only the time worked since the last paycheque.

You must use interactive mode to process an interim cheque with Format 2.

To enter a net amount advance interim cheque

On Interim Check Parameters

The screenshot shows the 'Interim Check Parameters' form in the Oracle JD Edwards World application. The window title is '06053A1 Interim Check Parameters'. The form includes a menu bar with 'Tools' and 'Help', and a navigation bar with 'URL', 'Document', 'Email', 'World Resources', and 'Support'. The main content area is titled '06053A1 Interim Check Parameters' and contains the following fields:

- Specify the Work Dates to Process- From: - To :
- Pay Period of the month:
- Computer or Manual Checks (C/M):
- Override Bank Account Number:
- Batch/Interactive Indicator:
- Format: 1. Standard Interim Check Entry. 2. Auto Advance - Net Calculator.
- Create VERTEX Before/After Report (Y/N)?
- Optional Check Stub Message:

At the bottom of the form, there are instructions: 'Enter=Continue' and 'F24=More'.

1. Complete the following fields:
 - Work Date to Process From
 - Work Date to Process To
 - Pay Period of the Month
 - Override Bank Account Number
 - Batch/Interactive Indicator
2. Enter 2 in the following field and press Enter:
 - Interim Processing Format

070533 Advance Payoff Parameter

ORACLE JD Edwards World

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Interim Check Paramete
Update Interim Check R
Exit to Name Search
Return to Previous Page
Interim Check Inquiry
Clear Screen

070533 Advance Payoff Parameters

Action Code [A]

Address Number 7701

Cheque Date 05/10/17

Cheque Number [] Cheque Control No []

Advance []

Do you wish to include time already entered? (Y/N)

From: [] Thru: []

Home Company []

Pay Cycle Group []

Cost Centre []

If this is a termination enter:

Date []

Reason []

Pay Status []

F5-Interim Cheque Params F6-Update Results F15-Interim Cheque Inquiry

3. On Advance Payoff Parameters, complete the following fields:
 - Address Number
 - Cheque Date
4. Review the value in the following field:
 - Include Time
5. To process manual interim cheques, complete the following field and press Enter:
 - Cheque Number (Manual)

What You Should Know About

- Multiple advances** When an employee has multiple advances, the advance deduction amount for the DBA is the total of all advances.
- Estimated pay** To base the net amount advance on earnings to date when you have no existing time entry information, you can base the advance calculation on estimated pay.
- When you use Format 2 for this type of advance, the system does not save the timecard.
- Enter E in the Source of Pay field on Pay Type Setup to define a pay type for estimated pay.
- See *Setting Up Pay Types*.
- Multi-cheque processing** Multi-cheque processing allows the system to track wages and taxes for any outstanding interim cheques that the system has not yet updated to history. Newly calculated cheques take the outstanding wages and taxes into account for limits purposes. Each time the system calculates a cheque, whether it is an interim cheque or a payroll cheque, the system verifies taxation history to determine if an employee has reached any earnings or tax limits for taxing purposes.
- The system updates the interim YTD wage amount and an interim YTD tax amount in the Taxation Summary History table (F0713) whenever you:
- Add an interim cheque
 - Delete an interim cheque
 - Change an interim cheque
 - Void and unvoid a cheque or autodeposit
- When pre-payroll and interim cheque entry programs calculate taxes for subsequent cheques, the system calculates the taxes based on the regular YTD amounts.
- The system clears the interim YTD amounts during the final update when it updates the interim cheque earnings and taxes to regular history. Multi-cheque processing uses tax limits, but not DBA limits.

See Also

- *Entering Timecards by Employee (P061121), by Piecework (P061161), or with Equipment (P061171)*

Print Interim Cheques

Printing Interim Cheques



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**
From Pay Cycle Processing (G7713), choose **Print Paycheques**

You must print interim cheques within a payroll cycle. You can print interim cheques either by the computer or manually (handwritten or typed). You can print interim cheques in a regular payroll cycle or in a payroll cycle for interims only.

When you print interim cheques, the system also:

- Prints attachments when required
- Prints a register of all cheques issued

When you merge interim cheques into a payroll cycle, the system controls the merge with the following factors:

Factor	Description
Cheque dates	If the cheque date is the same as or earlier than the cheque date of the payroll run, the system merges the interim cheques in the payroll.
Pre-payroll processing types	Pre-payroll processing types control when interim cheques are merged, as follows: <ul style="list-style-type: none">▪ Type 1 - Full Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID.▪ Type 3 - No Interim Pre-Payroll. The system does not merge interim cheques.▪ Type 5 - No Autopay Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID.▪ Type I - Interims Only Pre-Payroll. The system processes interim cheques only based on the cheque date for the payroll ID.

What You Should Know About

Printed cheques

You cannot change or delete records of printed cheques.

Locked records

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

- The employee's interim cheque is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively.
- You have voided the interim cheque.
- The cheque is a manual interim cheque.

See Also

- *Running a Regular Payroll Cycle that Includes Interim Cheques (P07210)*
- *Printing Payments (P07230P)*

Update Interim Cheques

Updating Interim Cheques

When you update interim cheques, the system:

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

This section contains the following:

- [Running a Regular Payroll Cycle that Includes Interim Cheques](#)
- [Running a Payroll Cycle for Interim Cheques Only](#)

To update interim cheques, you can do one of the following:

- You can run a regular payroll cycle that includes interim cheques. The system merges the computer interim cheques with the payroll cheques. The system includes the interim cheque information on the payroll cycle reports.
- You can run a payroll cycle for interim cheques only. The system prints payroll cycle reports with interim cheque information only. If your organization processes a high volume of interim cheques, you might find this alternative the most efficient.

Running a Regular Payroll Cycle that Includes Interim Cheques

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pre-Payroll Processing
---	---

You can run a regular payroll cycle that includes interim cheques. The system merges the computer interim cheques with the payroll cheques. The system includes the interim cheque information on the payroll cycle reports.

To run a regular payroll cycle that includes interim cheques

On Pre-Payroll Processing

1. Enter 1 or 5 in the following field:
 - Type of Processing
2. Complete the steps for pre-payroll processing.
3. Choose the Submit Job function.

4. Complete the remaining steps for the payroll cycle.

See Also

- *Processing Pre-Payroll (P06210) or (P07210)*
- *Working with Payments (P06230P) or (P07230)*
- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Final Update (P06250) or (P07250)*

Running a Payroll Cycle for Interim Cheques Only

	From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pre-Payroll Processing
---	---

You can run a payroll cycle for interim cheques only. The system prints payroll cycle reports with interim cheque information only. If your organization processes a high volume of interim cheques, you might find this alternative the most efficient.

The system prints the Payroll Register when you run a payroll. The report lists the number of interim computer cheques, interim manual cheques, and voided cheques.

Review the register to verify that you entered the correct information and that the system included the interim cheques in the payroll cycle. For example, you can use the payroll register to reconcile total accrual liability, because it lists all pay types, taxes, and DBAs.

To run a payroll cycle for interim cheques only

On Pre-Payroll Processing

1. Enter I in the following field:
 - Type of Processing
2. Complete the steps for pre-payroll processing.
3. Choose the Submit Job function.
4. Complete the remaining steps for the payroll cycle.

See Also

- *Processing Pre-Payroll (P06210) or (P07210)*
- *Processing Pro Forma Journal Entries (P06220)*

063012	JD Edwards World				Page	-	11	
	Payroll Register				Date	-	7/10/17	
Company -					Period	-	08/15/17	
BU -					Payroll ID - 055			
Total Report								
Type	Earnings	Hours	Current Amount	YTD Amount	Type	Deduction	Current Amount	YTD Amount
0001	Regular	765.33	17,114.56	61,614.15	**	Gross Wages	18,138.20	54,144.76
0300	Sick Pay			226.92		FED Income T	2,201.44	7,320.68
0500	Bonus Pay			800.00		FED FICA w/h	1,059.09	3,878.34
0801	Vacation	8.00	192.30	694.20		CA Employmen	60.30	
0805	Holiday Pay			747.09		CO Departmen	357.25	2,115.34
0811	Vacation			230.77		VA Dept. of	209.49	209.49
0903	FSA-Med/Exec		75.00	100.00		CA SDI-Emplo	22.33	
0904	FSA-Dep/Exec		75.00	200.00		FED Medicare	247.69	907.02
0998	Gross Pay Ad	8.00	134.61	134.61				
3000	Life Ins/Co.		43.72	202.64				
					1010	Dental Ins.	18.50	213.00
					1015	FAD&D - Flex	3.00	3.00
					1016	LTD Coverage	4.90	34.30
5050	FMedical/Den		506.76	506.76	1018	FLTDCoverage	13.92	46.40
5062	FMedical/Den		162.22	1,297.76	1102	Child Supprt	250.00	750.00
6002	FAddl Flex \$		27.75	92.50	1104	Garnishment	274.67	1,422.86
					1108	Loan	80.00	640.00
					1120	Fees, Admin	10.00	25.00
					1122	Interest	16.00	352.00
					1511	FMedl00-EE+1	129.59	1,036.72
					1521	FMedl00-EE+2	383.14	383.14
					1541	FDENT1-EE+1	16.58	132.64
					1551	FDENT1-EE-2+	50.18	50.18
					4002	Med-EE	9.75	68.25
					4003	Med-EE+1	12.00	36.00
					4004	Med-EE+Fam		90.00
					4598	FSA-DEP/Ded	300.00	1,000.00
					4599	FSA-MED/Ded	300.00	1,000.00
					5105	FLife 10k	2.70	2.70
					5502	FVision EE+1	3.05	24.40
					7000	401(k)	218.75	1,302.08
					L	life	21.86	180.78
** Totals **		781.33	18,138.20		*	Sum Ded's W/H	9.22	9.22
			Taxbl:			Total Ded's	6,285.40	
Total Employees	8	Tot Ck Cntrl #'s	12		* Net Pay *		11,852.80	
		Tot Computer Cks	8					
		Tot Intrm Manual Cks	2					
		Tot Auto Deposits	2					
		Tot Voids	1					

7 Payment Reconciliation

Overview to Payment Reconciliation

Objectives

- To reconcile your payment history records with your bank records

About Payment Reconciliation

You reconcile payments so that your reconciliation information is consistent with your bank records.

Through a processing option for the Reconcile Cheque History (P065613) program, you can select to reconcile automatic deposit, computer-generated, manually generated, or all three types of paycheques.

See *Reconcile Payments* for more information.

Reconcile Payments

Reconciling Payments

You reconcile payments to make your information consistent with your bank records. You can reconcile your payment history manually or automatically.

You can copy or add a new version of the Reconcile Cheque History (P065613) program, and select in the first processing option whether to reconcile computer-generated, manually generated, auto deposits, or all three types of paycheques.

This section contains the following:

- [Reviewing Payment Reconciliation Status](#)
- [Changing Payment Reconciliation Status Manually](#)
- [Reconciling Payment History Automatically](#)
- [Reviewing the Payroll Bank Reconciliation Register](#)

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a cheque as unclaimed. If you need to change the status of a payment, you can do so manually.

After payments have been reconciled, you can review the Payroll Bank Reconciliation Register. The register is primarily used to identify outstanding payments. You can automatically reconcile any outstanding payments.

Reviewing Payment Reconciliation Status

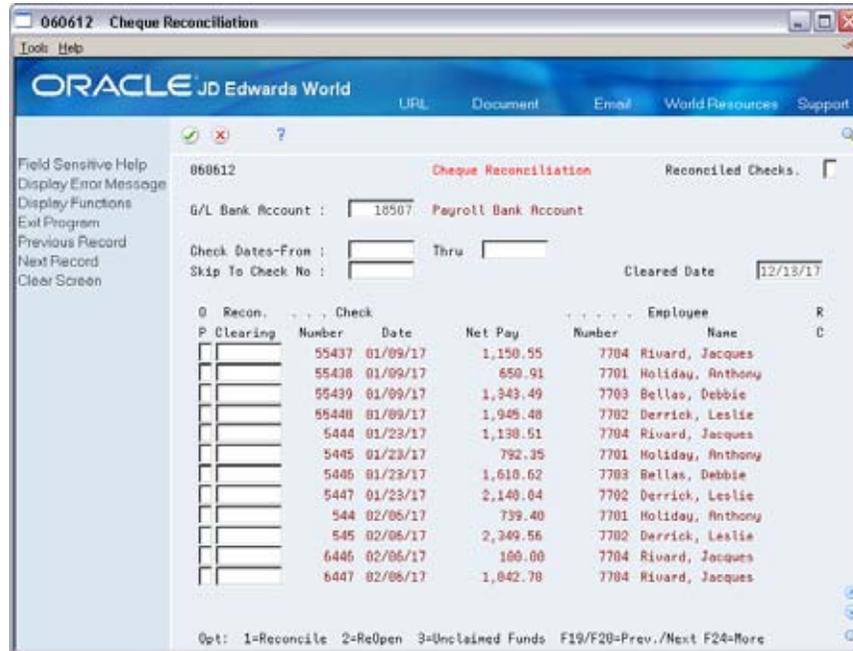


From Canadian Payroll Master (G77), choose **Paycheque Reconciliation**
From Paycheque Reconciliation (G7722), choose **Cheque Reconciliation**

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a cheque as unclaimed. The system displays payments by number and date. Additional information includes net pay figures as well as the name and employee number of the employee to whom the payment was issued.

To review payment reconciliation status

On Cheque Reconciliation



1. Complete the following field:
 - G/L Bank Account
2. To limit your search, complete the following optional fields:
 - Reconciled Cheques
 - Cheque Dates
 - Skip to Cheque Number

Field	Explanation
G/L Bank Account :	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The short ID number of the bank account for which you want to see outstanding cheques.</p>

Field	Explanation
Reconciled Checks	A value that lets you limit your inquiry. Values are: Blank All checks R Reconciled checks only C Unclaimed checks only U Unreconciled checks only

Changing Payment Reconciliation Status Manually

	From Canadian Payroll Master (G77), choose Paycheque Reconciliation From Paycheque Reconciliation (G7722), choose Cheque Reconciliation
---	--

During your review of the payment reconciliation status you might determine that you need to make status changes. You can manually change the status.

To change payment reconciliation status manually

On Cheque Reconciliation

1. Locate the payments that require a change in status.
2. Complete the following fields:
 - Option
 - Cleared Date
3. If a payment requires a reconciliation date other than the date it cleared, complete the following field:
 - Reconciliation Clearing

Reconciling Payment History Automatically

	From Canadian Payroll Master (G77), choose Paycheque Reconciliation From Paycheque Reconciliation (G7722), choose Cheque History
---	---

You can automatically reconcile your outstanding payments. When you reconcile payment history automatically, the system reads the tape you receive from the bank and compares it to the payment history. The system then reconciles matching entries and generates a report which you can use to verify that the information is correct.

When you reconcile payment history automatically, the system creates a report based on the information in the Bank Reconciliation - Paid table (F06561). Review the Cheque Reconciliation - Update History report to verify that the information is correct.

The report lists the following information:

- Employee names and numbers

- Cheque numbers and dates
- Net pay figures per cheque
- Reconciliation indicator

Before You Begin

- Complete the steps for processing automated reconciliation tapes.

065613		JD Edwards World						Page	7
		Check Reconciliation - Update History						Date	4/17/17
Name	Employee	Number	Soc-Sec-Num	Date	Number	S	Amount	Control	T
Eason, Walter		7051	705-10-9101	01/02/17	1	C	1,317.29	750	R
Eason, Walter		7051	705-10-9101	01/09/17	11	C	164.65	2538	R
Eason, Walter		7051	705-10-9101	01/16/17	111	M	658.64	4236	R
Eason, Walter		7051	705-10-9101	01/23/17	128	C	3,684.72	2096	R
Eason, Walter		7051	705-10-9101	01/30/17	658	C	4,207.22	2103	R
Eason, Walter		7051	705-10-9101	02/06/17	1020	C	681.23	455	R
Eason, Walter				02/13/17	1156		800.00	*	
East, Jane		9004	101-10-8104	02/06/17	1021	C	622.77	483	R
Easter, Melvyn		6000	058-43-2560	01/02/17	2	C	1,605.29	750	R
Easter, Melvyn		6000	058-43-2560	01/09/17	12	C	88.00	576	R
Easter, Melvyn		6000	058-43-2560	01/16/17	112	C	1,396.04	716	R
Easter, Melvyn		6000	058-43-2560	01/23/17	129	C	318.63	945	R
Easter, Melvyn		6000	058-43-2560	01/30/17	659	C	318.63	946	R

What You Should Know About

Status field

On the Cheque Reconciliation - Update History report, the Status field specifies one of the following payment types, if applicable:

- C Computer-generated interim payment
- M Manually-produced interim payment
- A Automatic bank deposit

Reconciled field

On the Cheque Reconciliation - Update History report, the T (Reconciled) field contains an R if the payment has been reconciled or an asterisk (*) if the system finds no record of the payment.

See Also

- *Processing Automated Reconciliation Tapes (P065612)*

Reviewing the Payroll Bank Reconciliation Register

	From Canadian Payroll Master (G77), choose Paycheque Reconciliation From Paycheque Reconciliation (G7722), choose Reconciliation Register
---	--

After you reconcile payments, you can review the Payroll Bank Reconciliation Register to identify any outstanding payments. You can run this report at any time. It lists the following information:

- Cheque numbers and dates

- Net pay figures per cheque
- Totals by cheque date
- Employee names and numbers

The information in this report is based on the Paycheque Summary table (F06156).

Processing Options

See [Payroll Bank Reconciliation \(P063241\)](#).

Data Selection for Bank Reconciliation Register

You can use the data selection to limit the reporting period and reduce the length of the report.

8 Periodic Reports

Overview to Periodic Reports

Objectives

- To satisfy federal and provincial reporting requirements
- To satisfy union reporting requirements
- To provide the construction industry with information such as the costs associated with a particular job or business unit

About Periodic Reports

You normally print periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements. If necessary, you can print and review these reports more often.

Governmental reports provide information that satisfies provincial and federal requirements. Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. The job billing registers are designed for the construction industry and provide information such as the labour costs associated with a particular job or business unit.

Periodic reports consists of the following tasks:

- Working with governmental reports
- Working with job, trust, and union reports

Review Governmental Reports

Reviewing Governmental Reports

You run report versions to print governmental reports to satisfy Quebec provincial, Statistics Canada, and federal reporting requirements.

This section contains the following:

- [Reviewing the Federal Tax Distribution Summary Report](#)
- [Reviewing the Workers Compensation Register](#)
- [Reviewing the Survey of Employment, Payroll, and Hours Report](#)

Reviewing the Federal Tax Distribution Summary Report

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Federal Tax Distribution
--	---

The Federal Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The summary provides the following information required by the government:

- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for federal taxes, pension deductions, and unemployment insurance
- Year-to-date federal deposit information including the total amount withheld and the total amount due to the federal government

073171		JD Edwards World				Page - 2	
		Federal Tax Dist. Summary				Date - 7/08/17	
						Period End - 04/11/17	
Company . . 00077 A Model Canadian Payroll							
Tax ID . . WCX162734							
TT	Tax Description	*** Month-To-Date ***	*** Qtr-To-Date ***	*** Year-To-Date ***			
		Taxable Wages	Tax Amount	Taxable Wages	Tax Amount	Taxable Wages	Tax Amount
CA	Canada Federal Income Tax	16,396.42	4,098.47	16,396.42	4,098.47	66,865.59	15,103.61
CB	Canadian Pension Plan - empl'ee	13,089.93	307.94	13,089.93	307.94	49,145.15	1,135.13
CE	Canadian Pension Plan - employr	13,089.93	307.94	13,089.93	307.94	49,145.15	1,135.13
CC	Canada Unemploy Ins. - empl'ee	8,730.00	219.30	8,730.00	219.30	32,236.13	937.20
CD	Canada Unemploy Ins. - empl'er	8,730.00	272.81	8,730.00	272.81	32,236.13	1,165.81
Total FEDERAL			5,206.46			5,206.46	19,476.88
Federal YTD Deposit Information:							
Income Tax Withheld			15,103.61				
Total Canadian Pension			2,270.26				
Total Unemployment Insurance			2,103.01				
Total Deposit Due			19,476.88				

Processing Options

See [Federal Tax Distribution Summary \(P073171\)](#).

Reviewing the Workers Compensation Register

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Workers Compensation Register
---	--

You can print the Workers Compensation Register to review workers compensation insurance amounts.

The Workers Compensation Register provides the following information:

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

You can print:

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

06343		JD Edwards World							Page -	3
		Workers Comp/Gen Lib Report - Canada							Date -	7/08/17
									From -	01/01/17
									Thru -	01/31/17
Company. 00077 A Model Canadian Payroll Co										
State. 70 Canada										
. Employee. WCI F Job Total Gross Excludable O/T Prem. Reportable Wrkrs Comp										
Number	Name	Code	C	Type/Step	Hours	Pay	Amount	Amount	Amount	Amount
7701	Anthony Holiday	8810		4A-2	37.50	421.88	421.88			
7701	Anthony Holiday	8810		4A-2	37.50	421.88	421.88			
7702	Derrick, Leslie	ONT		0A-3	40.00	1,500.00			976.92	8.74
7702	Derrick, Leslie	ONT		0A-3	40.00	1,500.00			976.92	8.74
7702	Derrick, Leslie	ONT		0A-3	80.00	3,000.00			976.92	8.74
7702	Derrick, Leslie	ONT		0A-3	80.00	3,000.00			976.92	8.74
7702	Derrick, Leslie	ONT		0A-3	7.00	393.75		131.25		
7703	Bellas, Debbie	ONT		0A-3	80.00	2,038.46			1,953.85	17.49
7703	Bellas, Debbie	ONT		0A-3		500.00			500.00	4.48
7703	Bellas, Debbie	ONT		0A-3	80.00	2,038.46			1,453.85	13.01
7703	Bellas, Debbie	ONT		0A-3		500.00			500.00	4.48
7703	Bellas, Debbie	ONT		0A-3	80.00	2,038.46			1,453.85	13.01
Work County.					562.00	17,352.89	843.76	131.25	9,769.23	87.43

Processing Options

See [Workers Compensation/General Liability Report - Canada \(P06343\)](#).

See [Workers Compensation/General Liability Summary - Canada \(P06343\)](#).

Reviewing the Survey of Employment, Payroll, and Hours Report



From Canadian Payroll Master (G77), choose **Governmental Reports**
From Governmental Reports (G7724), choose **Survey of Employment, PR, Hours**

The Survey of Employment, Payroll, and Hours report shows a comprehensive listing of your company's employment figures, wages paid, and hours worked for each pay frequency. These statistics are used to help estimate the national averages in these categories. The information on this report is based on the last pay period ending date for the specified month.

The system uses data from the Payroll Transaction History table (F0618) to compile this report.

Before You Begin

- Set up the following user defined codes tables:
 - 07/VH Overtime Pay Types
 - 07/VI Irregular Pay Types

See *Setting Up User Defined Codes for Payroll*.

07841

JD Edwards World

Page - 3
Date - 7/08/17

Survey of Employment, Payrolls and Hours

CO No. Name and address of Company

00077 A Model Canadian Payroll Co.
35021 Queen Street
Toronto, ON M9C 1X2

Contact Name

Telephone Number
()

..... Employees Paid by the Hour Salaried Employees Other Employees . . .
Regular Regular
Last Pay Period (DD/MM/YY) Gross Pay (Including Overtime) Hours in Standard Work Week
Beginning Date 15/03/17 28/03/17 281.25 5.00 37.50
Ending Date 15/03/17 28/03/17 281.25 5.00 37.50
Frequency Weekly
BI-Weekly
Number 1 2
Gross Pay (Including Overtime) 281.25 3900.00
Overtime Pay 281.25 3716.15
Hours 5.00 37.50

..... Entire Month Information Employees Absent Without Pay
Number 0 2
Gross Pay (Including Overtime) 0 3716.15
Overtime Pay 0 37.50
Hours 0 37.50

..... Irregular Payments
Period Covered To
From DD/MM/YY DD/MM/YY
Payments 01/03/17 31/03/17
Commission 01/03/17 31/03/17
Lump Sum 01/03/17 31/03/17
Gross Earnings
(Survey Month) 17050.40

..... Amount Paid To
Salaried Other
Amount Paid To 1500.00 0.00
Salaried 2453.00 0.00
Other 5200.00 0.00

..... Reason For Unpaid Absence
From ID DD/MM/YY DD/MM/YY
Number of Hourly Salaried Other
Unpaid Absence 0 0 0
Reason For Unpaid Absence 0 0 0

Processing Options

See [Survey of Employment, Payroll and Hours \(P07841\)](#).

Reviewing the Report on Hirings

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Report on Hirings
---	--

This section contains the following:

- [Reviewing the Quebec Parity Report](#)
- [Reviewing the Provincial Tax Distribution Summary Report](#)
- [Creating the CCQ Workfile](#)
- [Printing the CCQ Report](#)

The Report on Hirings for Statistics Canada lists all new employees hired during the month.

07842	JD Edwards World				Page	-	3
	Statistics Canada New Hire Report				Date	-	6/28/15
Tax ID	S. I. N.	BusinessUnit	Emp. No.	Employee Name	Hire Date		
WCX162734	652-136-888	707	7704	Rivard, Jacques	08/25/01		
WCX162734	481-560-670	707	7703	Bellas, Debbie	03/15/06		
WCX162734	184-560-670	707	7702	Derrick, Leslie	12/10/09		
Total number of Employees:				3			

Data Selection for the Report on Hirings

The data selection for this report must include the Country Code field with a value of CA.

Reviewing the Quebec Parity Report

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Quebec Parity Report
---	---

The Quebec provincial reports are similar to the federal reports, but satisfy the reporting requirements of the Quebec provincial government for parity reporting. You can run the Quebec Parity report to review hours and gross wage for specific pay periods.

07843		JD Edwards World Quebec Parity Monthly Report					Page - 2		
Shop #	Payroll	Employee Name	Pay Rate	Pay Peri	Pay Type Desc	Hours Worked	Date - 7/08/17	Amount - Gross	Assess Amt
707	7704	Rivard, Jacques	22.564	01/03/17	Regular	80.00		1,677.69	
						80.00		1,677.69	5.87
				01/17/17	Regular	80.00		1,677.69	5.87
				01/31/17	Regular	72.00		1,498.74	
				01/31/17	Sick Pay	8.00		178.95	
				02/14/17	Regular	80.00		1,677.69	5.87
				02/28/17	Regular	80.00		1,677.69	5.87
						80.00		1,677.69	5.87
						80.00		1,677.69	5.87
Employee Totals :						400.00		8,388.45	29.35

Processing Options

See [Quebec Parity Monthly Report \(P07843\)](#).

Reviewing the Provincial Tax Distribution Summary Report

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Provincial Tax Distribution
---	--

The Quebec provincial reports are similar to the federal reports, but satisfy the reporting requirements of the Quebec provincial government for tax distribution. The Provincial Tax Distribution Summary report contains a comprehensive listing of your company's tax liabilities.

The summary includes the following information required by the Quebec provincial government:

- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions
- Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

073163		JD Edwards World Provincial Tax Distribution Summary				Page - 2
Company . . . 00077 A Model Canadian Payroll						Date - 7/08/17
Tax ID . . . 97789977880						Period End - 04/11/17
TT	Tax Description	*** Month-To-Date *** Taxable Wages	Tax Amount	*** Qtr-To-Date *** Taxable Wages	Tax Amount	*** Year-To-Date *** Taxable Wages
CF	Provincial Income Tax	3,415.21	439.57	3,415.21	439.57	18,533.07
CG	Quebec Provincial Plan EE	3,519.23	80.15	3,519.23	80.15	18,933.70
CH	Quebec Provincial Pension CO.	3,519.23	80.15	3,519.23	80.15	18,933.70
	Total FEDERAL		599.87		599.87	
	Provincial YTD Deposit Information:					
	Income Tax Withheld		2,638.35			
	Total Quebec Pension		863.50			
	Total Deposit Due		3,501.85			

Processing Options

See [Provincial Tax Distribution Summary \(P073163\)](#).

Creating the CCQ Workfile

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Build CCQ Workfile
---	---

Use the Commission de la Construction du Quebec (CCQ) to fulfill government reporting requirements. This report is an auditing tool designed to ensure that eligible employees within the construction industry receive the benefits, such as vacation pay, to which they are entitled.

You run a program version to create, or build, the CCQ workfile. You must run this program every month before you can print the CCQ report. When the system builds the workfile, it accumulates information about timecards, deductions, benefits, and accruals that must be reported. When you build the workfile, the system does not generate a report. You must print the report with a separate program.

Before You Begin

- Set up your CCQ Reporting Codes in user defined code table (77/CC). The codes provide a cross-reference between your business units and the CCQ industry and region codes. The industry and region codes are provided by Quebec. See *Setting Up General User Defined Codes*.
- Group your pay types with category codes. See *Setting Up Pay Types*.
- Group your DBAs by report category (vacation and holiday, union and field dues, pension contributions and deductions, and so forth) with category codes. See.
- Set up the burden rule for each business unit to create detail burden in the Burden Distribution table. See *Setting Up Burden and Premium Labour Distribution Debit Instructions*.

Processing Options

See [Create CCQ Report Workfile \(P07100\)](#).

Printing the CCQ Report

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Print CCQ Report
---	---

For each employee, the CCQ report shows hours worked, vacation and holiday time available, benefit amounts, pension contributions made, along with job type, job step, and union affiliation. The report also shows totals for each category.

07110		JD Edwards World										Page -	2
		A L'Office De La Construction Du Quebec										Date -	7/08/17
		-----										Employeur #:	
		Periode De Travail: 01/01/17 - 01/31/17										A Model Payroll Company	
												Two DTC Parkway	
Assurance Sociale #	Nom De L'Employe	S An e Ap m	Cod Met	T Re y	Union	Temps Reg	Temps 1.5	Temps Double	Total	Salarie Cotisable	Conges & JFP	Cotis Synd	Avantage Sociaux
852-136-886	Deveny, Cindy L.	3		7 60	7770	240.00			240.00	7,896.14			
081-560-674	Guerre, John M.	3		7 60	7770	240.00			240.00	4,084.62			
084-560-671	Bureau, Richard M.	3		7 60	7770	240.00			240.00	6,480.76			
856-136-882	Klassen, Lisa M.	3		7 60	7770	240.00			240.00	4,774.05			
256-136-888	Holiday, Anthony	1	4A-2	6 70		75.00			75.00	843.76			
256-136-888	Holiday, Anthony	2	5J-4	6 70	7700	95.00-			95.00-	1,068.75-			
256-136-888	Holiday, Anthony	3	5J-4		7700	260.00	29.00		289.00	3,414.38			
184-560-670	Derrick, Leslie	3	0A-3	6 70		240.00	7.00		247.00	9,393.75			
481-560-670	Bellas, Debbie	3	0A-3	6 70		240.00			240.00	6,115.38			
652-136-888	Rivard, Jacques	3	3P-1	6 70		232.00			232.00	4,854.12			
	*** Total:					1,912.00	36.00		1948.00	46,788.21			

What You Should Know About

Reported deductions

The burden detail table contains only benefits and accruals. Therefore, the reported deductions are pro-rated. Benefits and accruals are reported as actual costs.

Processing Options

See [CCQ Report \(P07110\)](#).

Work with Job, Trust, and Union Reports

Working with Job, Trust, and Union Reports

You use job, trust, and union reports to satisfy government and union reporting requirements. Job billing registers provide information about the costs billed under a contract to an owner or outside agency.

This section contains the following:

- [Creating the Job Billing Register Workfile](#)
- [Reviewing the Job Billing Detail Register](#)
- [Reviewing the Job Billing Summary Register](#)
- [Reviewing the Job Billing Health and Welfare Detail Register](#)
- [Reviewing the Job Billing Health and Welfare Summary Register](#)
- [Reviewing the Job Billing Workers Compensation by Job Register](#)
- [Reviewing the Job Billing General Liability by Job Register](#)
- [Reviewing the Union Distribution Report](#)
- [Reviewing the Health and Welfare Report by Employee](#)
- [Reviewing the Health and Welfare Report by Payee and Employee](#)
- [Reviewing the Health and Welfare Report by Payee and Union](#)

Creating the Job Billing Register Workfile



From Canadian Payroll Master (G77), choose **Job, Trust, and Union Reports**
From Job, Trust, and Union Reports (G7716), choose **Job Billing Register**

You must create the Job Billing Register workfile (T063200) before you can print job billing registers. When you run this program, identify which job billing registers you want to print.

The job billing registers provide detailed back-up for costs billed under a contract to an owner or outside agency. You can run the billing registers at any time. You can run any one register, a combination of registers, or all of them together.

The information provided in the job billing register reports is based on the Payroll Transaction History table (F0618) and the Burden Distribution table (F0624). Maintaining the Burden Distribution table is an optional process. The system does not maintain it automatically.

Before You Begin

- Create the Burden Distribution table (F0624). See *Setting Up Business Unit Burden Rules*.
- Create report versions for each of the job billing reports you want to generate that are listed in the processing options.

Processing Options

See [Job Billing Register \(P063200\)](#).

Reviewing the Job Billing Detail Register

The Job Billing Register Detail report lists each employee's hours and labour distribution amount. The register provides totals by business unit or job for the following:

- Hours
- Distributed amount
- Burden amount

This report corresponds to the entry you make for ID number P063201 when you create the job billing workfile.

063201		JD Edwards World				Page	-	11
		Job Billing Register - Detail				Date	-	7/07/17
						From Date	-	01/01/17
						Thru Date	-	04/30/17
Bus. Unit	707 Corporate Administration	Job		Transaction	Rate	Hours	Distr. Amount	Actual Burden
Number	Employee Name	Craft	Step	Description				
7704	Rivard, Jacques	3P-1	1	Regular	22.369	80.00	1,677.69	
7701	Anthony Holiday	5J-4	1	Regular	11.250	60.00	675.00	
7703	Bellas, Debbie	0A-3	1	Regular	27.179	80.00	2,038.46	
7702	Derrick, Leslie	0A-3	1	Regular	37.500	80.00	3,000.00	
7704	Rivard, Jacques	3P-1	1	Regular	22.369	80.00	1,677.69	
7701	Anthony Holiday	4A-2	1	Regular	11.250	75.00	843.76	
		5J-4	1	Regular	11.250	155.00-	1,743.75-	
7703	Bellas, Debbie	0A-3	710	Bonus Pay		80.00-	899.99-	149.43
			1	Regular	27.179	80.00	2,038.46	
7702	Derrick, Leslie	0A-3	1	Regular	37.500	80.00	2,538.46	149.43
						80.00	3,000.00	
7704	Rivard, Jacques	3P-1	300	Sick Pay	22.369	8.00	178.95	95.79
			1	Regular	22.369	72.00	1,498.74	30.93
7703	Bellas, Debbie	0A-3	710	Bonus Pay		80.00	1,677.69	126.72
			1	Regular	27.179	80.00	2,038.46	95.80
7702	Derrick, Leslie	0A-3	1	Regular	37.500	80.00	2,538.46	95.80
			100	Overtime 1.5	56.250	7.00	393.75	
7704	Rivard, Jacques	3P-1	1	Regular	22.369	87.00	3,393.75	
						80.00	1,677.69	28.95
7701	Anthony Holiday	5J-4	710	Bonus Pay		80.00	1,677.69	28.95
							1,000.00	30.88

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection for Job Billing Detail Register

You can change the data selection for this register.

Data Sequence for Job Billing Detail Register

Do not change the data sequence.

Reviewing the Job Billing Summary Register

The Job Billing Summary Register provides totals by business unit or job for the following:

- Hours
- Gross pay
- Deduction amounts
- Actual burden (optional)

This report corresponds to the entry you make for ID number P063211 when you create the job billing workfile.

063211		JD Edwards World		Job Billing Register - Summary		Date - 7/07/17		5		
						From Date - 01/01/17				
						Thru Date - 04/30/17				
Business Unit.	707 Corporate Administration									
Company	00077 A Model Canadian Payroll Co									
Pay Information		Burden Information								
Pay Description	Hours	Gross	Ben. TT	Description	Total Gross	Excludable	Taxable Gross	Rate	M	Amount
1 Regular	2348.00	59,594.97		C Federal Unem	73,922.97	67,131.22	6,791.75	6.200	%	421.09
710 Bonus Pay		5,000.00		E Social Secur	73,922.97	67,131.22	6,791.75	6.200	%	421.09
300 Sick Pay	8.00	178.95		H State Unempl	73,922.97	67,131.22	6,791.75	5.700	%	387.14
100 Overtime 1.5	15.00	843.75		Q Medicare Pai	73,922.97	67,131.22	6,791.75	1.450	%	98.48
730 Lump Sum		5,200.00						45.000	\$	225.00
801 Vacation	24.00	652.30						8.640	\$	43.20
720 Commission		2,453.00						2.000	3	13.26
								1.000	2	3.95
Corporate Admin	2395.00	73,922.97								1,613.21

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection for Job Billing Summary Register

You can change the data selection for this register.

Data Sequence Job Billing Summary Register

Do not change the data sequence.

Reviewing the Job Billing Health and Welfare Detail Register

The Job Billing Health and Welfare Detail Register lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The register provides the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for ID number P063121 when you create the job billing workfile.

063121		JD Edwards World		Page - 8							
		Job Billing H & W - Detail		Date - 7/07/17							
				From - 01/01/17							
				Thru - 04/30/17							
Business Unit.	707	Corporate Administration									
Company	00077	A Model Canadian Payroll Co									
. . . Job . . .											
Union	Type	Step	Number	Employee Name	Pay Descrip	Hours	Gross Pay	Ben Descrip	Rate	M	Amount
0A-3			7703	Bellas, Debbie	Regular	696.00	17,965.56	Health/Co.	45.000	\$	225.00
					Bonus Pay		3,500.00	Dental/Co.	8.640	\$	43.20
					Vacation	24.00	652.30	Life Ins/Co.	2.000	3	13.26
					Commission		2,453.00	Vacation	1.000	2	1.98
0A-3			7702	Bellas, Debbie	Regular	720.00	24,570.86				
				Derrick, Leslie	Regular	640.00	24,000.00				
					Overtime 1.5	15.00	843.75				
					Bonus Pay		500.00				
				Derrick, Leslie		655.00	25,343.75				
						1375.00	49,914.61				
3P-1			7704	Financial Analyst	Regular	1375.00	49,914.61				
				Rivard, Jacques	Regular	632.00	13,354.40				
					Sick Pay	8.00	178.95				
					Lump Sum		5,200.00				
				Rivard, Jacques		640.00	18,733.35				
						640.00	18,733.35				
4A-2			7701	Payroll Manager	Regular	640.00	18,733.35				
				Anthony Holiday	Regular	75.00	843.76				
				Holiday, Anthony		75.00	843.76				
						75.00	843.76				
				Secretary		75.00	843.76				
						2090.00	69,491.72				283.44
7700	Labourer - Canada		7701	Anthony Holiday	Regular	305.00	3,431.25	Vacation	1.000	2	1.97
	5J-4				Bonus Pay		1,000.00				
				Holiday, Anthony		305.00	4,431.25				
						305.00	4,431.25				
				Fire Fighter		305.00	4,431.25				
				Labourer - Canada		305.00	4,431.25				1.97
				Corporate Administration		2395.00	73,922.97				285.41

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection Job Billing Health and Welfare Detail Register

You can change the data selection for this register.

Data Sequence Job Billing Health and Welfare Detail Register

Do not change the data sequence.

Reviewing the Job Billing Health and Welfare Summary Register

The Job Billing Health and Welfare Summary Register provides total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for ID number P063122 when you create the job billing workfile.

063122		JD Edwards World		Page	-	6				
		Job Billing H & W - Summary		Date	-	7/07/17				
				From	-	01/01/17				
				Thru	-	04/30/17				
Business Unit	00077	707	Corporate Administration							
			A Model Canadian Payroll Co							
Union	Description	Job Ty	Job	Pay Descrip	Hours	Gross Pay	Ben Descrip	Rate	M	Amount
		0A-3		Regular	1336.00	41,965.56	Health/Co.	45.000	\$	225.00
				Bonus Pay		4,000.00	Dental/Co.	8.640	\$	43.20
				Vacation	24.00	652.30	Life Ins/Co.	2.000	3	13.26
				Commission		2,453.00	Vacation	1.000	2	1.98
				Overtime 1.5	15.00	843.75				
					1375.00	49,914.61				
	Financial Analyst				1375.00	49,914.61				
		3P-1		Regular	632.00	13,354.40				
				Sick Pay	8.00	178.95				
				Lump Sum		5,200.00				
					640.00	18,733.35				
	Payroll Manager				640.00	18,733.35				
		4A-2		Regular	75.00	843.76				
					75.00	843.76				
	Secretary				75.00	843.76				
					2090.00	69,491.72				283.44
7700	Labourer - Canada	5J-4		Regular	305.00	3,431.25	Vacation	1.000	2	1.97
				Bonus Pay		1,000.00				
					305.00	4,431.25				
	Fire Fighter				305.00	4,431.25				
	Labourer - Canada				305.00	4,431.25				1.97
	Corporate Administration				2395.00	73,922.97				285.41

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection Job Billing Health and Welfare Summary Register

You can change the data selection for this register.

Data Sequence Job Billing Health and Welfare Summary Register

Do not change the data sequence.

Reviewing the Job Billing Workers Compensation by Job Register

The Job Billing Workers Compensation by Job Register lists detailed information for workers compensation calculations for each employee within a business unit or job. In addition to providing a grand total workers compensation amount for the

company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- Workers compensation amount

This report corresponds to the entry you make for ID number P063301 when you create the job billing workfile.

063301		JD Edwards World		Page	-	5					
		Job Billing - W/C by Job		Date	-	7/07/17					
				From	-	01/01/17					
				Thru	-	04/30/17					
Job . .	707 Corporate Administration										
Sub Cl											
Worker	Comp Code	Emp. No.	Total Hours	Total Gross	Excludable Description	Excludable (Gross)	Reportable (Gross)	Base Rate	D	M	Wrkrs Comp Amount
BC	British Columbia										
	Anthony Holiday	7701	225.00	3,531.25	Regular			.00000			
	British Columbia		225.00	3,531.25							
ONT	Ontario										
	Anthony Holiday	7701	80.00	900.00	Regular	900.00		.00000			
	Bellas, Debbie	7703	720.00	24,570.86	Total Excl Regular Bonus Pay Commission			.00000			
	Derrick, Leslie	7702	655.00	25,343.75	Total Excl Regular O/T Premium O/T Premium	281.25 187.50 93.75		.00000			
	Ontario		1455.00	50,814.61		1,181.25					
QUE	Quebec Province										
	Rivard, Jacques	7704	640.00	18,733.35	Total Excl Regular Lump Sum			.00000			
	Quebec Province		640.00	18,733.35							
8810	Administrative										
	Anthony Holiday	7701	75.00	843.76	Regular	843.76		.00000			
	Administrative		75.00	843.76		843.76					
	Corporate Administration		2395.00	73,922.97		2,025.01					

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection Job Billing Workers Compensation by Job Register

You can change the data selection for this register.

Data Sequence Job Billing Workers Compensation by Job Register

Do not change the data sequence.

Reviewing the Job Billing General Liability by Job Register

The Job Billing General Liability by Job Register lists detailed information for general liability calculations for each employee within a business unit or job. In addition to providing a grand total general liability amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- General liability amount

This report corresponds to the entry you make for ID number P063302 when you create the job billing workfile.

063302		JD Edwards World					Page	-	5
		Job Billing - PL & PD by Job					Date	-	7/07/17
							From	-	01/01/17
							Thru	-	04/30/17
Job	707 Corporate Administration								
Wrk Comp Sub Class									
Genl Liability Code									
Employee Name	Empl. No.	Total Hours	Total Gross	Excludable Description	Excludable (Gross)	Reportable (Gross)	Base Rate	D M Genl Liab Amount	

GENL General Liability									
Anthony Holiday	7701	305.00	4,431.25	Regular	900.00		.00000		
Bellas, Debbie	7703	720.00	24,570.86	Total Excl Regular			.00000		
				Bonus Pay					
				Commission					
Derrick, Leslie	7702	655.00	25,343.75	Total Excl Regular	281.25		.00000		
				O/T Premium	187.50				
				O/T Premium	93.75				
Rivard, Jacques	7704	640.00	18,733.35	Total Excl Regular			.00000		
				Lump Sum					
Anthony Holiday	7701	75.00	843.76	Regular	843.76		.00000		

General Liability		2395.00	73,922.97		2,025.01				

Corporate Administration		2395.00	73,922.97		2,025.01				

Processing Options

See [Job Billing Register \(P063200\)](#).

Data Selection Job Billing General Liability by Job Register

You can change the data selection for this register.

Data Sequence Job Billing General Liability by Job Register

Do not change the data sequence.

Reviewing the Union Distribution Report



From Canadian Payroll Master (G77), choose **Job, Trust, and Union Reports**
From Job, Trust, and Union Reports (G7716), choose **Union Distribution Report**

The Union Distribution Report lists detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

The report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

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

063151	JD Edwards World Union Distribution Report					Page - 5
					Date - 7/02/17	
					Period End - 01/31/17	
Union: 7700 Labourer - Canada						
	 Actual Hours Worked In Pay Period				
Employee Name	Employee No	Period 1	Period 2	Period 3	Period 4	Period 5
-----	-----	-----	-----	-----	-----	-----
Anthony Holiday	7701					
-----	-----	-----	-----	-----	-----	-----
Labourer - Canada						

Processing Options

See [Union Distribution Report \(P063151\)](#).

Reviewing the Health and Welfare Report by Employee

	From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports From Job, Trust, and Union Reports (G7716), choose by Employee
---	--

The Health and Welfare Report by Employee provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.
- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The report lists the following:

- Gross pay earned
- Related deductions, benefits, and accruals

- Basis for the deductions and benefits
- Employee totals
- Totals for payee/union

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

063111		JD Edwards World		Page - 9					
		Health & Welfare by Employee		Date - 7/02/17					
				From - 03/01/17					
				Thru - 03/31/17					
Union 7700	Labourer - Canada								
.....	Employee								
Number	Name	No.	Description	Hours	Gross Pay	.Ded/Benefit Info. Code Description	Rate	M H	Amount
7701	Anthony Holiday	1	Regular	160.00	1,800.00	7706 Dental Fam	12.3500	\$	24.70
						7710 Union-Canada	22.0000	\$	
						7720 H&W - Canada	0.5000	H	80.00
						7735 Ext Health	45.0000	\$	90.00
						7780 Vacation Pay		2	216.00

Address Number				160.00	1,800.00				

Labourer - Canada				160.00	1,800.00	410.70			

Processing Options

See [Health & Welfare by Employee \(P063112\)](#).

See Also

- *Printing Multiple Reports (P063100)*

Reviewing the Health and Welfare Report by Payee and Employee

	From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports From Job, Trust, and Union Reports (G7716), choose by Payee and Employee
---	--

The Health and Welfare Report by Payee and Employee, also called the Union Trust Report, provides a detailed breakdown of the deductions and benefits from employee payments for all payees/providers. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.
- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

This report is organized by provider (payee). It lists amounts by employee within a union (group plan) with a group total page, and prints an accumulated listing within the payee across all unions (group plans). The report lists the following:

- Hours and gross pay basis for the deductions listed

- All deductions assigned to the payee for each employee
- Employee totals
- Report divided by payee/provider
- Totals for each payee

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

063131	JD Edwards World		Page	-	17
	Health/Welfare-Union/Employee		Date	-	7/02/17
Payee			From	-	03/01/17
			Thru	-	03/31/17
	Union Code . 7700				
	Labourer - Canada				
	Employee	Pay Type			
Number	Name	No. Description	Hours	Gross Pay	.Ded/Benefit Info. Code Description Rate H Amount
7701	Anthony Holiday	1 Regular	160.00	1,800.00	7706 Dental Fam 12.3500 \$ 24.70
					7710 Union-Canada 22.0000 \$
					7720 H&W - Canada 0.5000 H 80.00
					7735 Ext Health 45.0000 \$ 90.00
					7780 Vacation Pay 2 216.00
	Address Number		160.00	1,800.00	410.70
	Provider/Trustee		160.00	1,800.00	410.70
	Labourer - Canada		160.00	1,800.00	410.70

See Also

- [Printing Multiple Reports \(P063100\)](#)

Processing Options

See [Health & Welfare by Payee & Employee \(P063132\)](#).

Reviewing the Health and Welfare Report by Payee and Union

	From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports From Job, Trust, and Union Reports (G7716), choose by Payee and Union
---	---

The Health and Welfare Report by Payee and Union lists deductions and benefits assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following:

- Hours and gross pay basis by pay period for the deductions listed
- Figures by union for the payee/provider in each pay period
- Totals for each payee/provider

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

063141		JD Edwards World						Page	-	5
Payee		Health & Welfare/Payee & Union						Date	-	7/02/17
								From	-	03/01/17
								Thru	-	03/31/17
Union	Description	Pay Typ	Description	Hours	Gross Pay. . .	DBA No	Description	Rate	M H	Amount
7700	Labourer - Canada	1	Regular	160.00	1,800.00	7706	Dental Fam	12.3500	\$	24.70
						7710	Union-Canada	22.0000	\$	
						7720	H&W - Canada	0.5000	H	80.00
						7735	Ext Health	45.0000	\$	90.00
						7780	Vacation Pay		2	216.00
	Labourer - Canada			160.00	1,800.00					410.70

See Also

- *Printing Multiple Reports (P063100)*

Processing Options

See [Health & Welfare by Payee & Union \(P063142\)](#).

9 Record of Employment Processing

Overview to Record of Employment Processing

Objectives

- To create Records of Employment so that employees can receive the correct employment insurance benefits
- To create and maintain a history of Records of Employment that meets governmental requirements

About Records of Employment

Record of Employment (ROE) processing includes the following tasks:

- Enter Records of Employment
- Print and update Records of Employment
- Work with Records of Employment

ROEs are required by the Canada Employment and Immigration Commission (CEIC) for a variety of reasons:

- Termination
- Layoff
- Leave of absence
- Maternity leave
- Retirement
- Strike or lockout
- Work sharing
- Apprentice training
- Illness or injury
- Return to school

When an employee's status changes for such reasons, CEIC regulations require that the company issue an ROE to the employee. The CEIC uses the ROE to calculate employment insurance benefits for the employee. The ROE that the system generates meets all the reporting requirements of CEIC.

Enter Records of Employment

Entering Records of Employment

The CEIC uses ROEs to calculate Employment Insurance (EI) benefits. You enter ROEs for any employees whose employment status has changed resulting in lower earnings due to:

- Leave of absence
- Strike
- Termination
- Work sharing

This section contains the following:

- [Entering a Single ROE](#)
- [Entering Multiple ROEs](#)
- [Setting Up the Holiday Table](#)
- [Changing Employee Information on an ROE](#)

You can enter a single ROE when an employee submits a resignation or takes a leave of absence.

You might want to create multiple ROEs if there is a mass layoff or a strike.

You can change an ROE before you have updated the history and printed an ROE. You might need to do this to correct employee information that you entered in error or that has changed.

Entering a Single ROE

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose Create Single ROE Request
---	---

You can enter a single ROE when an employee:

- Takes a leave of absence
- Submits a resignation
- Terminates for any reason

To enter a single ROE

On Create Single ROE Request

The screenshot shows the 'Create Single ROE Request' form in Oracle JD Edwards World. The form is titled '070631 Create Single ROE Request' and includes a menu bar with 'Tools' and 'Help'. The main content area is divided into several sections:

- Employee Information:** Employee No (7703), Holiday (Anthony), First Day Worked (03/29/17), Last Day Worked (03/27/18), Final PP Ending Date (03/27/18), Reason for Issuing ROE (E - Quit), and Expected Recall Date.
- Payments (Other than regular salary):**
 - a. Vacation Pay: Amt
 - b. Statutory Holiday Pay:
 - Holiday Date: Amt
 - Holiday Date: Amt
 - Holiday Date: Amt
 - c. Other (Specify):
 - Explanation: Amt
 - Explanation: Amt
 - Explanation: Amt
- Paid Sick/Maternity/Paternity Leave or Wage Loss Indemnity Payments:** Start Date, for weeks, Amt

At the bottom of the form, there are navigation links: FS-Emp Info, F0-Holiday Table, F10-ROE Comments, and F10-EI History.

1. Complete the following fields:

- Employee Number
- Reason for Issuing ROE

The system supplies the following dates:

- First Day Worked
- Last Day Worked
- Final Pay Period Ending Date

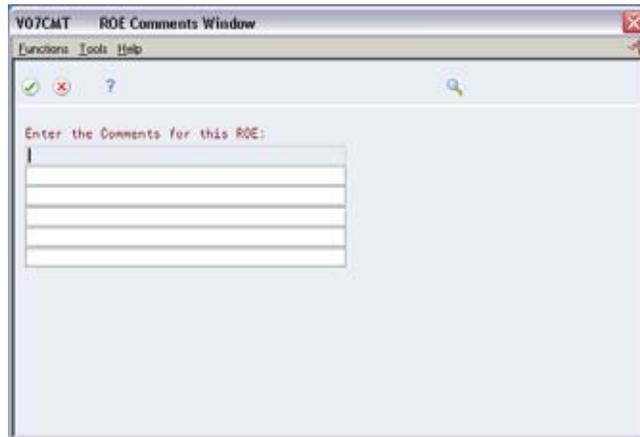
2. Complete the following optional fields:

- Expected Recall Date
- No Return/Unknown

3. To record pay items other than regular pay, complete any of the following fields:

- Vacation Pay Amount
- Pay in Lieu of Notice Amount
- Statutory Holiday Pay Holiday Date
- Statutory Holiday Pay Amount
- Severance Pay Amount
- Other
- Other Amount

4. To include pay for sick, maternity, or paternity leave, or for wage loss indemnity payments, complete the following fields:
 - Start Date
 - Weeks
 - Amount
5. To attach comments to an ROE, choose the ROE Comments function.



6. On ROE Comments Window, enter any comments.
7. Choose the Update File function.

Field	Explanation
Date - ROE 1st Worked	<p>The actual day the employee started to work.</p> <p>If you do not know the actual first day worked and the employee has worked for you more than two years, enter the date exactly two years before the interruption of earnings.</p> <p>If the employee has worked for you on several occasions, the date to be entered is the start of the most recent period in which the worker returned to work (since you last issued an ROE to this person).</p>
Date - ROE Last Worked	<p>The actual last date the employee performed services.</p> <p>If employee has reached 65 and continues to work enter the date of the last day worked in the month in which the 65th birthday occurred.</p>
Date - Pay Period Ending	<p>The date that corresponds to the end of a processing period (pay period, month, quarter or year).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This date usually corresponds to the pay period ending date of the last record in the Employment Insurance History table (F06176).</p>

Field	Explanation
ROE Work Stoppage Reason	<p>When a Record of employment is issued, designate the appropriate reason for the work stoppage or interruption.</p> <p>If you enter any of the following reason codes, you must choose the ROE Comments function and attach comments:</p> <p>E Quit voluntarily</p> <p>G Retirement under age 65</p> <p>K Other</p> <p>M Dismissal</p> <p>N Leave of absence</p>
Recall Flag	<p>ROE recall flag.</p> <p>Y Yes, employee is expected to be recalled.</p> <p>N No, employee is not expected to be recalled.</p> <p>U It is unknown whether employee will be recalled.</p>

Entering Multiple ROEs

	<p>From Canadian Payroll Master (G77), choose Governmental Reports</p> <p>From Governmental Reports (G7724), choose Record of Employment Menu</p> <p>From Record of Employment Insurance (G77241), choose Create Multiple ROE Requests</p>
--	---

When you need to process many ROEs at one time, it is more convenient to create multiple ROEs than to create them one at a time. You might need to do this if you have a mass layoff or at the end of a seasonal employment period.

To enter multiple records of employment

On Create Multiple ROE Requests



1. Choose the Versions List function.
2. To limit the employees or select specific groups of employees, change the processing options or data selection values.
3. On Create Multiple ROE Requests, enter the version number in the following field and press Enter twice:
 - Version of Create Multiple ROEs

4. On the second Create Multiple ROE Requests, complete the steps for entering a single ROE and press Enter twice.
The system lists all employees that meet your selection criteria.

P	Number	Employee Name	1st Day Worked	Last Day Worked
<input type="checkbox"/>	7701	Holiday, Anthony	03/29/17	
<input type="checkbox"/>	7702	Derrick, Leslie	12/10/09	
<input type="checkbox"/>	7703	Bellas, Debbie	03/15/06	
<input type="checkbox"/>	7704	Rivard, Jacques	08/25/01	
<input type="checkbox"/>	7775	Deveny, Cindy L.	08/25/09	
<input type="checkbox"/>	7776	Guerra, John M.	06/01/09	
<input type="checkbox"/>	7777	Bureau, Richard M.	06/01/09	
<input type="checkbox"/>	7778	Klassen, Lisa M.	06/01/09	

5. Review the third Create Multiple ROE Requests form.
6. Choose the Omit option for each employee that you do not want to be issued an ROE.
7. Choose the Create ROEs function.

8. Verify your creation request.

What You Should Know About

Attaching comments

You can attach comments to a batch of ROEs following the same procedures that you use for a single ROE. Any comment that you enter for multiple ROEs appears on every ROE created by the batch process.

See Also

- *Entering a Single ROE (P070631)*

Processing Options

See [Create Multiple ROE Requests \(P070620\)](#).

Setting Up the Holiday Table

	<p>From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose Create Single ROE Request or Create Multiple ROE Requests</p>
---	--

When you create either multiple or single ROEs, you must identify any payments other than regular salary that are payable to the employee either in the final payment or later. You can set up a holiday table that you can access from the ROE entry forms. You can then choose the holidays from the table and the system enters the appropriate date on the ROE.

Once you set up a holiday table for one or more years, you do not need to change it until the dates covered in the table are out of date. You can use the same holiday table information for all ROEs.

Before You Begin

- Set up user defined code list 07/HC to identify the codes for each holiday your company acknowledges

To set up the holiday table

On either Create Single ROE Requests or Create Multiple ROE Requests

1. Choose the Holiday Table function.

P Cod	Description	Date	Hours	Pay	Description	H	E	P	A	T	C	G	Amount
<input type="checkbox"/>	NEW New Years Day	01/01/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	GFY Good Friday	04/17/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	VIC Victoria Day, C	05/18/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	CAN Canada Day	07/01/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	CIW Civic Holiday	08/03/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	LAB Labor Day	09/07/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	THK Thanksgiving Da	10/12/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	REM Remembrance Day	11/11/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	XMS Christmas Day	12/25/17	7.50	805	Holiday Pay	N							
<input type="checkbox"/>	BOX Boxing Day	12/26/17	7.50	805	Holiday Pay	N							

2. On Holiday Plan Master, complete the following field:

- Home Company

3. Complete the following optional fields:

- Year
 - Business Unit
 - Group Plan
 - Job Type
 - Job Step
4. Complete the following fields for each holiday:
- Code
 - Date
 - Hours
 - Pay
 - Holiday Type (HT)
5. Complete the following optional fields:
- Eligibility Code (EC)
 - Pay Class (PC)
 - Amount

Field	Explanation
Code - Holiday Type	The user defined code (07/HT) that designates the type of holiday defined. Codes are: C Company designated holiday N National holiday
Code - Holiday Eligibility	The user defined code (07/HE) that identifies the eligibility rules pertaining to the holiday.

Changing Employee Information on an ROE

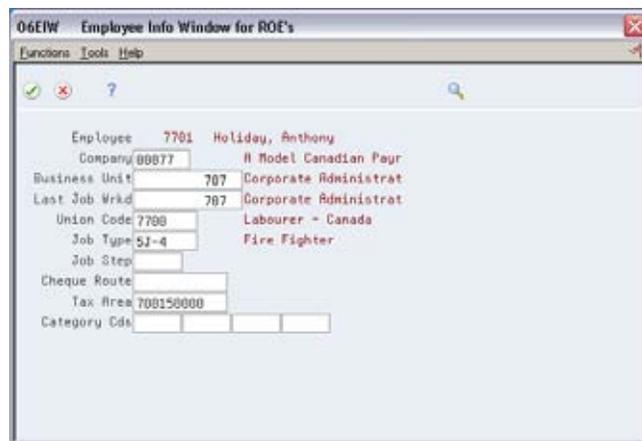
	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose Create Single ROE Request
---	---

You can change some employee information on an ROE. This is particularly useful if the employee has worked for more than one company or in more than one job type during the year, but the ROE must reflect only one of the employee's positions. These changes do not update the Employee Master table (F060116), but are stored in the ROE Summary History table (F0717).

To change employee information on an ROE

On Create Single ROE Requests

1. Choose the Employee Information function.



2. On Employee Information Window for ROEs, complete any of the following fields:
 - Company
 - Business Unit
 - Last Job Worked
 - Union Code
 - Job Type
 - Job Step
 - Cheque Route
 - Tax Area
 - Category Codes
3. Choose the Update function.

Print and Update Records of Employment

Printing and Updating Records of Employment

You update an ROE so that the EI history is not included in any subsequent ROE records. ROEs cannot include EI history from any previous ROE. The update keeps a record of ROEs as well as updating the EI History table with ROE serial numbers. These records must be complete and correct, particularly if the government requests an audit.

This section contains the following:

- [Printing and Updating ROEs Simultaneously](#)
- [Updating ROE History Only](#)

You can update history for either ROEs issued through the system or ROEs you have issued manually.

Each time you print and update ROEs, the system generates a report if it encounters any of the following exceptions:

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

If the system encounters any of these errors during the processing, it displays an error message on the last form.

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

If you are printing and updating multiple ROEs, when the system detects any errors, it:

- Prints and updates history for all ROEs that are not in error
- Identifies each ROE that is in error on the exception report, but does not update nor print an ROE that is in error

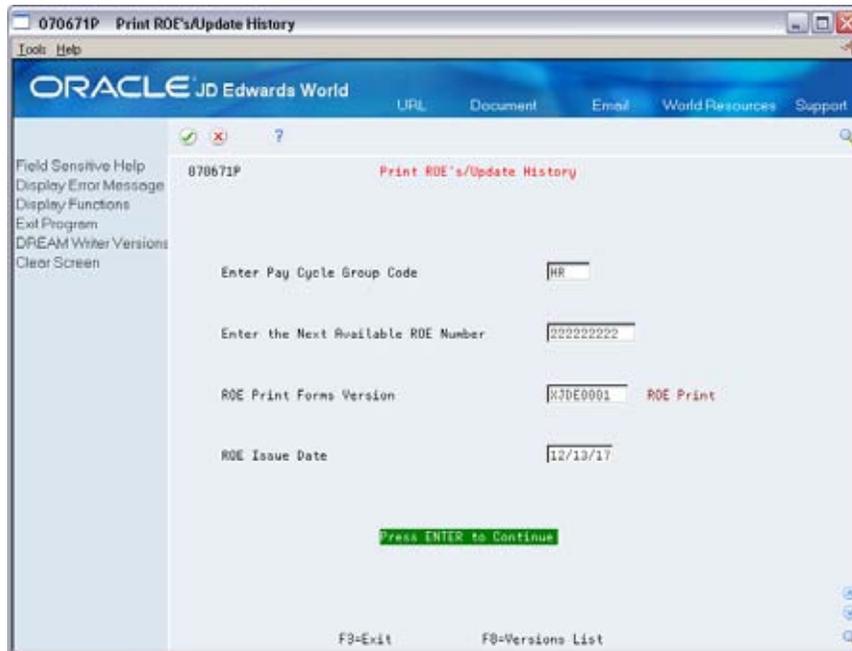
Printing and Updating ROEs Simultaneously

	<p>From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose Print ROEs/Update History</p>
---	--

You must print your ROEs for former employees who are eligible to receive employment insurance payments. The ROE is proof that the employee is entitled to employment insurance. When you print your ROEs, the system updates ROE history. The system locks the employee's records in the Employment Insurance History table (F06176) after successfully printing the ROE.

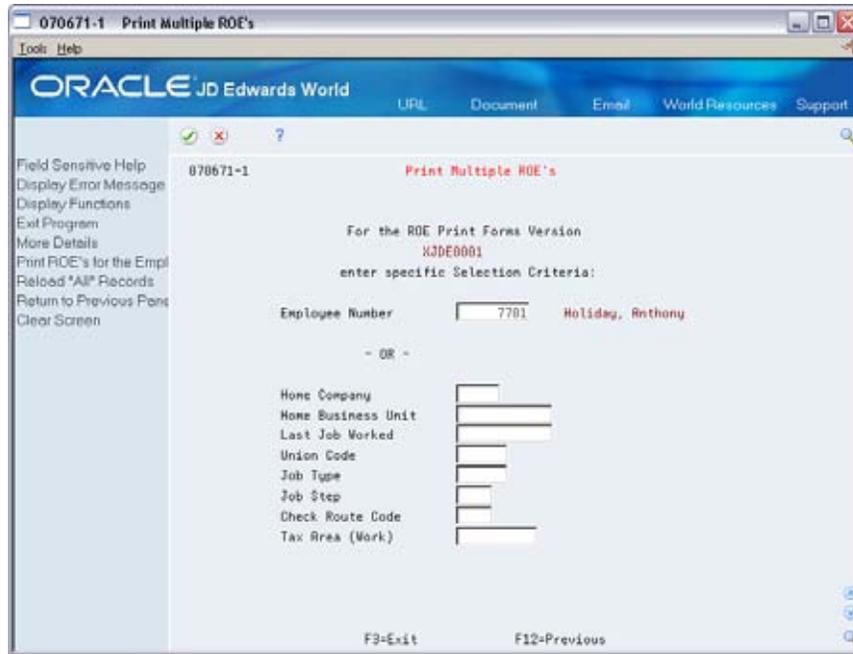
To print and update ROEs simultaneously

On Print ROEs/Update History



1. Complete the following fields and press Enter:

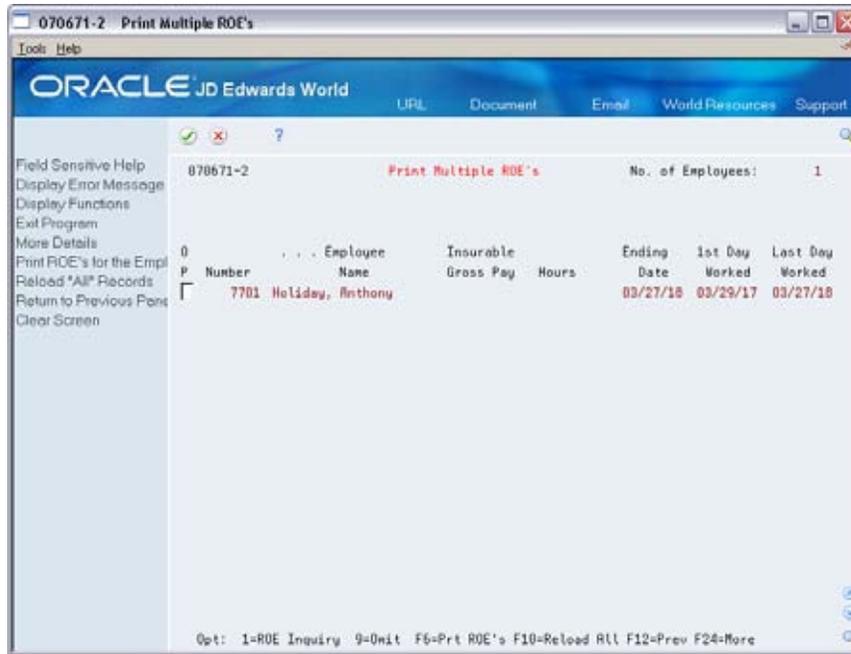
- Enter the Pay cycle Group Code
- Enter the Next Available ROE Number
- ROE Print Forms Version
- ROE Issue Date



2. On Print Multiple ROEs if you want all ROEs, leave the fields blank and press Enter.

If you want specific ROEs, complete any of the following optional fields and press Enter:

- Employee Number
- Home Company
- Home Business Unit
- Last Job Worked
- Union Code
- Job Type
- Job Step
- Check Route Code
- Tax Area (Work)



3. On the second Print Multiple ROEs form, choose the omit option to prevent specific employees' ROEs from being printed.
4. Choose the Print ROEs function.
5. On Summary of Multiple ROE Print, check for a message indicating that the system encountered one or more errors and generated an exception report.
6. Complete the following field:
 - Have ALL ROEs been Printed?

Updating ROE History Only

	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose Update History Only
---	---

When you only update ROE history, you can do it for one employee at a time. This is particularly useful when you manually issue an ROE. This allows you to have historical records that include both computer-generated and manually issued ROEs. This procedure also locks the associated records in the Employment Insurance History table to prevent changes from being made.

To update ROE history only

On Update History Only

070681 Update History Only

ORACLE JD Edwards World

URL Document Email World Resources Support

070681 Update History Only

Employee Number 7701 HoLiday, Anthony

Serial No. of the Manual ROE H0077777771

ROE Issue Date 12/13/17

F6-Process Manual ROE

1. Complete the following fields:
 - Employee Number
 - Serial Number of the Manual ROE
 - ROE Issue Date
2. Choose the Process Manual ROE function.

Work with Records of Employment

Working with Records of Employment

You can work with ROEs in a number of ways. These tasks allow you to ensure that your ROE record-keeping is complete and accurate.

This section contains the following:

- [Reviewing ROEs](#)
- [Reissuing an ROE](#)
- [Deleting an ROE](#)
- [Correcting a Serial Number for an ROE](#)

You review your ROEs online to ensure that your historical ROE information is correct.

You can reissue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost.

You can delete an ROE when you determine that the ROE is either a duplicate, in error, or unnecessary.

You correct an ROE serial number when you issued an ROE to an employee, then determined that the serial number is incorrect.

Reviewing ROEs

You review your ROEs online to ensure that your historical ROE information is correct. This is important because the CEIC requires companies to keep complete and accurate records of ROEs.

Reviewing ROEs consists of:

- Reviewing detailed ROEs
- Reviewing summary ROEs

Reviewing Detailed ROEs

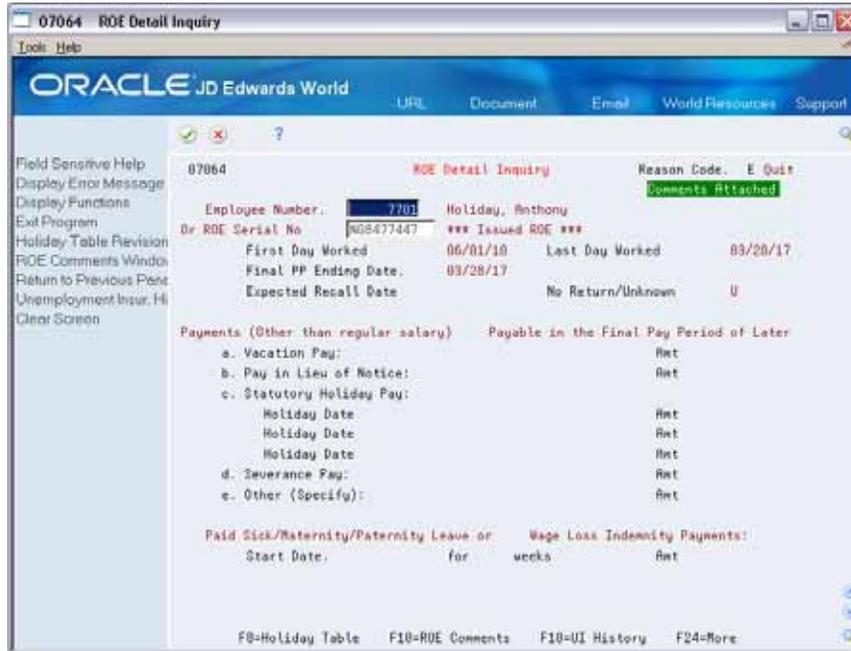
	From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose ROE Detail Inquiry
---	--

You can review all the detail for one ROE exactly as it was created. You review your ROEs online to ensure that your historical ROE information is correct. This is

important because the CEIC requires companies to keep complete and accurate records of ROEs.

To review detailed ROEs

On ROE Detail Inquiry



Complete one of the following fields:

- Employee Number
- ROE Serial Number

Reviewing Summary ROEs

	<p>From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose ROE Summary Inquiry</p>
---	--

You can review the summary information for all ROEs that you issue to an employee. You review ROEs online to ensure that the historical information is correct. This is important because the CEIC requires companies to keep complete and accurate records of ROEs.

To review summary ROEs

On ROE Summary Inquiry

070711 ROE Summary Inquiry

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Previous Employee
Next Employee
Clear Screen

870711 ROE Summary Inquiry

Employee No 7701 Holiday, Anthony
and/or RDE Serial Number
and/or RDE Date - From thru 03/20/17

Number	Name	RDE Serial No.	Issued	Earnings	Weeks	Period Ending
7701	Holiday, Anthony	N00477447	10/24/12	6,063.00	11.00	03/20/17

Opt: 1-ROE Inquiry F19-Previous Employee F20-Next Employee F24-More

Complete one or more of the following fields:

- Employee Number
- ROE Serial Number
- ROE Date - From
- ROE Date - thru

Reissuing an ROE

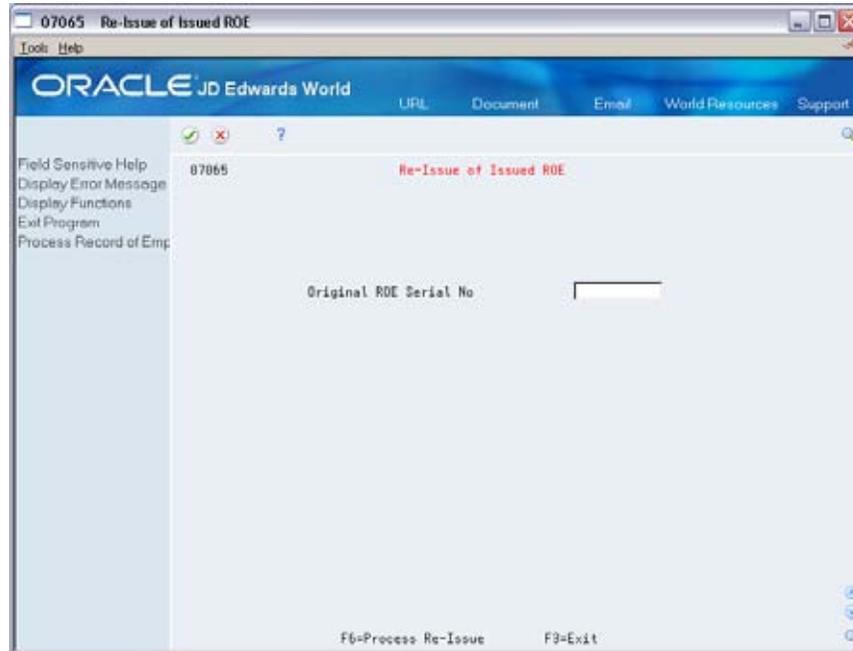
	<p>From Canadian Payroll Master (G77), choose Governmental Reports</p> <p>From Governmental Reports (G7724), choose Record of Employment Menu</p> <p>From Record of Employment Insurance (G77241), choose ROE Advanced Functions Menu</p> <p>From ROE Advanced Functions (G772411), choose Re-Issue of Issued ROE</p>
--	---

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

When you reissue an ROE, the system creates a duplicate record in the Employment Insurance History table (F06176). It stores the original ROE record with the original serial number and a notation that it has been reissued.

To reissue an ROE

On Re-issue of Issued ROE



1. Complete the following field:
 - Original ROE Serial Number
2. Choose the Process Re-issue function.
3. To correct any errors, follow the steps for entering a single ROE.
4. Follow the steps for updating and printing ROEs.

See Also

- Entering a Single ROE (P070631)
- Updating ROE History (P070681)

Deleting an ROE

	<p>From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose ROE Advanced Functions Menu From ROE Advanced Functions (G772411), choose Deletion of Issued ROE</p>
---	---

You can delete an ROE has been issued if you determine that it is either a duplicate, in error, or unnecessary. An unnecessary ROE might be one that you created in anticipation of a layoff that did not subsequently occur.

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

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

Before You Begin

- Ensure that the ROE is eligible for deletion

To delete an ROE

On Deletion of Issued ROE



1. Complete the following field:
 - ROE Serial Number
2. Choose the Delete ROE function.

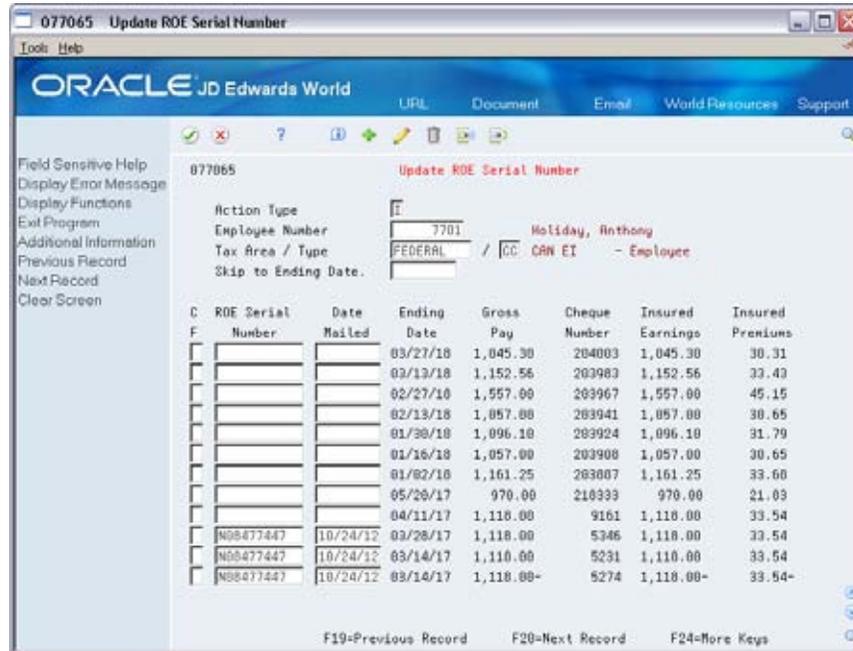
Correcting a Serial Number for an ROE

	<p>From Canadian Payroll Master (G77), choose Governmental Reports From Governmental Reports (G7724), choose Record of Employment Menu From Record of Employment Insurance (G77241), choose ROE Advanced Functions Menu From ROE Advanced Functions (G772411), choose Update ROE Serial Number</p>
---	---

You can correct an ROE serial number when you issue an ROE to an employee and then discover that the serial number is incorrect. You can also correct the mailing date of the ROE if you need to mail the updated information.

To correct an ROE serial number

On ROE Serial Number Update



1. To locate the employee for whom you want to update the ROE serial number, complete the following field:
 - Employee Number
2. Complete one or both of the following fields:
 - ROE Serial Number
 - Date Mailed

What You Should Know About

Copying ROE information You can copy serial number and mailing date information from one ROE record to another for an employee by using the Copy Function (CF) field. You can copy from only one record, but you can copy to one or more records.

10 Journal Entry Processing Prior to the Payroll Cycle

Overview to Journal Entry Processing Prior to the Payroll Cycle

Objectives

- To process journal entries between payroll cycles

About Journal Entry Processing Prior to the Payroll Cycle

Labour intensive companies that want to monitor and analyze labour expenses on a daily basis typically process journal entries prior to the payroll cycle. The information for these journal entries comes directly from timecards.

Process Journal Entries Prior to the Payroll Cycle

Processing Journal Entries Prior to the Payroll Cycle

Labour intensive companies that want to monitor and analyze labour expenses on a daily basis typically process journal entries prior to the payroll cycle. Unlike the journal entries that are created during the final update step of the payroll cycle, the information for journal entries that are processed prior to the payroll cycle comes directly from timecards.

You can create and post labour distribution (T2s), flat burden (T2s), recharge (T4s), and equipment journals (T5s) to the General Accounting system daily, or any time between payroll cycles. You use the General Accounting system and the Job Cost system tools to report and analyze this information. The system processes any remaining unposted current timecards and any journals associated with payments in the next payroll cycle.

This section contains the following:

- [Generating Timecard Pro Forma Journal Entries](#)
- [Rerunning the Timecard Journal Batch Proof Report](#)
- [Reviewing Batch Information](#)
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Generating Timecard Pro Forma Journal Entries

	From Canadian Payroll Master (G77), choose Interim Cheques and Special Post From Interim Cheques and Special Post (G7721), choose Generate Timecard Journals
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Generating pro forma journal entries for timecards allows you to create pro forma, journal entries. The system creates the actual journal entries for the daily journal entries when you post the journals to the general ledger.

When you generate timecard pro forma journal entries you can do the following:

- Calculate monthly benefits only when you process the last timecards for the calendar month
- Specify the G/L date for the journal entries
- Select timecards based on a date range

In addition to generating pro forma journal entries, this program generates the Timecard Journal Batch Proof report. You review this report to verify the accuracy of the transactions the system generated from the journal data. This report includes individual entries and totals for document type, period, the company, and a grand total for the batch report.

06229										JD Edwards World			Page -	3
										Timecard Journal Batch Proof			Date -	7/30/17
Timecard Journals										Batch 6068278				
Account Description										Asset		G/L Account		
Co	FY	PN	DT	Refn2	Employee	JBCD	JBST	Explanation	Subldg-Ty-Phase	Debit	Credit	Units	LT	
00050	17	07	T2	Payroll	Labor	Distribution								
				AW071098	Accrued	Payroll			50.4205		1,893.86-		AA	
				FB071098	Burden				5001.1343.01100	120.42			AA	
				FC071098	Flat	Burden	Clearing	Acc	50.4334		120.42-		AA	
				LD071098	Regular				5001.1341.01100	1,893.86		92.00	AA	
Document/Period Total										2,014.28	2,014.28-	92.00		
Company Total										2,014.28	2,014.28-	92.00		
Grand Total										2,014.28	2,014.28-	92.00		

Processing Options

See [Generate Timecard Journals \(P062901\)](#).

Rerunning the Timecard Journal Batch Proof Report

	From Canadian Payroll Master (G77), choose Interim Cheques and Special Post From Interim Cheques and Special Post (G7721), choose Print Journal Edit
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You rerun the Timecard Journal Batch Proof report when you want to print the report without creating journal entries. This is the same report that the system prints when you generate the pro forma journals for timecards. You can rerun this report as many times as necessary.

To rerun the Timecard Journal Batch Proof report

On Print Journal Edit

To submit the job for processing, complete the following field:

- Enter Batch Number to Print

Reviewing Batch Information

	From Canadian Payroll Master (G77), choose Interim Cheques and Special Post From Interim Cheques and Special Post (G7721), choose Timecard Journal Batch Review
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You review a batch of pro forma journal entries to verify that the entries for the timecards within the batch do not have errors before you post them. You can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range.

The system uses batch types to group the various kinds of journal entries. You can review the batches of pro forma journal entries for the following:

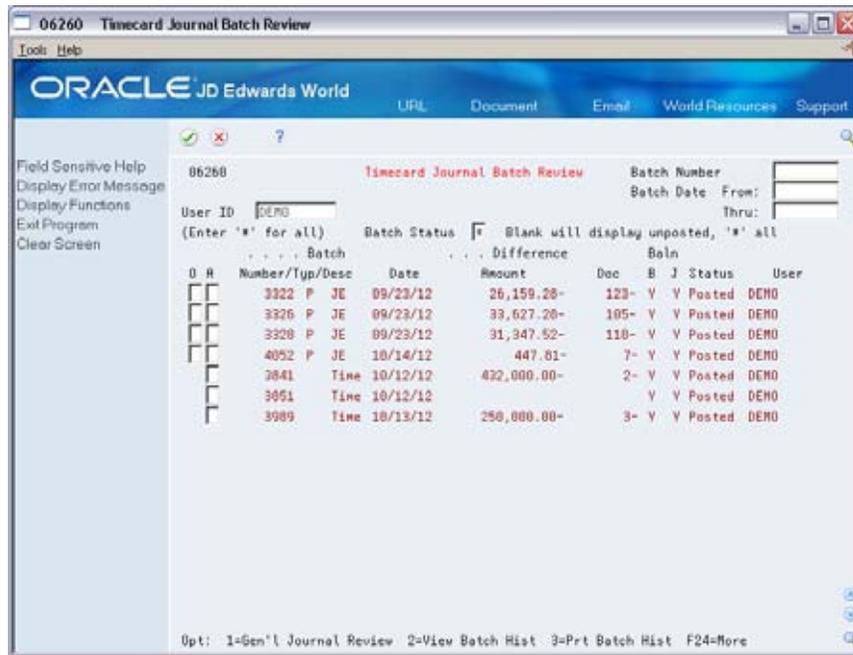
- Those created during the special post when you generated timecard journals prior to the payroll cycle
- Those created during a standard pay period processing

The system processes the following batch types when you process journal entries prior to the payroll cycle:

Batch Type	Description
Batch type 5	Pro forma journal entries created when you generated timecard journals during a special post prior to the payroll cycle. You cannot review the actual detail of the journal entries for this batch type. You can review summary information only.
Batch type P	Actual journal entries created when the system posted journals to the general ledger. This batch type is equivalent to batch type 7 for standard pay cycle journal entries. To review the detail of these journal entries, choose the General Journal Review function.

To review batch information

On Timecard Journal Batch Review



Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number

- Batch Date From
- Batch Date Thru
- Batch Status

Field	Explanation
Batch Status	<p>A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:</p> <p>Blank Unposted batches that are pending approval or have a status of approved.</p> <p>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</p> <p>D Posted. The batch posted successfully.</p> <p>E Error. The batch is in error. You must correct the batch before it can post.</p> <p>P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).</p> <p>U In use. The batch is temporarily unavailable because someone is working with it.</p>

See Also

- *Reviewing Batches of Payroll Journal Entries (P06260)*

Posting Timecard Pro Forma Journal Entries to the General Ledger

	<p>From Canadian Payroll Master (G77), choose Interim Cheques and Special Post</p> <p>From Interim Cheques and Special Post (G7721), choose Post Payroll Journals to G/L</p>
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You post timecard pro forma journal entry batches to update your general ledger. When you post pro forma journal entries, the system creates the actual journal entries (F0911), then automatically posts them to the Account Balances table (F0902).

When you post journal entries, the system prints the following reports:

- Posting Edit report
- General Ledger Posting Journal

Review the Posting Edit report for any applicable posting errors. The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Timecard Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

What You Should Know About

Posting errors

If this program encounters any errors, the system creates the actual journal entries in the Account Ledger table, but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.

See *Posting Journal Entries Manually*.

See Also

- *Reviewing the Posting Edit Report (P09800)* for a report sample
- *Setting Up Journal Summarization Rules (P06914)*
- *Reviewing the General Ledger Posting Journal (P09800)* for a report sample

Processing Options

See [General Ledger Post \(P09800\)](#).

Deleting an Unposted Batch of Pro Forma Journal Entries

	From Canadian Payroll Master (G77), choose Interim Cheques and Special Post From Interim Cheques and Special Post (G7721), choose Delete Unposted Batch of Journals
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You delete an unposted batch of pro forma journals when the batch contains errors and you must correct the time entries before you rerun the batch.

To delete an unposted batch of pro forma journal entries

On Delete Unposted Batch of Journals

Complete the following field:

- Enter Batch Number to Delete

What You Should Know About

Timecards in an active payroll ID

If you mistakenly delete any pro forma batch containing timecards that are included in an active payroll ID, you must rerun the payroll journal entries step.

Benefit calculations

If you delete a pro forma batch that includes benefit calculations for employees who are part of the active payroll run, you must rerun pre-payroll processing for any active payroll ID.

Locked timecards

All timecards selected for processing are coded with the batch number assigned by the system. If you try to access the timecards, they are locked and are displayed in protected mode. You can unlock them only if you delete the batch.

11 Processing Options

Employee Information Processing Options

Employee Initial Entry (P070101)

Processing Option	Processing Options Requiring Further Description
These Processing Options Control: P070101 = Employee Entry P070111 = Basic Employee Data	
<ol style="list-style-type: none"> 1. Security Business Unit will be updated to the employee's Address Book record. Enter '1' for Yes Enter '' for No 2. Choose the Edit for Workers Comp Code: '1' = Edit against User Defined Codes '2' = "Hard" Error if Blank '3' = "Soft" Error if Blank (Default) 3. Display Social Insurance Number on Inquiry and Change. Enter '1' for Yes Enter '' for No 4. All new employees will be added to the COBRA Dep/Beneficiary file. Enter '1' for Yes Enter '' for No 5. Enter your display preference for the Salary and Hourly Rate. '1' = Always Display '2' = Do Not Display on Inquiry '3' = Never Display 	

Processing Option	Processing Options Requiring Further Description
<p>6. When adding new employees through the Employee Setup screen, enter the default format of the Mailing Name in the Address Book. (Optional)</p> <p>' ' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window.</p> <p>'1' = John Doe (No middle initial)</p> <p>'2' = John R. Doe</p> <p>'3' = Doe, John R. (Alpha Name value)</p> <p>Note: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used.</p> <p>7. Enter the method for assigning Tax Areas.</p> <p>' ' = Manually enter Work and Res Tax Areas. (Default)</p> <p>'1' = Allow Work and Res. Tax Areas to be left blank.</p> <p>'2' = Use GeoCoder to update Work and Res. Tax Areas.</p> <p>*Note: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas.</p> <p>8. When an employee is deleted, the profile data will also be deleted.</p> <p>Enter '1' for yes</p> <p>Enter ' ' for no.</p>	<p>The GeoCoder allows the system to assign the tax area based on the employee address. The GeoCoder is a combination of programs from JD Edwards World and Vertex that assigns a tax area to the Tax Area field in the employee master or Business Unit Constants tables. The Geocoder is a JD Edwards World Complementary Product and must be purchased separately.</p> <p>For batch processing:</p> <ul style="list-style-type: none"> ▪ A DREAM Writer-driven program reads records that you select from the employee master or Business Unit Constants table. ▪ The GeoCoder assigns employee master tax areas based on the employee's address. It assigns business unit tax areas based on the address of the associated address number. ▪ The system prints a report for every employee or business unit detailing the tax area assignments. <p>For interactive processing:</p> <ul style="list-style-type: none"> ▪ Used for employee entry only ▪ Possible tax areas are based on employee's address ▪ Controlled by a processing option <p>Vertex programs are stored in a special library, such as VGEOLIB. The special library must be added to your library list.</p>

Processing Option	Processing Options Requiring Further Description
<p>* The following Processing Options ** are for HUMAN RESOURCES ONLY: *</p>	
<p>9. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES depending on which of the following options are selected.</p> <p>' '= Edit Job Type/Step against UDCs & use Data Dictionary for defaults.</p> <p>'1' = Default Job Info ONLY when blank.</p> <p>'2' = Default Job Info & Category Codes ONLY when the field is blank.</p> <p>'3' = Default Job Info WHETHER OR NOT the field is blank.</p> <p>'4' = Default Job Info & Category Codes WHETHER OR NOT the field is blank.</p> <p>10. Enter '1' when you are using the Job Information file, as specified in processing option 9, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit-Job Cross Reference file (F08005).</p> <p>If processing option 9 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 9 is set to 'Always Default', the Cross Reference file values will 'Always Default'.</p> <p>11. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen. (NOTE: This code is used for Batch Enrollment in Benefits.)</p>	

Labor Distribution (P060151)

Processing Option	Processing Options Requiring Further Description
<p>1. Choose how you wish the Worker's Comp Code to default:</p> <p>'1' = From the Employee Master file regardless if the field in the Employee Labor Distribution fold area is Blank.</p> <p>'2' = From the Employee Master file Only if the field is left Blank</p> <p>'3' = From the Data Dictionary if the field is left Blank. (Default)</p>	

Employee DBA Instructions Processing Opt (P070181)

Processing Option	Processing Options Requiring Further Description
<p>BENEFITS ADMINISTRATION:</p> <p>1. Enter a '1' to allow changes on the employee DBA instructions screen for DBAs that are attached to benefit plans/options. A blank means changes may only be initiated through the benefits administration programs.</p>	
<p>EDIT/DEFAULT OPTIONS:</p> <p>2. Enter '1' to default the job type from the employee master record.</p> <p>Enter '2' to default the job type AND the job step from the employee master record.</p> <p>The default is blank (' ') and will not default any employee job information from the employee master record.</p> <p>(PLEASE NOTE: Regardless of this processing option's setting, any DBA with a deduction method of 'B' will have the job type, job step, home business unit, and position defaulted from the employee master record or multiple job file primary job.)</p>	

Auto Deposit Instructions (P065011)

Processing Option	Processing Options Requiring Further Description
1. Enter the Originating Bank Number:	
2. Enter the Service Class Code:	
3. Enter the Standard Entry Class:	

Employee Pay & Tax Information (P060121)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the method for assigning Tax Areas.</p> <p>' ' = manually enter Work and Res. Tax Areas. (Default)</p> <p>'1' = allow Work and Res. Tax Areas to be left blank.</p> <p>'2' = use GeoCoder to update Work and Res. Tax Areas.</p> <p>NOTE: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas.</p>	
2. Enter '1' to receive a warning message if Std Hrs/Day and the Std Days/Year is equal to Blank.	

Employee Job Entry (P060118)

Processing Option	Processing Options Requiring Further Description
<p>SET VIDEO DISPLAY:</p> <p>1. Enter your display preference for the Salary and Hourly Rate.</p> <p>' ' or '1' = Always Display</p> <p>'2' = Do not Display on Inquiry</p> <p>'3' = Never Display</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter a '1' next to each to suppress its display:</p> <ul style="list-style-type: none"> Workers Comp/Sub FLSA Exempt Union Code EEO Job Category Shift Code Job Step Hourly Rate <p>3. To display the Address Book European Tax ID Number in the Address Book window select '1' for Yes.</p> <ul style="list-style-type: none"> Enter '1' for Yes. Enter ' ' for No. 	
<p>EDIT/DEFAULT OPTIONS:</p> <p>4. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES, depending on which of the following options are selected.</p> <ul style="list-style-type: none"> ' '=Edit Job Type/Step against UDC's and use DD for defaults. '1'=Default Job Info ONLY when blank '2'=Default Job Info and Category Codes ONLY when blank. '3' Always default Job Information. '4' Always default Job & Cat. Codes <p>5. Enter '1' when you are using the job Information File, as specified in processing option 4, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit - Job Cross Reference file (F08005).</p> <p>If processing option 4 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 4 is set to 'Always Default', the Cross Reference file values will 'Always Default'.</p>	

Processing Option	Processing Options Requiring Further Description
6. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Setup program (P070101). Default of blank will exit to US Payroll Employee Setup program (P060101).	
WHEN CHANGING AN EMPLOYEE JOB:	
7. Enter a '1' to automatically redisplay the information.	

Employee Resume Information (P08091)

Processing Option	Processing Options Requiring Further Description
Enter the Profile Data Base name for the type of information you wish to revise, as follows: A = Applicants E = Employees (default value) J = Jobs H = Health & Safety Cases P = Dependents/Beneficiaries R = Requisitions	

Profile by Employee (P080200)

Processing Option	Processing Options Requiring Further Description
1. Enter the Record Code for the type of information that you wish to review as follows: A = Applicants E = Employees (default value) H = Injury/Illness Case Number J = Jobs P = Dependents/Beneficiaries R = Requisitions	

Processing Option	Processing Options Requiring Further Description
<p>2. For Detailed Employee Inquiry Only: Enter a '1' if you do not wish to display the employee's salary information. (Default of blank will display the information.)</p> <p>3. For Detailed Employee Inquiry Only: Enter a '1' if you do not wish to display the employee's Social Security Number. (Default of blank will display the number.)</p>	

Inquiry by Employee (P080210)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Profile Data Base name for the type of information you wish to review as follows: A = Applicants E = Employees (default value) J = Jobs H = Case Number P = Dependents/Beneficiaries R = Requisitions</p> <p>2. Enter the specific Type of Data on which to inquire within the chosen database.</p> <p>3. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of blank will show active employees only (Pay Status numeric).</p>	

Employee Profile Multiskills Search (P080250)

Processing Option	Processing Options Requiring Further Description
INITIAL SEARCH CRITERIA:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the search criteria code you want to direct your search:</p> <p style="padding-left: 40px;">A = Search for Applicants</p> <p style="padding-left: 40px;">E = Search for Employees</p> <p style="padding-left: 40px;">B = Search for both types.</p> <p>A default of blank will display both Applicants and Employees</p>	
<p>ACTIVE EMPLOYEE CRITERIA:</p> <p>2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee.</p> <p style="padding-left: 40px;">A blank will search for all employees.</p>	
<p>EMPLOYMENT STATUS CRITERIA:</p> <p>3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or *ALL for all employment statuses.</p> <p style="padding-left: 40px;">The typical default for full time regular is a blank, so a blank followed by a comma must be entered to include this in the search.</p>	
<p>APPLICANT STATUS CRITERIA:</p> <p>4. To limit the search to specific application statuses, enter the application statuses, separated by commas, or blank for all application statuses. Since this field is two characters wide, you should always enter two characters between commas including a blank if necessary. For example, to search for 5 and 99, the entry would be: 5 ,99 (NOT 5,99).</p>	
<p>APPLICATION DATE CRITERIA:</p> <p>5. Enter the earliest application date to limit the search. Only applications on or after this date will be included in the list.</p> <p style="padding-left: 40px;">A blank will search through all applications, regardless of date.</p>	

Employee Profile - Alphabetical Sequence (P080410)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to bypass printing text information on the report. (Default of blank will print the text.)	
2. Enter a '1' if you wish to bypass printing the employee's salary information. (Default of blank will print the information.)	
3. Enter a '1' if you wish to bypass printing the Social Security number. (Default of blank will print the number.)	

Employee Profile - Numerical Sequence (P080410)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to bypass printing text information on the report. (Default of blank will print the text.)	
2. Enter a '1' if you wish to bypass printing the employee's salary information. (Default of blank will print the information.)	
3. Enter a '1' if you wish to bypass printing the Social Security number. (Default of blank will print the number.)	

Employee Info by Data Type - Alpha Seq (P080400)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to bypass printing text information on the report.	

Employee Info by Data Type - Numerical Seq (P080400)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to bypass printing text information on the report.	

Employee Info by Employee - Alpha Seq (P080400)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to bypass printing text information on the report.	

Employee Info by Employee - Numerical Seq (P080400)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to bypass printing text information on the report.	

Canadian Employee Roster (P074011)

Processing Option	Processing Options Requiring Further Description
Print full Employee Address Information (Y/N)	

Canadian Employee Pay Profile (P074021)

Processing Option	Processing Options Requiring Further Description
Select which Employee Number you wish to print on the report: A = Address Book Number S = Social Insurance Number O = Third Employee Number	

Employee DBA Instructions (P06106D)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Select the employee number you wish to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number 2. Enter a year for a prior year Remaining Balance. Blank is the default for the current year Remaining Balance. *Note: If it is January, and you have not run Year End Processing (Rollover), you must enter the previous year. 	

Extended Employee - Termination/Rehire (P070161)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter the candidate requisition status, with a status of type 'DET', for the system to use when you terminate an employee. This will detach the employee from all reqs that the employee has a candidate requisition status type of 'FIL'. (The candidate requisition status type is defined in the special handling code of the user defined code 08/CN) 2. Enter a '1' to have the termination date default into the date pay stops field. Leave this blank if the termination date should not default into the date pay stops field. (NOTE: If FSA claims are being used, leave this field blank so that the employee will not have a date in the date pay stops field and will still be included in the payroll.) 	

Time Entry Processing Options

Time Entry by Individual - Canadian (P061121)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used.</p> <p>2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.</p> <p>If you entered Regular Pay Rate in Union Table, enter Pay Type code here.</p> <p>If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank</p> <p>Overtime - A</p> <p>Doubletime - B</p> <p>Triplettime - C</p> <p>Holiday - D</p> <p>NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.</p>	<p>The processing options for multiple jobs operate in conjunction with each another. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record.</p>

Processing Option	Processing Options Requiring Further Description
<p>3. Enter '1' if using Multiple Jobs feature. (Please refer to program helps for information about this processing option).</p>	<p>The processing options for multiple jobs operate in conjunction with each another. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record.</p>
<p>4. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid.)</p>	
<p>5. Enter '1' to have date and batch loaded from the first timecard for this employee.</p>	
<p>6. Enter '1' to display batch statistics on request.</p>	
<p>7. Enter '1' to prevent changes and deletes to records locked to another user.</p>	<p>The time entry records for employees who are included in an active payroll cycle display a message that the employee is locked. Typically, only the person who initiated payroll cycle processing should change locked timecards. Leave this processing option blank to give other users access to locked timecards.</p> <p>When you change a locked timecard, you must run a pre-payroll only for the changes.</p> <p><i>See Processing Pre-Payroll for Changes Only.</i></p>
<p>8. Enter '1' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen.</p>	
<p>9. Enter '1' to use Zero Billing Rate.</p>	
<p>10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).</p>	
<p>11. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.</p>	
<p>12. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions. Default is '' and time will not be split unless F2 is used during Time Entry.</p>	
<p>13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.</p>	

Time Entry by Job (Business Unit) - Canadian (P061161)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.</p> <p>2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.</p> <p>If you entered Regular Pay Rate in Union Table, enter Pay Type code here.</p> <p>If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank</p> <p>Overtime - A</p> <p>Doubletime - B</p> <p>Triplettime - C</p> <p>Holiday - D</p> <p>NOTE: If you have entered codes in (more . . .) fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.</p> <p>3. Enter '1' to have batch numbers automatically assigned.(F13 Invalid)</p> <p>4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.</p>	

Processing Option	Processing Options Requiring Further Description
<p>5. Enter one of the following Header Info. Update Options: (default = 0) 0 = Update time cards with header info. during an add only. 1 = Update time cards with header info. during an add and change.</p> <p>NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings.</p> <p>6. Enter one of the following Check Route Code Update Options: 0 = Update Master only if Blank 1 = Always Update Master 2 = Do Not Update Master</p> <p>7. Enter one of the following Cost Code window formats: (default=1) 1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object</p> <p>8. Enter '1' to have heading fields clear when you press Enter.</p> <p>9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen.</p> <p>10. Enter '1' to use Zero Billing Rate.</p> <p>11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field.</p> <p>12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area.</p> <p>13. Enter '1' to request Canadian Employee Entry. Enter '' to request US Employee Entry. (default = '')</p>	

Daily Time Card Entry by Employee - Canadian (P061191)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.</p> <p>2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.</p> <p>If you entered Regular Pay Rate in Union Table, enter Pay Type code here.</p> <p>If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank</p> <p>Overtime - A</p> <p>Doubletime - B</p> <p>Triplettime - C</p> <p>Holiday - D</p> <p>NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.</p> <p>3. Enter '1' to have batch numbers automatically assigned.</p> <p>(F13 will be Invalid)</p> <p>4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.</p>	

Processing Option	Processing Options Requiring Further Description
<p>5. Enter one of the following Header Info. Update Options: (default = 0) 0 = Update time cards with header Info. during an add only. 1 = Update time cards with header Info. during an add and change.</p> <p>NOTE: Header Info. Changes only allowed when Option No. 4 is set to load headings.</p> <p>6. Enter one of the following Check Route Code Update Options: 0 = Update Master only if Blank 1 = Always Update Master 2 = Do Not Update Master</p> <p>7. Enter one of the following Cost Code window formats: (default=1) 1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object</p> <p>8. Enter '1' to have heading fields clear when you press Enter.</p> <p>9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen.</p> <p>10. Enter '1' to use Zero Billing Rate.</p> <p>11. Enter the beginning day of the week where Monday='1' Tuesday='2', etc. (Default or '' is Monday)</p> <p>12. Select what day of the week should be in column one of the time entry screen. (Mon = 1, Tues = 2, etc.)</p> <p>13. Enter '1' to have default cursor on action code. Enter '0' to have default cursor on Employee Number field.</p> <p>14. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.</p>	

Processing Option	Processing Options Requiring Further Description
15. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	
16. Enter '1' to have Labor Distribution on Accounts for this employee:	
17. Enter '1' if using Multiple jobs features:	

Time Entry by Individual - Canadian (P061171)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.</p> <p>2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank Overtime - A Doubletime - B Triplettime - C Holiday - D</p> <p>NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid).</p> <p>4. Enter '1' to have heading date and batch to be loaded from the first subfile record.</p> <p>5. Enter '1' to display batch statistics on request.</p> <p>6. Enter '1' to prevent changes and deletes to records locked to another user.</p> <p>7. Enter '1' to edit Pay Type from Classification/Pay X-Ref.</p> <p>8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR)</p> <p>9. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.</p> <p>10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.</p>	

Batch Summary by Date (P061201)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010</p> <p>Regular Hours - From Pay Type " " - Thru Pay Type</p> <p>Overtime (1.5) - From Pay Type " " - Thru Pay Type</p> <p>Overtime (2.0) - From Pay Type " " - Thru Pay Type(more)</p> <p>Sick Hours - From Pay Type " " - Thru Pay Type</p> <p>Vacation Hours - From Pay Type " " - Thru Pay Type</p> <p>All Other Hours - From Pay Type " " " - Thru Pay Type</p> <p>Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.</p> <p>2. To have Column 7 heading say "Gross Pay", enter an 'E'. To have it say "Equipment Units/Hours", enter a 'U'.</p>	

Batch Summary by Batch (P061211)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010</p> <p style="padding-left: 20px;">Regular Hours - From Pay Type " " - Thru Pay Type</p> <p style="padding-left: 20px;">Overtime (1.5) - From Pay Type " " - Thru Pay Type</p> <p style="padding-left: 20px;">Overtime (2.0) - From Pay Type " " - Thru Pay Type</p> <p style="padding-left: 20px;">Sick Hours - From Pay Type " " - Thru Pay Type</p> <p style="padding-left: 20px;">Vacation Hours - From Pay Type " " - Thru Pay Type</p> <p style="padding-left: 20px;">All Other Hours - From Pay Type " " " - Thru Pay Type</p> <p>Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.</p> <p>2. To have the Column 7 heading say "Gross Pay", enter an 'E'.</p> <p style="padding-left: 20px;">To have it say "Equipment Units/Hours", enter 'U'.</p>	

Payroll Exception Report (P063191)

Processing Option	Processing Options Requiring Further Description
<p>1. For weekly employees, enter</p> <p style="padding-left: 20px;">Minimum hours.</p> <p style="padding-left: 20px;">Maximum hours.</p> <p>2. For biweekly employees, enter</p> <p style="padding-left: 20px;">Minimum hours.</p> <p style="padding-left: 20px;">Maximum hours.</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. For semimonthly employees, enter Minimum hours. Maximum hours.</p> <p>4. For monthly employees, enter Minimum hours. Maximum hours.</p> <p>5. Enter the maximum allowable pay rate.</p> <p>6. Enter the minimum allowable pay rate.</p> <p>7. Specify From and Thru date if being run stand alone. From date(MM/DD/YY) Thru date(MM/DD/YY)</p> <p>8. Enter the type of Employee number to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number</p>	

Employee Time Sheets - Active Employees (P06338)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the day on which the pay period begins. 0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday</p> <p>2. Enter the date on which this pay period begins.</p> <p>3. Enter the pay period ending date.</p> <p>4. Enter the number of additional lines to be printed per employee.</p>	

Processing Option	Processing Options Requiring Further Description
5. Enter the type of Employee Number to be printed: A - Address Book Number S - Social Security Number O - Additional Employee Number	
6. Print Hourly Rate (Y/N)	

Generate Accumulated Wages Timecards (P063910)

Processing Option	Processing Options Requiring Further Description
Enter Pay period beginning date. Enter Pay period ending date. Is this a payoff (Y/N)? If this is a payoff, enter the date to be paid through.	

Payroll Batch File Revisions with Review (P0601Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW: 1. Enter a '1' to view the Batch Review screen prior to working with the Payroll Batch File Revisions. The default value of blank will take you directly to Time Entry.	
FORMAT CONTROL: 2. Enter the default screen format as follows: 1 - Time Entry by Individual 2 - Time Entry by Job	
BATCH NUMBER: 3. Enter a '1' to have the batch number automatically assigned. If set to '1', F13 will be invalid.	

Processing Option	Processing Options Requiring Further Description
<p>HEADING FIELDS:</p> <p>4. Enter a '1' to load heading fields from FIRST subfile record.</p> <p>5. Enter a '1' to have heading fields clear with each update. If left blank, fields will not clear.</p>	
<p>TIME ENTRY BY JOB:</p> <p>6. Enter the Cost Code Window Format as follows: 1 - BU.OBJ.SUB (Default) 2 - BU.SUB.OBJ</p>	
<p>SPECIAL EDITS:</p> <p>7. Enter '1' to update Account Number or Business Unit, Object and Subsidiary fields while doing an add or change. '0' is the default and will not update the Account Number or Business Unit, Object and Subsidiary fields. *NOTE: If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks.</p>	

Payroll Batch Server (XT06116Z1)

Processing Option	Processing Options Requiring Further Description
<p>PAY RATES:</p> <p>1. If you wish to use the Employee Occupational Pay Rate Table enter an (E). If you wish to use the Union Table enter a (U). If left blank, neither will be used.</p>	
<p>PAY TYPES:</p> <p>2. If you selected Occupational Pay Rates, enter the pay type for Regular Pay.</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. If you selected Union Rates, enter the pay type to be used for each of the following categories:</p> <ul style="list-style-type: none"> Regular - Overtime - A Double time - B Vacation - C Holiday - D <p>4. Enter a '1' to edit Pay Type from Classification Pay X-REF.</p> <p>If left blank, editing will not occur.</p>	
<p>BATCH NUMBER:</p> <p>5. Enter a '1' to have batch numbers automatically assigned.</p> <p>If left blank, batch numbers will not be assigned by the program.</p>	
<p>RECORD LOCKS:</p> <p>6. Enter a '1' to prevent changes and deletions to a record locked by another user.</p> <p>If left blank, changes and deletes will be allowed</p>	

Payroll Batch File Processing (P06110Z)

Processing Option	Processing Options Requiring Further Description
<p>PROOF OR FINAL MODE:</p> <p>1. Enter a '1' to process the batch information in Final mode.</p> <p>If left blank, the batch processing will be performed in Proof mode and no file updates will occur.</p>	
<p>AUTOMATIC PURGE:</p> <p>2. Enter a '1' to automatically purge processed transactions from the batch file.</p> <p>If left blank, transactions will be flagged as processed and will remain in the file.</p>	

Processing Option	Processing Options Requiring Further Description
<p>ERROR FILE:</p> <p>3. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.</p>	
<p>DW VERSION FOR PAYROLL BATCH SERVER:</p> <p>4. Select the DREAM Writer version for Payroll Batch Server (XT06116Z1). The default value is XJDE0001. This should only be changed by persons responsible for system-wide setup.</p>	

Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
<p>SAVE PURGED RECORDS:</p> <p>1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)</p>	
<p>REORGANIZE FILE:</p> <p>2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)</p>	

Payroll Cycle Processing Options

Canadian Direct Deposit (P075501)

Processing Option	Processing Options Requiring Further Description
Bank Direct Deposit Information Payroll ID Number Bank Data Centre Number - (5 pos.) Company's Customer Number with the Bank Data Centre - 10 pos., leading zeros required. Company Bank Number (3 Pos.) Company Branch Number (5 pos.) Company Bank Account Number - (leading zeros required) (12 pos.) Direct Deposit Register Version Number (10 char) Default = XJDE0001	

Create Payroll Journal Entries (P06220)

Processing Option	Processing Options Requiring Further Description
1. Enter a 'Y' to display the accrual factor and override accounting date. 2. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry.	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
<p>BATCH SELECTION:</p> <p>1. Enter Batch Number or Batch Date or Batch User ID</p>	
<p>PRINT SELECTION:</p> <p>2. Identify how to print amount fields on Post Journal:</p> <p>'1' = to Millions (w/ commas)</p> <p>'2' = to Billions (w/o commas)</p> <p>Blank (Default) = No Journal Printed.</p> <p>3. Identify which account number to print on report:</p> <p>'1' = Account Number</p> <p>'2' = Short Account ID</p> <p>'3' = Unstructured Account</p> <p>'4' = (Default) Number Entered During Input</p>	
<p>FIXED ASSETS:</p> <p>4. Enter a '1' to post F/A entries to Fixed Assets.</p> <p>Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.</p> <p>5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)</p>	
<p>CASH BASIS ACCOUNTING:</p> <p>6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)</p> <p>7. Enter units ledger type for Cash Basis Accounting entries.</p> <p>(Default of blank will use "ZU" ledger type.)</p>	
<p>ACCOUNTING FOR 52 PERIODS:</p>	

Processing Option	Processing Options Requiring Further Description
<p>8. Enter a '1' for 52 Period Post.</p> <p>Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.</p>	
<p>TAX FILE UPDATE:</p> <p>9. Identify when to update the Tax Work file (F0018):</p> <p>'1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File</p> <p>Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.</p> <p>10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p> <p>11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p>	
<p>PROPERTY MANAGEMENT:</p> <p>12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.</p> <p>Default is version ZJDE0001. (This applies to batch types '2' and '/'.)</p>	
<p>UPDATE OPTION:</p>	

Processing Option	Processing Options Requiring Further Description
<p>13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)</p>	
<p>REPORT FORMAT:</p> <p>14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.</p>	
<p>DETAILED CURRENCY RESTATEMENT:</p> <p>15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.</p> <p>16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.</p>	
<p>RECONCILIATION FILE PROCESSING:</p> <p>17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.</p> <p>Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.</p>	
<p>REVERSING JOURNAL ENTRIES:</p> <p>18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.</p> <p>Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.</p>	
<p>BATCH TYPE SELECTION:</p> <p>Note: This option should NOT be changed by User.</p>	

Payroll History Processing Options

Employee Pay & Tax Register (P07323)

Processing Option	Processing Options Requiring Further Description
<p>1) Enter the type of employee number to print: A = Address Book Number (Default) S = Social Security Number O = Third Employee Number</p> <p>2) Enter date for the end period (MMDDYY).</p> <p>3) Enter the type of history to print = Month-to-Date</p> <p>1 = Quarter-to-Date w/Mthly Balances 2 = Quarter-to-Date totals only 3 = Year-to-Date w/Monthly Balances 4 = Year-to-Date w/Quarterly Balances 5 = Year-to-Date totals only</p> <p>4) Print detailed transactions associated with each balance (Y/N)</p> <p>5) Enter '1' to print multiple employees per page. Enter '0' to print one employee per page. (Default = '0')</p> <p>NOTE: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.</p> <p>6) Enter '1' to print company totals.</p> <p>A blank is the default and will print detail information and company.</p>	

DBA History Summary Report (P063101)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter current period from date thru date 2. Enter '1' to produce: <ul style="list-style-type: none"> Deduction/Benefit Report - P063102 401-K Report - P063221 Investment Report - P063251 3. Enter Version Number for: <ul style="list-style-type: none"> Deduction/Benefit Report - P063102 401-K Report - P063221 Investment Report - P063251 4. Enter Company No. to be processed : 	

Time & Pay Entry Register (P063002)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1) Enter type of Time Cards that you wish to print: <ul style="list-style-type: none"> L = Labor Time Cards R = Recharge Time Cards E = Equipment Time Cards 2) If 'L', enter Employee Number you wish to print: <ul style="list-style-type: none"> A = Address Book Number S = Social Security Number O = Third Employee Number 3) Print the General Ledgers Account Number: (Y/N) 	

Transaction Ledger Inquiry (P060913)

Processing Option	Processing Options Requiring Further Description
Select the following to Sort by: '1' - to sort on the Work Dates '2' - to sort on the Check Dates Select the following to Display: '1' - to display Gross Pay (Wages) '2' - to display the Recharge Amounts (Default Value)	For the Time Accounting system, the option to sort by check date is not applicable as the system only recognizes general ledger dates and work dates. When you sort by work date, the line-by-line information on the Monthly Transaction Ledger form might not match the corresponding information that appears on Quarterly Balances/Payroll Month.

Canadian Transaction Ledger Inquiry (P070912)

Processing Option	Processing Options Requiring Further Description
Select the following to Sort by: '1' - to sort on the Work Dates * '2' - to sort on the Check Dates	
Select the following to Display: '1' - to display Gross Pay (Wages) * '2' - to display the Recharge Amounts (* - Default Value)	

Time & Pay Inquiry (P06099)

Processing Option	Processing Options Requiring Further Description
Select the following to Display: '1' - to display Gross Pay (Wages) * '2' - to display the Recharge Amounts (* - Default Value)	

Payroll Accrual Inquiry (P060931)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter a '1' to display accrued information. 2. Enter a '1' if you do not want dollar amounts displayed. 3. Enter a '1' to display Payroll Month history (F06146) for fiscal or anniversary DBAs. A value of blank will display Fiscal Anniversary (F06147) history. 	

YTD Balances - Leave with Dock Pay (P060932)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter a '1' to display Payroll Month history (F06146). The default is to display history for the fiscal or anniversary year when it exists (F06147). 	

Tax History by Company (P07416)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter Fiscal Year. (Enter the same year in Data Selection values.) 2. Enter Thru Period Number. 3. Enter the Company Number. (Blank defaults to all companies) 4. Enter '1' to change report format to print amounts greater than 10 million dollars. '0' is the default and will print format for amounts less than 10 million dollars. NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed. 	

PDBA History by Company (P06415)

Processing Option	Processing Options Requiring Further Description
1) Enter Fiscal Year 2) Enter Thru Period Number 3) Enter the Company Number (Blank defaults to all companies) 4) Show hours on the Report (Y/N) Note: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

PDBA History by Employee (P064151)

Processing Option	Processing Options Requiring Further Description
1. Specify the thru calendar quarter for this payroll report. '1' = 1st Calendar Quarter '2' = 2nd " " '3' = 3rd " " '4' = 4th " " Default = '1' 2. Enter the employee number you wish to print. (Default = 'A') A = Address Book Number S = Social Security Number O = Third Employee Number Note: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

Paycheque History Detail (P073181)

Processing Option	Processing Options Requiring Further Description
Enter the type of number you wish to print. A = Address Book Number S = Social Security Number O = Third Employee Number Enter the beginning date to be processed Enter the ending date to be processed.	

Analysis of Hours Report - Address Book Number (P063271)

Processing Option	Processing Options Requiring Further Description
1. Enter a two digit month. If left blank the system will use the current month. 2. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	

Benefit Accrual Roster (P064501)

Processing Option	Processing Options Requiring Further Description
1. Enter the FROM date for the range. 2. Enter the THRU date for the range. 3. Enter a '1' to process fiscal and anniversary history. A blank will process payroll month history.	

Processing Option	Processing Options Requiring Further Description
<p>4. Select the Employee Number to print: A = Address Book S = Social Security O = Third Employee</p> <p>5. Enter a '1' to process vacation and sick benefits/accruals ONLY.</p> <p>6. Enter a '1' to have vacation and sick dollar amounts printed on the report.</p> <p>Note: Dollars will not be printed for benefits/accruals that use certain table methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.</p> <p>7. Enter a '1' to print the amount over limit.</p> <p>8. Enter the DBA codes to process or leave blank to process all.</p> <p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10.</p> <p>9. Enter a '1' to print current dollars or leave this processing option blank (' ') to print historical dollars.</p> <p>10. Enter a '1' to print the vacation and sick hour amounts as days. (Processing option 5 must be set to '1'.)</p>	

YTD Balance - Leave with Dock Pay Report (P064502)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to display Payroll Month history (F06146) or Leave blank for Fisc/Ann history (F06147). The default of blank displays Fisc/Ann history when it exists.</p> <p>2. Enter Year for Report. Enter Current YR for Payroll Month. Enter End YR for Fiscal/Ann.</p>	

Interim Cheques Processing Options

Interim Check Entry (CANADA) (P070531)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none">1. Enter the Job Queue name.2. Enter the Deduction number for the Advance.3. Enter the Version of the Payroll Register you are using.4. Enter the Program Number for Time Entry. (P061121, P066011 or P068011) NOTE: P061121 - Time Entry By Individual P066011 - With Tip Information P068011 - With Piecework Information5. Entering a '1' will allow you to verify the information entered on the Standard Interim Cheque Entry Screen. '0' is the default and will bypass the redisplay of this information.	

Payment Reconciliation Processing Options

Payroll Bank Reconciliation (P063241)

Processing Option	Processing Options Requiring Further Description
<p>Print employees' names and number on the report. (Y or N)</p> <p>Select employee number to print:</p> <ul style="list-style-type: none">A = Address Book NumberS = Social Security NumberO = Third Employee Number <p>Note: If employee's wages are deposited to more than one account, and you wish to print all accounts, you must specify Subsequent Check Control number EQ *ALL in the DREAM Writer data selection.</p>	

Periodic Reports Processing Options

Federal Tax Distribution Summary (P073171)

Processing Option	Processing Options Requiring Further Description
Enter the period ending date to be processed.	

Workers Compensation/General Liability Report - Canada (P06343)

Processing Option	Processing Options Requiring Further Description
Enter type of report to be processed: W = Workers Compensation Ins. Report G = General Liability Ins. Report	
Report Heading Date Stipulation: From - Thru - Note: Dates are for documentation only. Use DW selections for date range.	
Select which employee number to print: A = Address Book Number S = Social Security Number O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N) Default = N	

Workers Compensation/General Liability Summary - Canada (P06343)

Processing Option	Processing Options Requiring Further Description
<p>Enter type of report to be processed:</p> <p>W = Workers Compensation Ins. Report</p> <p>G = General Liability Ins. Report</p>	
<p>Report Heading Date Stipulation:</p> <p>From -</p> <p>Thru -</p> <p>Note: Dates are for documentation only.</p> <p>Use DW selections for date range.</p>	
<p>Select which employee number to print:</p> <p>A = Address Book Number</p> <p>S = Social Security Number</p> <p>O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N)</p> <p>Default = N</p>	

Survey of Employment, Payroll and Hours (P07841)

Processing Option	Processing Options Requiring Further Description
<p>Process for Pay Period (Please make sure that these dates are consistent with your DATA SELECTION date range)</p> <ol style="list-style-type: none"> 1. Starting Date 2. Ending Date <p>NOTE: UDC Tables 07/VH (Overtime Pay) and 07/VI (Irregular Pay Types) must be set up before running this report.</p>	

Quebec Parity Monthly Report (P07843)

Processing Option	Processing Options Requiring Further Description
Specify the FIRST Pay Period Ending Date to be included in this report	
Specify the SECOND Pay Period Ending Date to be included in this report	
Specify the THIRD Pay Period Ending Date to be included in this report	
Specify the FOURTH Pay Period Ending date to be included in this report	
Specify the FIFTH Pay Period Ending date to be included in this report	
Specify the Assessable Rate	

Provincial Tax Distribution Summary (P073163)

Processing Option	Processing Options Requiring Further Description
Enter the period ending date to be processed:	

Create CCQ Report Workfile (P07100)

Processing Option	Processing Options Requiring Further Description
1. Enter the Employer registration number.	
2. Enter the FROM date for the reporting period.	
3. Enter the THRU date for the reporting period.	
4. Enter the pay type category for regular pay.	
5. Enter the pay type category for time and a half.	
6. Enter the pay type category for double time.	

Processing Option	Processing Options Requiring Further Description
<p>7. Enter the number of the DBA category code (2-10) that contains the CCQ reporting code.</p> <p>8. Enter the DBA category code for vacation and holiday pay.</p> <p>9. Enter the DBA category code for union and field dues.</p> <p>10. Enter the DBA category code for pension deductions and contributions.</p> <p>11. Calculate assessable earnings as either the vacation/holiday pay DBAs basis of calculation OR accumulate pay types within the category codes entered in the next processing option.</p> <p>B = Basis of calculation C = Category codes</p>	
<p>12. Enter the applicable pay type category codes if the preceding processing option is a 'C'.</p> <p>Pay type category code: Pay type category code: Pay type category code: Pay type category code: Pay type category code:</p>	

CCQ Report (P07110)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the DREAM Writer version for the CCQ work file build.</p>	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter range of Dates to be included in the processing: From - Thru</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter type of date ranges as above: Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End</p> <p>3. Enter '1' to produce :</p> <p>Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302</p> <p>4. Enter version number for:</p> <p>Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302</p>	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter range of Dates to be included in the processing: From - Thru</p> <p>2. Enter type of date ranges as above: Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End</p> <p>3. Enter '1' to produce :</p> <p>Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302</p>	

Processing Option	Processing Options Requiring Further Description
<p>4. Enter version number for:</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter range of Dates to be included in the processing: From - Thru</p> <p>2. Enter type of date ranges as above:</p> <ul style="list-style-type: none"> Wrk Dt/PPED - ' ' = Work Dates '1' = Pay Per. End <p>3. Enter '1' to produce :</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 <p>4. Enter version number for:</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter range of Dates to be included in the processing: From - Thru 2. Enter type of date ranges as above: Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End 3. Enter '1' to produce : Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 4. Enter version number for: Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1. Enter range of Dates to be included in the processing: From - Thru 2. Enter type of date ranges as above: Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End 	

Processing Option	Processing Options Requiring Further Description
<p>3. Enter '1' to produce :</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 <p>4. Enter version number for:</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter range of Dates to be included in the processing: From - Thru</p> <p>2. Enter type of date ranges as above:</p> <ul style="list-style-type: none"> Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End <p>3. Enter '1' to produce :</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Processing Option	Processing Options Requiring Further Description
<p>4. Enter version number for:</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter range of Dates to be included in the processing: From - Thru</p> <p>2. Enter type of date ranges as above:</p> <ul style="list-style-type: none"> Wrk Dt/PPED - '' = Work Dates '1' = Pay Per. End <p>3. Enter '1' to produce :</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 <p>4. Enter version number for:</p> <ul style="list-style-type: none"> Job Billing Register Detail P063201 Job Billing Register Summary P063211 Job Billing H & W Detail P063121 Job Billing H & W Summary P063122 Job Billing W/C by Job P063301 Job Billing PL & PD by Job P063302 	

Union Distribution Report (P063151)

Processing Option	Processing Options Requiring Further Description
<p>Specify the Pay Period Ending Date to be printed on this report.</p> <p>Note: This date is informational; you need to specify the date range in data selection to be processed.</p>	

Health & Welfare by Employee (P063112)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> 1) Enter range of dates to be included in the processing: <ul style="list-style-type: none"> From - Thru - 2) Enter type of date range as above <ul style="list-style-type: none"> Work/PPED - ' ' = Work Dates '1' = Pay Per. End 3) Enter '1' for a total page by payee. 4) Select employee number to print: <ul style="list-style-type: none"> A = Address Book Number S = Social Security Number O = Third Employee Number 	

Health & Welfare by Payee & Employee (P063132)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter Range of dates to be included in the processing: From - Thru -</p> <p>2. Enter type of date ranges as above: Wrk Dt/PPED- '' = Work Dates '1' = Pay Per. End</p> <p>3. Enter '1' for a total page by payee.</p>	
<p>4. Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number</p> <p>5. Enter 'Y' to suppress print of wages.</p>	

Health & Welfare by Payee & Union (P063142)

Processing Option	Processing Options Requiring Further Description
<p>1) Enter range of dates to be included in the processing: From - Thru -</p> <p>2) Above dates by Pay Period End, or Work Dates: '' = Work Dates '1' = Pay Per. End</p> <p>2) Enter '1' for a total page by payee.</p>	

Record of Employment Processing – Processing Options

Create Multiple ROE Requests (P070620)

Processing Option	Processing Options Requiring Further Description
1. Enter the number of employees to process (Default is 100 employees):	
2. Enter 'Y' to display those employees who already have an "open" ROE (Y/N): (Default is 'N')	
3. Enter 'Y' to display those employees who do not have any UI records (Y/N): (Default is 'N')	

Journal Entry Processing Prior to the Payroll Cycle Processing Options

Generate Timecard Journals (P062901)

Processing Option	Processing Options Requiring Further Description
<p>This option will submit a batch job to generate daily timecard journals.</p> <ol style="list-style-type: none"> 1. Enter G/L Date for Journal Entries: 2. Include Processing of Benefits: <ul style="list-style-type: none"> A. Process non-monthly benefits.(Y/N) B. Process monthly benefits. ..(Y/N) <p>NOTE: Include monthly benefits only when the last timecards for a calendar month are being processed. The month is always assumed to be the month of the G/L date. Monthly benefits will not be processed alone. Both A and B must be yes for monthly to be processed.</p> 3. To process Intercompany Settlements enter: Y/N 4. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. 5. Enter a '1' to copy labor hours to the units for premium labor entries. <p>This only applies when the premium portion of overtime is split from the labor entry.</p> 	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
<p>BATCH SELECTION:</p> <p>1. Enter Batch Number or Batch Date or Batch User ID</p>	
<p>PRINT SELECTION:</p> <p>2. Identify how to print amount fields on Post Journal:</p> <p>'1' = to Millions (w/ commas)</p> <p>'2' = to Billions (w/o commas)</p> <p>Blank (Default) = No Journal Printed.</p> <p>3. Identify which account number to print on report:</p> <p>'1' = Account Number</p> <p>'2' = Short Account ID</p> <p>'3' = Unstructured Account</p> <p>'4' = (Default) Number Entered During Input</p>	
<p>FIXED ASSETS:</p> <p>4. Enter a '1' to post F/A entries to Fixed Assets.</p> <p>Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.</p> <p>5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)</p>	
<p>CASH BASIS ACCOUNTING:</p> <p>6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)</p> <p>7. Enter units ledger type for Cash Basis Accounting entries.</p> <p>(Default of blank will use "ZU" ledger type.)</p>	
<p>ACCOUNTING FOR 52 PERIODS:</p>	

Processing Option	Processing Options Requiring Further Description
<p>8. Enter a '1' for 52 Period Post.</p> <p>Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.</p>	
<p>TAX FILE UPDATE:</p> <p>9. Identify when to update the Tax Work file (F0018):</p> <p>'1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File</p> <p>Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.</p> <p>10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p> <p>11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p>	
<p>PROPERTY MANAGEMENT:</p> <p>12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.</p> <p>Default is version ZJDE0001. (This applies to batch types '2' and '/'.)</p>	
<p>UPDATE OPTION:</p>	

Processing Option	Processing Options Requiring Further Description
<p>13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)</p>	
<p>REPORT FORMAT:</p> <p>14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.</p>	
<p>DETAILED CURRENCY RESTATEMENT:</p> <p>15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.</p> <p>16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.</p>	
<p>RECONCILIATION FILE PROCESSING:</p> <p>17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.</p> <p>Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.</p>	
<p>REVERSING JOURNAL ENTRIES:</p> <p>18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.</p> <p>Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.</p>	
<p>BATCH TYPE SELECTION:</p> <p>Note: This option should NOT be changed by User.</p>	

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