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Glossary

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Payroll Overview

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

System Integration

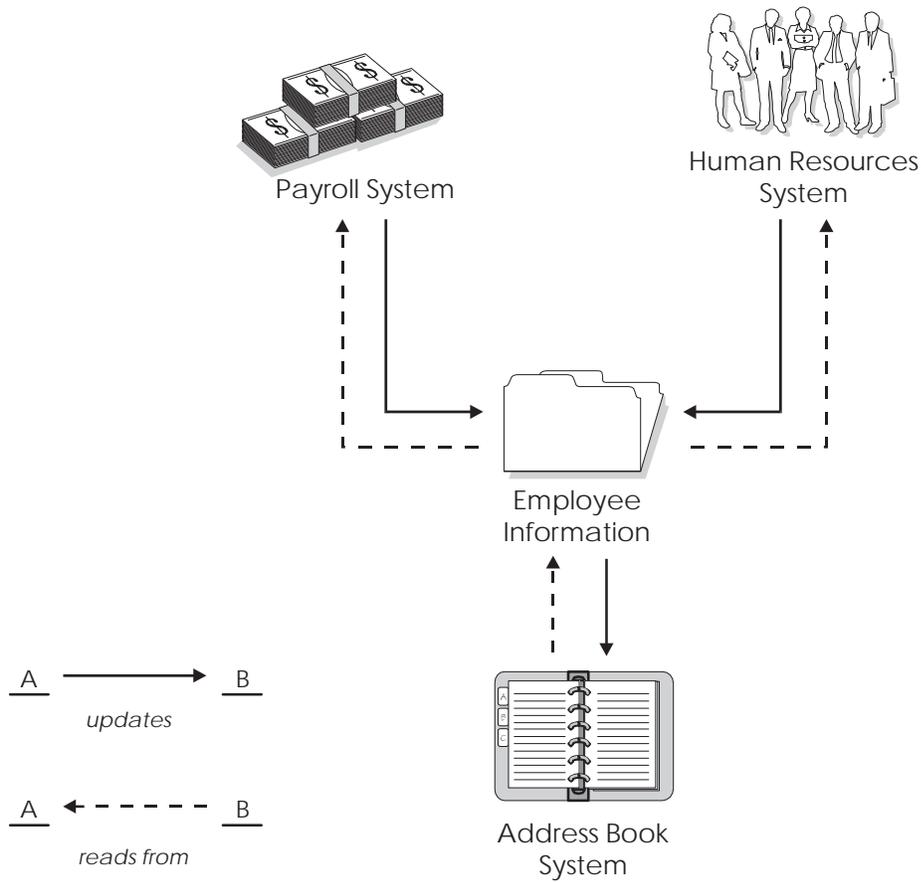
Your Payroll system integrates with other J.D. Edwards systems to simplify your processes and facilitate communication within your organization. Integrating payroll with other systems saves time and reduces keying errors by accomplishing the following:

- 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 J.D. Edwards systems:



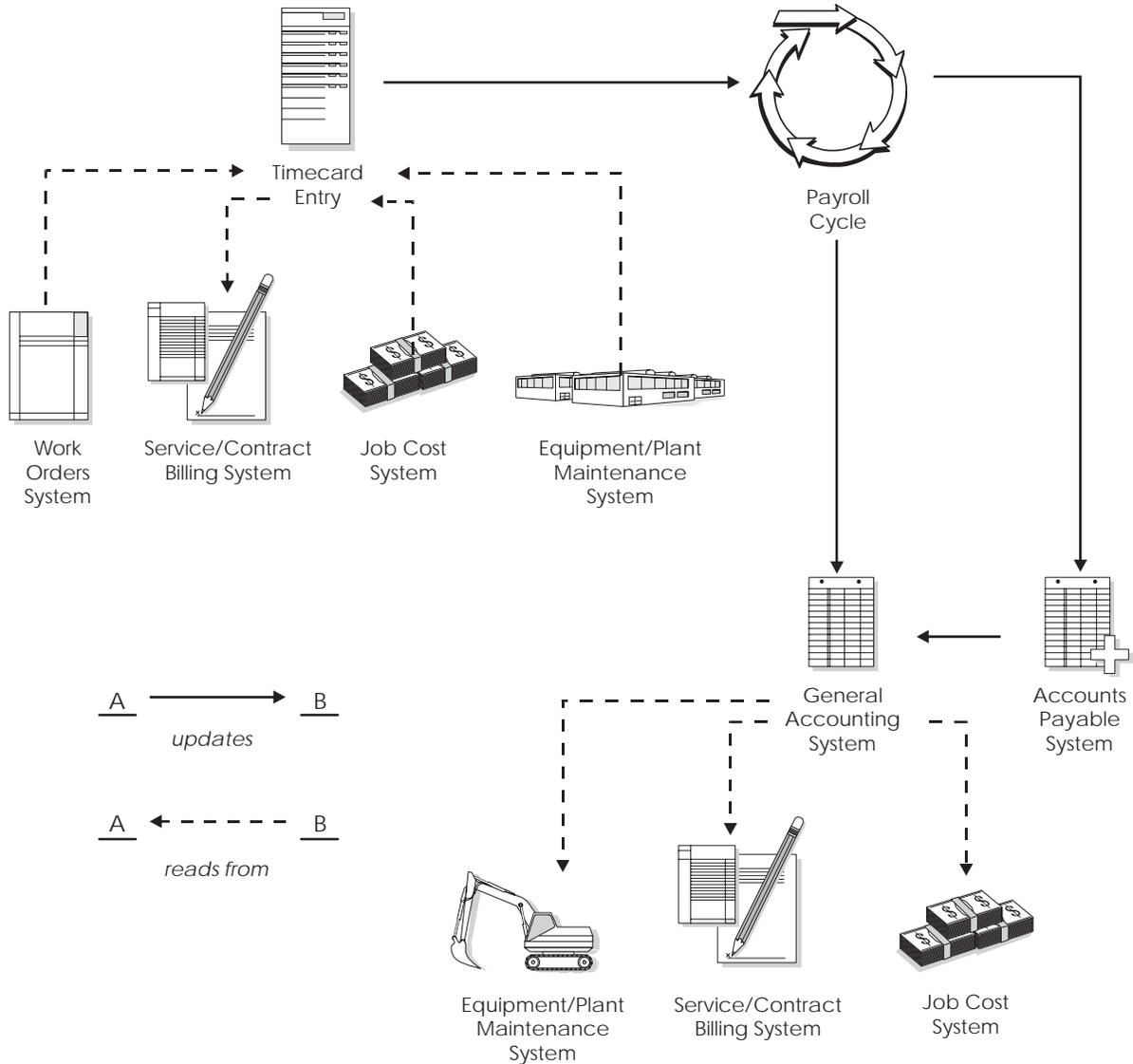
Address Book

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 the J.D. Edwards systems shown in the following illustration:



General Accounting

You can set up your Payroll system to integrate with the General Accounting system so that the Payroll system automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and 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 labor and equipment time by day. Then, you can use the Job Cost system to analyze the labor and equipment costs for a job.

Service/Contract Billing

You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Service/Contract Billing system to do the following:

- Bill customers for the labor and equipment expenses associated with the job
- Bill customers for payroll burden expenses
- Bill customers for contract time associated with the job

Equipment/Plant Maintenance

You can use the Payroll system to enter labor and equipment time. Then, you can use the Equipment/Plant Maintenance system to do the following:

- Charge a job for use of equipment
- Track labor for equipment maintenance
- Track labor for work orders

Work Orders

You can use the Payroll system to enter labor 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.

Define your payroll environment

You can use your Payroll system to define the following aspects of your payroll environment:

- Track information for an unlimited number of companies within your organization.
- 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

You can use your Payroll system to simplify tax calculations in the following ways:

- Identify an unlimited number of taxing entities.
- Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates both federal and Quebec taxes.

Track complete employee information

Eliminate redundant data entry and improve communication between departments by using J.D. Edwards integrated Payroll and Human Resources systems.

Offer employees various 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 various timecard-entry methods

To record employees' time, you can do any of the following:

- 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 based on regular hours.

Process payments outside the payroll cycle

When you need to process payments outside the payroll cycle, you can:

- 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.

Process payroll cycles efficiently

When you process payroll cycles, you can:

- Specify the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.
- Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the payroll cycle.
- Control the sequencing of employees' cheques to make it easier to distribute payments.
- Print time entry, pay, summary, and tax reports during a payroll processing cycle.
- Create journal entries automatically each time you process a payroll cycle. When you integrate J.D. Edwards Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.

Review payroll history

You can review payroll history for pay types, deductions, benefits, accruals, timecards, paycheques, taxes, and insurance. You can review historical information online or print history reports.

Satisfy government reporting requirements

You can print federal and Quebec pay-period, monthly, quarterly, and year-end tax reports, year-end forms for employees, and Statistics Canada reports.

Canadian year-end tax forms include the T4, T4A, Relevé 1, Relevé 2, and NR4 forms.

Terms and Concepts

The following terms and concepts are important to your understanding of the J.D. Edwards Payroll system:

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

Employee Information

Job Type versus Job

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

- Job type
- Job (business unit)

Job types are the classifications that 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, semimonthly, and monthly.

Autopay

During payroll-cycle processing, the system uses timecard records to create payments for employees. All employees must have timecard records 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 and hourly employees for whom you enter 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

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

Salary and Hourly Rates

Salary and hourly rates are the pay rates that the system uses to calculate employees' pay. You can enter pay rates in several places in the system:

- In the constants, you can specify the source of the pay rate to be used for employee entry.
- In the processing options for time entry, you can specify the sequence in which the system searches for the hourly rate for an employee's timecard.

When you enter employee information you can specify one of the following sources for pay rates:

- A pay rate from a pay-rates table for a job type or job step within a specific group, such as a union
- A pay rate from a pay-grade-step table for a specific pay grade and pay step
- None (no default)

When you enter timecards, the the system uses the following sequence to search for the appropriate hourly rate for each timecard:

- An hourly pay rate override entered in time entry
- A pay rate from a pay-rates table for a job type or job step within a specific group, such as a union
- A pay rate from an occupational pay-rates table per employee by job type or job step
- A pay rate from a pay-grade-step table per employee by job type or job step for employees with multiple jobs
- A pay rate per employee that is derived from the pay rate specified during employee entry

Deductions, Benefits, and Accruals

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

Deductions are monetary amounts, other than taxes, that are withheld from an employee's earnings, such as an employee's portion of a health insurance premium.

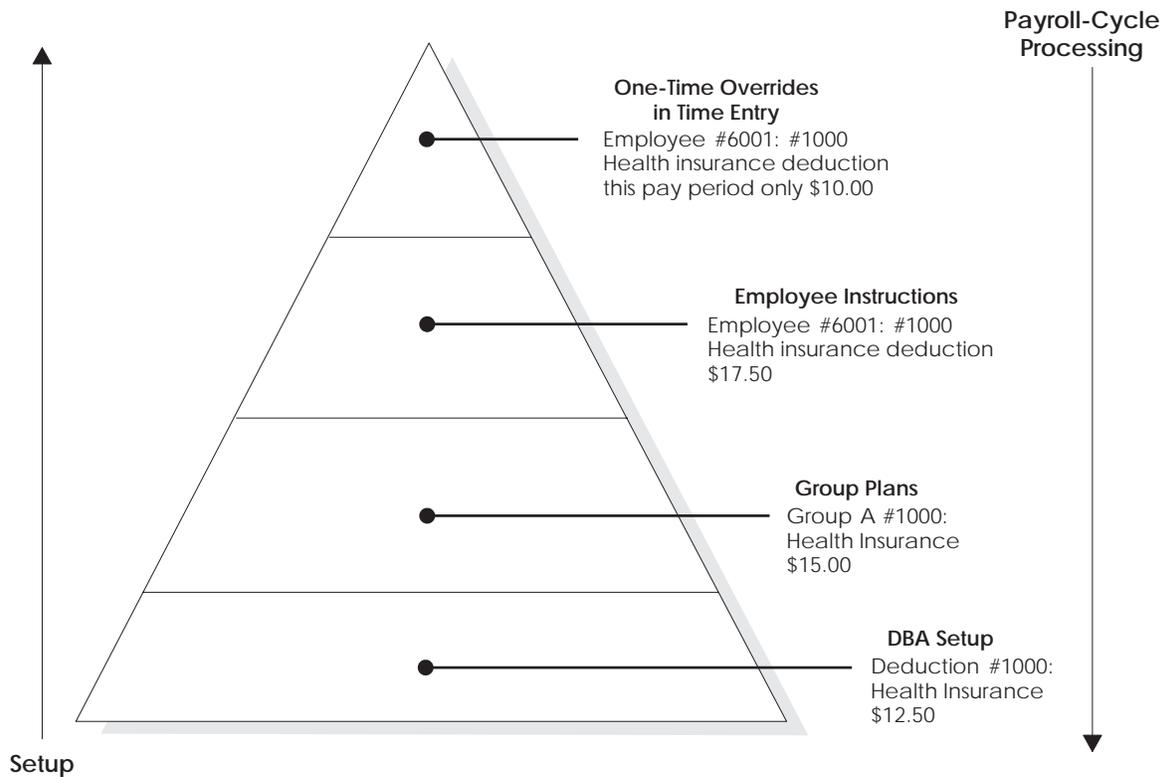
Benefits are monetary amounts that the company funds for additional employee compensation, such as the employer's portion of a health insurance premium.

Accruals are hourly amounts that the company funds for additional employee compensation, such as vacation leave and sick leave.

You must set up DBAs before you can assign them to employees at either the group level or the 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.

The following graphic illustrates the order in which the system handles DBAs, from two different perspectives:

- First, when you set up DBAs, you move from the general to the specific
- Second, when the system calculates DBAs during payroll-cycle processing, it moves from the specific to the general



Net Pay Instructions

The payments that you issue to employees can be in 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 includes a paystub that lists the employee's earnings, deductions, and taxes.

Transferring Information to the General Accounting System

Automatic Accounting Instructions

You set up tables of Automatic Accounting Instructions (AAIs) that specify the accounts to which the system posts payroll journal entries. During payroll-cycle processing, the Payroll system creates a journal entry of every calculation for every employee included in the payroll cycle. These calculations include salary and wage expenses, cash disbursements, liabilities, and accruals. After the system creates and summarizes journal entries, it passes the journal entries to the general ledger. You can also set up rules for how the system summarizes journal entries.

Payments Outside the Payroll Cycle

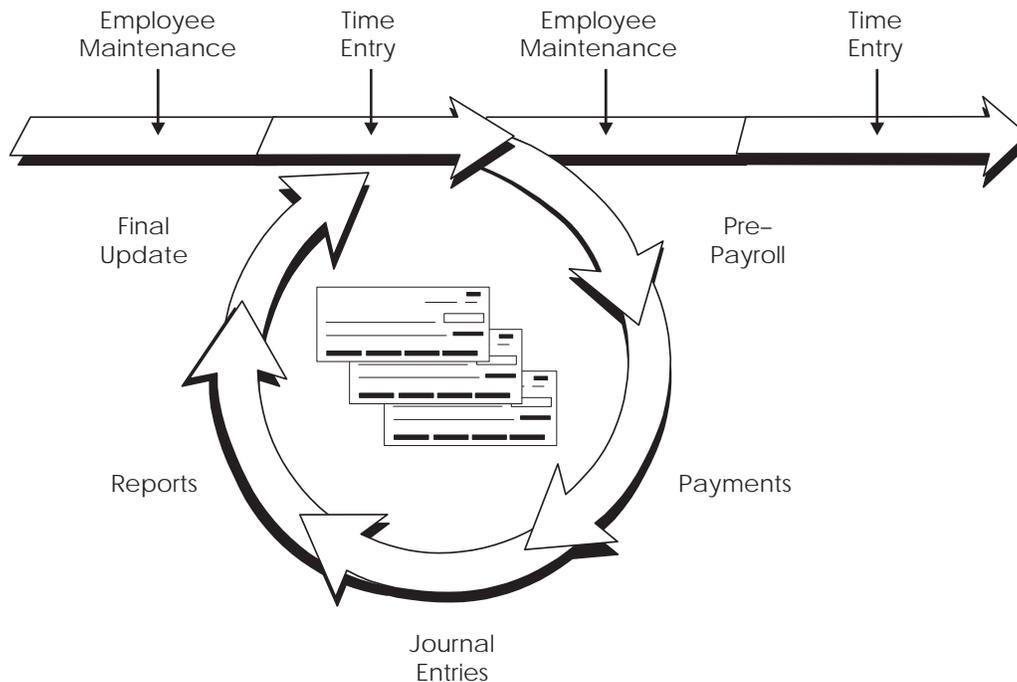
Interim Cheques

When you need to print a cheque between payroll cycles, you can print an interim cheque. 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.

Payroll System Flow (Payroll Cycle)

The following graphic shows the Payroll system flow (the payroll cycle) that you use to process payroll for employees.



Employee Maintenance

Employee maintenance involves entering and maintaining employee master information. Employee master information is the standard information that the Payroll system requires before you can pay an employee, such as the employee's Social Security Number, pay rate, and tax information.

Time Entry

Time entry involves entering and processing timecards. During payroll cycle processing, the system uses timecards to create payments for employees. All employees must have timecards to receive payments.

Pre-Payroll

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

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

Payments

Payments are the forms that employees receive when they get paid. You can print paycheques, automatic-deposit advice slips, or payslips (forms that list the money received when you pay an employee in cash).

Journal Entries

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

Reports

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

Final Update

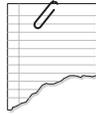
The final update is the last step in the payroll cycle. This step updates the payroll history tables and prepares the system for the next payroll cycle. If your Payroll system is integrated with the J.D. Edwards Accounts Payable system, the final update also creates vouchers, voucher journal entries, and related reports.

Menu Overview

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

Menu Overview – Canadian 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)

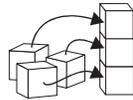
Menu Overview – Canadian Payroll Master

Canadian Payroll Master Menu (G77)



Advanced and Technical Operations

- Payroll Advanced/Technical Operations (G773)
- Data Integrity and Global Updates (G7731)
- EI Integrity (G77311)
- Time Data Interchange (G7732)
- History and Turnover Technical Operations (G7733)



Setup Operations

- Payroll Setup (G774)
- Payroll General Constants (G7741)
- Pay/Deductions/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)

Training Class Case Study

Scenario for Payroll-Cycle Processing

A series of exercises has been developed to illustrate the major concepts of employee maintenance, time entry, processing a payroll-cycle, and accessing historical information. You will perform exercises at various times throughout the class to experience how these procedures fit together.

Each team (two students per terminal) is responsible for completing the necessary elements to produce a payroll for two employees. These elements include employee enrollment, time entry, and completing the payroll cycle.

Each class has its own set of data files. These files already contain test data copied from the standard J.D. Edwards test files. You will be processing a payroll for two employees in A Model Canadian Payroll Company, Company 77, Home Business Unit 707.

Company 77 processes semimonthly and biweekly payrolls. The dates for each of the payrolls for the entire calendar year are set up in advance in tables called Master Pay Cycles.

Company 77 has typical payroll requirements—regular and overtime pay; bonuses; commissions; and sick, vacation, and holiday pay. Employees can choose to purchase health, medical, dental, vision and life insurance as well as short-term and long-term disability insurance. Savings and Registered Retirement Savings Plan (RRSP) plans are also available.

Scenario for Payroll Setup

A series of exercises has been developed to illustrate the major concepts of setting up the Payroll system. You will perform the exercises at various times throughout the class to learn payroll setup and operations.

These exercises revolve around A Model Canadian Payroll Company, Company 77. Company 77 has acquired a new company, JDE Entertainment, Inc. The second company is based in Ontario and schedules musical tours.

Each team (two students per terminal) is responsible for setting up various constants and parameters for the new company. These values include company constants, business unit, tax and insurance information, earnings, union, deductions, benefits, and AAls.

Examples of Demonstration Data

Much of the data that you use during the Payroll class has been entered into the system for you. The following sections list examples of this data. In these examples, the codes assigned by the Payroll system appear in the left column and the corresponding descriptions appear in the right column.

Employees

You can assign employee numbers yourself or let the system assign them for you.

6003	Dwight Akin, hourly
7500	Cathy McDougle, salaried, U.S.
7703	Debbie Bellas, salaried, Canada

Business Units (Jobs)

You must assign business-unit numbers yourself.

701	Corporate Administration
501	Potomac Hotel (construction site)
777	Skydome (construction site)
10	Denver Warehouse
63	New York Branch

Accounts

You must assign account numbers yourself.

701.8115	Salaries and wages, regular pay
501.1341.02200	Job 501, regular time, earthwork
7.1110.PAYROLL	Company 7, payroll bank account

Pay Types

You must assign pay-type numbers yourself, using earnings codes 001 through 999.

001	Regular pay
100	Overtime (time-and-a-half)
200	Double time
300	Sick pay
500	Bonus pay (U.S.)
710	Bonus pay (Canada)
801	Vacation pay
805	Holiday pay

Deductions

You must assign deduction numbers yourself, using codes 1000 through 9999.

1000	Health insurance, employee portion
2000	Savings
3002	Life insurance, employee portion
7000	401(k), employee contribution (U.S.)
7700	RRSP (Registered Retirement Savings Plan), employee contribution (Canada)

Benefits

You must assign benefit numbers yourself, using codes 1000 through 9999.

1005	Health insurance, employer portion
3000	Life insurance, employer portion
7001	401(k), employer match (U.S.).
7701	RRSP (Registered Retirement Savings Plan), employer match (Canada)

Accruals

You must assign accrual numbers yourself, using codes 1000 through 9999.

8001	Vacation time
8004	Sick time

Tax Areas

The Vertex system assigns tax-area codes. You cannot change these codes.

Federal	Federal taxes
05	California
06	Colorado
060310140	Denver, Colorado
21009000	Calvert County, Maryland
700030000	British Columbia
700150000	Ontario
700190000	Quebec

Tax Types

The Payroll system assigns tax-type codes. You cannot change these codes.

A	Federal income tax (U.S.)
C	Federal unemployment insurance (U.S.)
D	Social Security, employee portion
E	Social Security, employer portion
F	State income tax
G	State unemployment insurance, employee portion
H	State unemployment insurance, employer portion
CA	Federal income tax (Canada)

CB	Pension plan, employee portion (Canada)
CC	Employment insurance, employee portion (Canada)
CD	Employment insurance, employer portion (Canada)
CE	Pension plan, employer portion (Canada)
CF	Provincial income tax (Canada)
CG	Quebec Provincial Plan, employee portion
CH	Quebec Provincial Plan, employer portion

Master Pay Cycles

A master pay cycle lists predefined dates that the system uses for each payroll cycle. You set up master pay cycles to avoid keying errors during payroll-cycle processing.

The test data includes master pay cycle S, Salary, for 1998. Some information from this master pay cycle includes the information in the following table:

Cycle Number	Ending Date	Cheque Date	Standard Hours
1	01/15/98	01/15/98	88
2	01/31/98	01/30/98	88
3	02/15/98	02/13/98	80
4	02/28/98	02/27/98	80
5	03/15/98	03/13/98	80
6	03/31/98	03/31/98	96

Daily



Employee Information

You can enter and maintain employee master and profile information.

Employee master information is the standard information that the system requires before you can pay an employee, such as the employee's Social Insurance Number, pay rate, and tax information.

Employee profile information is additional information, such as skills, training, and educational background, that the system does not use in payroll processing. You can define the types of employee profile information that you want to enter and use for reporting.

Complete the following tasks:

- Enter basic 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 whom 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 employee master 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 labor 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 before you can pay an employee. Optional employee information is commonly used for special tax and reporting purposes or other requirements of your company.

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

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

Employee Profile Information

You enter employee profile information, also known as supplemental data, to create a user defined database of auxiliary information on employees. Examples of such auxiliary information include the following:

- Emergency contact information
- Skills
- Professional licenses
- Training and educational background

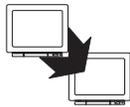
Entering and using employee profile information makes it easy to search on this information to locate employees who meet specific criteria. You do not use the supplemental data in the employee's profile to process payroll.

Entering Basic Employee Information

Before you can enter timecard information for an employee, you must create a master record for each employee whom you want to include in your payroll. The system uses the master and timecard information to produce employee payments. Entering basic employee information consists of the following tasks:

- Entering employee information
- Attaching a contract calendar

Entering Employee Information



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Employee Entry

Employee master information consists of the following three categories:

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

Examples of employee identification include name and Social Security/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 that 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 includes characteristics about an employee's work assignment. You can assign employees to a tax area, a union, or a 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 pay-rate information include salary and pay frequency.

You can set the processing options for the Employee Entry form and the payroll company constants so that additional forms appear when you enter employee information.

Complete the following tasks to enter basic employee information:

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

Entering Employee Master Information

You enter employee master information to specify identifying information particular to an employee, such as Social Security/Insurance Number, date of birth, pay rate, and hire date.

► To enter employee master information

On Employee Entry

The screenshot shows a software window titled "[070101] - Employee Entry" with a menu bar (Functions, Tools, Help) and a toolbar. The main area contains a grid of input fields for employee data:

Employee No	7701	Anthony Holiday	Address Number	7701
Social Ins. No	256136888		Home Company	00077
Add'l EE No	2000		Home Business Unit	707
Name (F/M/L)	R		Security Bus. Unit	1
Salary		(A,M,S,B,W) R	Date Started	06/01/1991
Hourly Rate	11.250		Orig. Hire Date	06/01/1991
Billing Rate			Date Pay Starts	06/01/1991
			Date of Birth	11/02/1968
Cheque Route Code			Job Type/Step	5J-4 /
Tax Area (Res.)	700150000		Pay Freq/Class	B / H
Tax Area (Work)	700150000		Pay Grade/Step	/
Marital Status	S		Workers Comp	ONT /
Gender	M		Exempt Y/N	N /
Country/Lang Pref	CA /		Benefit Group	
Category Cd 1 & 2			Union Code	7700
Labour Load Method	0		EOC Cat/Ethnic	002 / 06
Flat Bdn. Factor	1.0000		Std Hrs/YR	1950.00
Net Fed Tax Credit		6,456.00	Net Prov Tax Cr	

At the bottom, a status bar reads: F4=CTI F5=Basic F11=Addr F15=Labour F16=DBA F21=Auto Dep. F24=More

1. To assign a specific employee number, complete the following field:
 - Employee Number
2. To enter employee identification information, 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 Code
3. To include additional employee-identification information, complete the following optional fields:
 - Additional Employee Number
 - Cheque Route Code
 - Category Code 1
 - Category Code 2
4. To enter 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 enter employee information in the Address Book system.

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>..... <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	The number of the business unit in which the employee generally resides.

Field	Explanation
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, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</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>..... <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 the Payroll system and the eligibility tables and date codes in the Human Resources system, 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 the data in the Date Started (DST) field.</p>
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> <p>This date must be on or after the Date Started as entered on the Employee form (P0801EMP).</p>

Field	Explanation
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>..... <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 worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System’s Master GeoCode List for valid codes for your locations.</p> <p>..... <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>
EEO Job/Ethnic	<p>A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC) or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards. You can add codes if needed.</p>
Ethnic Code	<p>A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that J.D. Edwards provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.</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 J.D. Edwards system.</p> <p>To search using this number, preface the number with a slash (/).</p>
Cheque Route Code	<p>A user defined code (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.</p>

Field	Explanation
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 J.D. Edwards 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> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly 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>
Pay Class (H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <ul style="list-style-type: none"> Blank H Hourly S Salaried P Piecework
Exempt Y/N	<p>A code that indicates whether the employee fits the rules of the Fair Labor Standards Act (FLSA) and thus does not have to be paid for working overtime. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, the employee fits the rules and does not have to be paid for working overtime. N No, the employee does not fit the rules and is to be paid for working overtime.

Field	Explanation
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 compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays either an error or a 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>If you have set up your system 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 <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 up your system 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>

Field	Explanation
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.</p> <p>..... <i>Form-specific information</i></p> <p>Note: If you are not using the J.D. Edwards Human Resources system, this field is for information only.</p>
Labour Load Method	<p>A code that indicates that flat burden is to be calculated.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 0 The flat burden percentage will always be 1.000, Therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution. 1 The flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage. <p>You can define flat burden rules and percentages in the following places within the Payroll system:</p> <ul style="list-style-type: none"> • Business Unit • Pay Rates table • Employee level
Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>
Flat Bdn. Factor	<p>A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.</p>

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.</p> <p>For World:</p> <p>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>..... <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

Field	Explanation
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>
Billing Rate	<p>A rate used for the billing of labor 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>Enter a rate on any of the following forms to override the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> • Pay Rate Information • Employee Labor 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

You can also use the Basic Employee Data form to enter employee information. You might use this alternative method if you are entering only non-confidential data. For example, you might have one person set up employees by entering non-confidential information and have another person add confidential information later.

See *Entering Only Basic Employee Data*.

Copying employee records

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.

Deleting employee records

You cannot delete an employee record on the Employee Entry form if the employee has historical payroll information in the system. J.D. Edwards recommends correcting erroneous employee master information using the following methods:

- Correct the field value on the appropriate form
- Correct the payroll-history information

Contact J.D. Edwards Customer Support for assistance.

Entering future data changes

You can use the Employee Entry form to enter a change that is planned for the future, such as increasing the pay rate.

See [Revising Employee Information](#).

Duplicate Social Security/Insurance Numbers

Each time you enter a new employee, the system verifies that the Social Security/Insurance Number is unique. The system does not allow duplicate Social Security/Insurance Numbers.

In Canada, the system also validates Social Insurance Numbers using the same formula that Revenue Canada uses.

Salary and hourly rate

The system uses hourly rates for salaried employees to prorate pay for employees according to the number of hours in a pay period. The system calculates the hourly rate based on the hours in a year that you specified in payroll company constants or based on the annual hours you entered for the individual employee.

Maiden name reporting requirements in Quebec

J.D. Edwards recommends that you enter a female employee's maiden name on the Employee Entry form and use the Maiden Name field on the International Data form to record the married name. This satisfies the Quebec requirement for reporting based on maiden name.

Entering Employee Information in the Address Book System

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

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

The employee's address that appears on the employee's W-2 or T4 form comes from the last three non-blank address lines plus the City, State, and Postal Code fields. For U.S. magnetic media, only the mailing name; the last non-blank line; and the City, State, and Postal Code fields are used.

You can enter a maximum of five lines that you can use to print such items as labels of W-2 forms. These lines 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.

► To enter employee information in the Address Book system

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

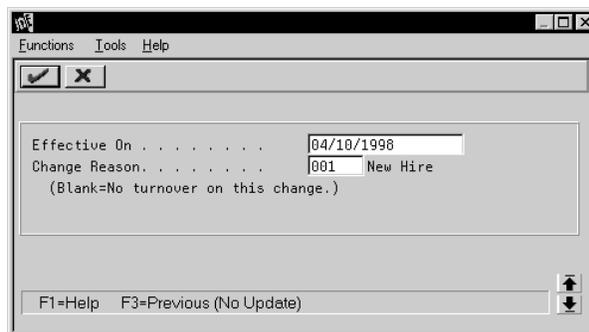
- The appropriate year-end processing guide for information on W-2 and T4 reporting

Entering History and Turnover Information

After you enter the employee master and address information, you can enter history and turnover information to track changes for each employee.

▶ To enter history and turnover information

On History and Turnover Information



The screenshot shows a software window titled "History and Turnover Information". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark icon and an "X" icon. The main area contains two input fields: "Effective On" with the value "04/10/1998" and "Change Reason" with the value "001 New Hire". Below these fields is a note: "(Blank=No turnover on this change.)". At the bottom of the window, there is a status bar with the text "F1=Help F3=Previous (No Update)" and a vertical scroll bar.

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>A future date that you want all 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 that you make to the Employee Master table take effect 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>
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>..... <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>

Entering Tax Information

After you enter master, address, history, and turnover information, you can enter tax information for an employee to specify how the system calculates taxes for an employee.

► To enter tax information

On Canadian Tax Information

The screenshot shows a software window titled "[070105] - Canadian Tax Information". The window contains a form with the following fields and sections:

- Address Number:** 7701 Anthony Holiday
- Federal:**
 - Net Tax Credit: 6,456.00
 - Additional Tax: [Empty]
 - Other Tax Credits: [Empty]
 - EI Rate Code / Rate: U02 / 1.4000 % (EI Rate File)
- Provincial (Quebec only):**
 - Net Tax Credit: [Empty]
 - Additional Tax: [Empty]
 - Additional Deduction: [Empty]
- Other:**
 - Prescribed Area Deduction: [Empty]
 - Child Care, Alimony, Etc: [Empty]
 - Pensioner/Non-Resident Flag:
- Overrides:**
 - Federal Tax Override %: [Empty]
 - Quebec Tax Override %: [Empty]
 - CPP/QPP Override %: [Empty]
- Exemptions:**
 - EI (Y/N) CPP/QPP (Y/N)
 - EI/ CPP/QPP (Y/N) All Taxes (Y/N)

The status bar at the bottom of the window displays: "F19=Previous Employee F20=Next Employee F24=More Keys" and "MW".

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
- EI/ 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.
- EI Rate Code / Rate	This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax. 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.
Additional Deduction	Quebec additional deductions claimed on the MR-19-V form or other deductions authorized by the Ministère du Revenu du Québec.
Prescribed Area Deduction	Annual deduction for living in a prescribed area as per form TD1
Child Care, Alimony, etc	Annual deductions such as child care expenses, alimony payments, maintenance payments, ect.

Field	Explanation
Tax Overrides	Allows the ability to override the standard tax rate with the entered flat %.
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

For an employee whose workdays 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 also 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. Contract calendars can only be attached to a salaried employee.

You can also specify when 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 option has been activated on the Constants Information form. 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.

Schl Yr	Contract Calendar	Contract Salary	Calendar Start	Calendar Stop	Daily Rate of Pay	R T
1998	STANDARD	36,000.00	08/20/98	06/11/99	185.56701	I

2. On Contract/Calendar Window, complete the following fields and press Enter:
 - Periods to Pay
 - R/T to display

- 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>For employees with contract calendars attached, update this value in the contract calendar window.</p> <p>..... <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>
R/T to display	<p>A field that denotes which records to include in a contract salary calculation.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> I Include this contract and salary information in the current calculation (default) O Omit this contract and salary information in the current calculation Blank Display both the included and the omitted records and include them in the calculation <p>The value you enter in the RT to Display field determines the records that display as well as the records that you want the system to include or omit in the calculation. For example, if you enter I as the RT to display, the system displays only records with a value of I in the list of contracts attached to this employee. To review both omitted and included records, leave the RT to Display field blank.</p> <p>If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.</p>

Field	Explanation
Contract Calendar	<p>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.</p>
Contract Salary	<p>The annual salary an employee earns for a job attached to a contract calendar.</p>
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>This date must be on or after the Date Started as entered on the Employee form (P0801EMP).</p> <p>..... <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 accrual instruction stops.</p> <p>..... <i>Form-specific information</i></p> <p>When you assign a contract calendar to an employee, 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>A value that represents the daily rate of pay earned by an employee who is attached to a Contract/Calendar.</p> <p>The system calculates the daily rate of pay as follows: $\text{contract salary} / \text{number of workdays in the contract calendar that fall between the start and stop dates}$</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 labor 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>..... <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 3,000 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 style="padding-left: 40px;">(3,000 divided by 3) x 12 = 12,000 = annualized salary</p> <p style="padding-left: 40px;">12,000 divided by 12 = 1,000 = 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

Automatically entering contract calendar information

If you set the contract calendar option to Yes on the Constants Information form, the Contract/Calendar Window automatically appears when you enter a new employee. See *Setting Up Position Control Information*.

Removing a contract calendar

Choose the Detach function for either of the following reasons:

- You mistakenly attach a contract calendar to an employee.
- 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 might transfer to an administrative position.

When you detach a contract calendar, contract calendar information remains in the contract calendar window even though the calendar has been detached from the employee master record.

Changing periods to pay To change the periods-to-pay information, make the corrections on the Contract/Calendar Window form. Do not change this information on the Employee Entry form.

Processing Options for Basic Employee Initial Setup

```

=====
*   These Processing Options Control:  *
*   P070101 = Employee Entry         *
*   P070111 = Basic Employee Data    *
=====

1.  Security Business Unit will be
    updated to the employee's Address
    Book record.
    Enter '1' for Yes, ' ' 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, ' ' for No. . : _____

4.  All new employees will be added to
    the COBRA Dep/Beneficiary file.
    Enter '1' for Yes, ' ' 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
    _____

6.  When adding new employees through the
    Employee Setup screen, enter the
    default format of the Mailing Name
    in the Address Book. (Optional)
    ' ' = Name entered in Employee Entry
    will not be used in the address
    book window. You must also
    enter the name in the window.
    '1' = John Doe (No middle initial)
    '2' = John R. Doe
    '3' = Doe, John R. (Alpha Name value)
    _____

Note: For users who have the double byte
      flag turned on in the JDE System
      Values, a default of ' ' is used.
7.  Enter the method for assigning Tax
    Areas.
    ' ' = Manually enter Work and Res Tax
    Areas. (Default)
    '1' = Allow Work and Res. Tax Areas
    to be left blank.
    '2' = Use GeoCoder to update Work and
    Res. Tax Areas.
    _____
    
```

*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.

8. When an employee is deleted, the profile data will also be deleted. Enter '1' for yes or ' ' for no.

=====
* The following Processing Options *
* are for HUMAN RESOURCES ONLY: *
=====

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.

' '= Edit Job Type/Step against UDC's & use Data Dictionary for defaults.
'1'= Default Job Info ONLY when blank.
'2'= Default Job Info & Category Codes ONLY when the field is blank.
'3'= Default Job Info
WHETHER OR NOT the field is blank.
'4'= Default Job Info & Category Codes
WHETHER OR NOT the field is blank.

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). 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'.

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.)

What You Should Know About Processing Options

GeoCoder (7)

The GeoCoder allows the Payroll system to assign the tax area based on the employee's address. The GeoCoder is a combination of programs from J.D. Edwards and Vertex that assigns a tax area to the Tax Area field in the Employee Master table or the Business Unit Constants table. The Geocoder is a J.D. Edwards Complementary Product and must be purchased separately.

For batch processing:

- A DREAM Writer-driven program reads records that you select from the Employee Master table or the Business Unit Constants table.
- The GeoCoder assigns employee master tax areas based on the employee's address. The Geocoder 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.

For interactive processing:

- This is used for employee entry only.
- Possible tax areas are based on the employee's address.
- This is controlled by a processing option.

Vertex programs are stored in a special library, such as VGEOLIB. The special library must be added to your library list. See *Technical Foundation Guide*.



Exercises

See the exercises for this chapter.

Understanding Salary and Hourly Rate Calculations

Depending on the nature of your workforce and the planning and budgeting requirements of your organization, you can use several methods to track the amount of money an that employee earns each pay period and each year. The following three components in the system determine this amount:

- Annual salary
- Hourly rate
- Standard hours per year

An employee's annual salary is the amount of money that the employee earns in one year. An hourly rate is the amount of money that an employee earns in one hour. The standard hours per year is the number of hours per year that an employee works. Therefore, the system uses the following calculations:

- Annual salary divided by standard hours per year equals hourly rate
- Hourly rate multiplied by standard hours per year equals annual salary

Employees who have multiple jobs within your organization can have a different annual salary, hourly rate, and standard hours per year for each job.

The type of information that you must enter for each employee, as well as the way in which the system calculates salaries or hourly rates, varies depending on the pay-rate source that you specify in your system options.

The pay-rate sources from which you can choose include the following:

- Pay Rate table
- Pay Grade Step table
- None (no default pay-rate source)

The following scenarios describe, for each pay-rate source, the interaction among annual salary, hourly rate, and standard hours per year.

See Also

- *Setting Up Pay-Grade Steps (P082003)*
- *Setting Up Pay-Rate Tables (P069121)*

Scenario 1: The Pay-Rate Source Equals the Pay Rate Table

When you need to associate pay rates with a specific group of employees, such as the members of a particular union, you can use the Pay Rate table as the default pay-rate source. On the Pay Rate table, you set up hourly rates for a group of job types and job steps. Then you associate those job types and job steps with a union code and effective dates.

To use the information in the Pay Rate table when you add an employee record, you enter a job type, job step, and union code, and you leave the salary and hourly rate blank. The job type, job step, and union code must correspond to an entry in the Pay Rate table.

The system then automatically enters the appropriate salary and hourly rate information from the Pay Rate table. The system supplies a default value for standard hours per year, which you can override if necessary. Overriding the standard hours per year does not affect the employee's hourly rate.

The following list describes what happens when you enter or change information that affects an employee's earnings:

- | | |
|-----------------------------------|---|
| Hourly rate | You cannot change the hourly rate for an employee. The system supplies the default hourly rate from the Pay Rate table. |
| Standard hours per year | <p>When you change the standard hours per year for an employee, the hourly rate does not change. Instead, the system recalculates the annual salary for the employee.</p> <p>If you use the Employee Multiple Job form to change the standard hours per year, you can delete the employee's salary to cause the system to recalculate the pay-period gross salary and the annual salary for the employee.</p> |
| Full-time equivalent (FTE) | When you change the FTE for an employee, you must also remove the value entered for standard hours per year. The system then adjusts the employee's standard hours per year and the hourly rate remains the same. |

What You Should Know About

Overriding the default pay-rate source

When the Pay Rate table is the default pay-rate source, you can do one of the following to avoid using this default for an employee:

- Leave the union code blank
- Enter a union code that is not included in the Pay Rate table

Then you must enter either a salary or an hourly rate for the employee.

See *Scenario 3: No Pay-Rate Source* for information about salary and hourly rate calculations for such employees.

Scenario 2: The Pay-Rate Source Equals the Pay Grade Step Table

To ensure that all of the employees working in a job type receive the same pay rate, and to establish progression within a pay grade, you can use the Pay Grade Step table as the pay-rate source. On the Pay Grade Step table, you set up a pay rate for each step within a pay grade.

To use the Pay Grade Step table when you add an employee record, enter a pay grade and a pay step, but leave the salary, hourly rate, and standard hours per year blank. The system automatically enters the appropriate salary, hourly rate, and standard hours per year from the Pay Grade Step table.

The following list describes what happens when you enter or change information that affects an employee's earnings:

Pay-grade step

When you change an employee's pay-grade step, the system replaces the employee's hourly rate, salary, and standard hours per year with the corresponding information from the Pay Grade Step table.

Hourly rate

You cannot change the hourly rate for an employee. The system supplies the default hourly rate from the Pay Grade Step table.

Standard hours per year

When you change the standard hours per year for an employee, you also must delete the employee's salary. The employee's hourly rate does not change. The system recalculates the employee's salary, based on the new standard hours per year and the hourly rate for the pay-grade step.

Salary	When you change an employee's salary, the hourly rate does not change. Instead, the system recalculates the employee's standard hours per year, based on the new salary and the hourly rate for the pay-grade step.
Full-time equivalent	When you change the full-time equivalent (FTE) for an employee, you also must delete the employee's salary and standard hours per year. The system then adjusts the employee's standard hours per year and salary, based on the pay-grade step.

What You Should Know About

Overriding the default pay-rate source	When the Pay Grade Step table is the default pay-rate source, you can avoid using this default for an employee by leaving the pay-grade step blank. You must enter either a salary or an hourly rate for the employee. See <i>Scenario 3: No Pay-Rate Source</i> for information about salary and hourly rate calculations for such employees.
---	---

Scenario 3: No Pay-Rate Source

If your organization consists of employees whose salaries and hourly rates are based on a pay range, rather than on specific amounts for a job type or a pay-grade step, you can choose to use no default pay-rate source.

With this approach, when you add employee information, you must enter either a salary or an hourly rate for each employee. The system provides a default value for standard hours per year, which you can override if necessary. When you enter a salary for an employee, the system automatically calculates an hourly rate, based on the salary and the standard hours per year. Conversely, when you enter an hourly rate, the system calculates the salary.

The following list describes what happens when you enter or change information that affects a salaried employee's earnings:

Salary	When you change an employee's salary, the system recalculates the hourly rate, based on the new salary and the standard hours per year for the employee.
---------------	--

Standard hours per year When you change the standard hours per year for an employee, the system recalculates the hourly rate, based on the new standard hours per year and the existing salary.

Full-time equivalent Changing the FTE for an employee does not affect salary and hourly rate calculations.

The following list describes what happens when you enter or change information that affects an hourly employee's earnings:

Hourly rate Changing the hourly rate for an employee does not affect the standard hours per year. The system recalculates the annual salary for the employee, based on the new hourly rate and the standard hours per year for the employee.

Standard hours per year When you change the standard hours per year for an employee, the system recalculates the salary, based on the new standard hours per year and the employee's hourly rate.

Full-time equivalent Changing the FTE for an employee does not affect salary and hourly rate calculations.

Entering Employee Instructions

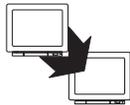
After you enter employee information, you can enter instructions that apply to your employees, depending on the needs of your company and employees.

Entering employee instructions includes the following tasks:

- Entering labour distribution instructions
- Assigning deductions, benefits, and accruals
- Reviewing deductions, benefits, and accruals
- 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

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

You can use labour distribution instructions to do the following:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage of hours worked or number of hours

- Set effective dates for labour 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**

P	Pay	Descript'n	Hrs / %	Account Number	Dates		Pay Table
					Start	Stop	
	1	Regular	40.00	707.8115	04/12/98		
	1	Regular	40.00	707.8118	04/12/98		

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 labor (either percentage or hours). Valid codes are:</p> <p style="margin-left: 40px;">% Percentage (must equal 100%)</p> <p style="margin-left: 40px;">H Hours</p> <p>..... <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 that defines 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 <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>
Hrs / %	<p>The number of hours associated with each transaction.</p> <p>..... <i>Form-specific information</i></p> <p>When used in conjunction with the employee labor 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 labor 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 labor instruction records into actual time entry (timecard) records.</p> <p>When you enter labor distribution with the hours method, this field can be blank. You must make an entry when using the percent method.</p>

What You Should Know About

Multiple active jobs

Labour distribution is used to override position ID accounts or AAIs in both multiple-job and single-job environments. The percentage of all jobs must total 100% if you use the percentage method of labour distribution. The Home Business Unit, Position ID, Job Type, and Job Step fields 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 for Labour Distribution

1. Choose how you wish the Worker's
Comp Code to default. : _____

'1' = From the Employee Master file
regardless if the field in the
Employee Labor Distribution
fold area is Blank.
'2' = From the Employee Master file
Only if the field is left Blank
'3' = From the Data Dictionary if the
field is left Blank. (Default)



Exercises

See the exercises for this chapter.

Assigning Deductions, Benefits, and Accruals



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose DBA Instructions

Deductions are monetary amounts, other than taxes, that are withheld from an employee's earnings, such as an employee's portion of a health insurance premium.

Benefits are monetary amounts that the company funds for additional employee compensation, such as the employer's portion of a health insurance premium.

Accruals are hourly amounts that the company funds for additional employee compensation, such as vacation leave and sick leave.

To simplify the handling of deductions, benefits, and accruals (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 group plans. Group plans are defined by union codes or group codes.

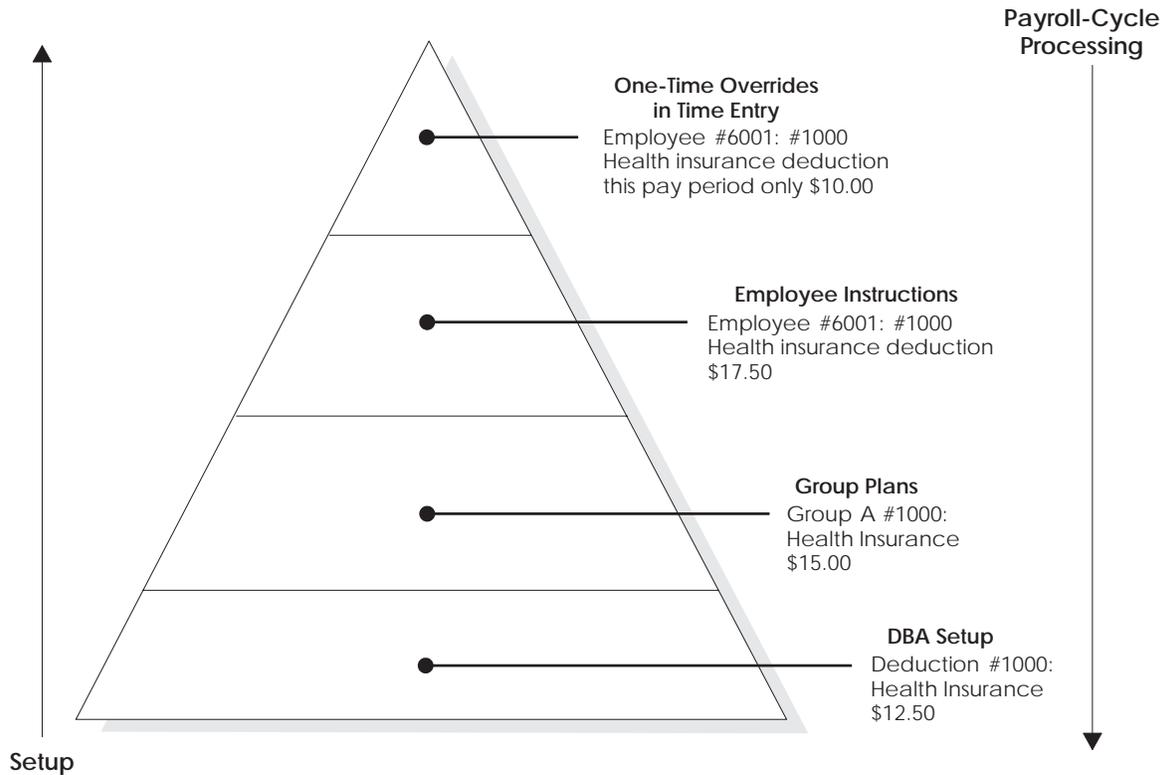
You can use the DBA Instructions form to specify exceptions to group plans. Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, J.D. Edwards recommends that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans. You can override a DBA in a group plan on the DBA Instructions form, 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 DBAs to employees. You can assign DBAs at four levels.

The following graphic illustrates the order in which the system handles DBAs, from two different perspectives:

- First, when you set up DBAs, you move from the general to the specific
- Second, when the system calculates DBAs during payroll-cycle processing, it moves from the specific to the general



After you assign DBAs, the system calculates them during the payroll cycle 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

You assign DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

The information you that enter on the DBA Instructions form represents the third level of DBA assignment, the employee level.

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

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

► **To assign deductions, benefits, and accruals**

On DBA Instructions

The screenshot shows a software window titled "[070181] - DBA Instructions". The window has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main form area contains the following fields:

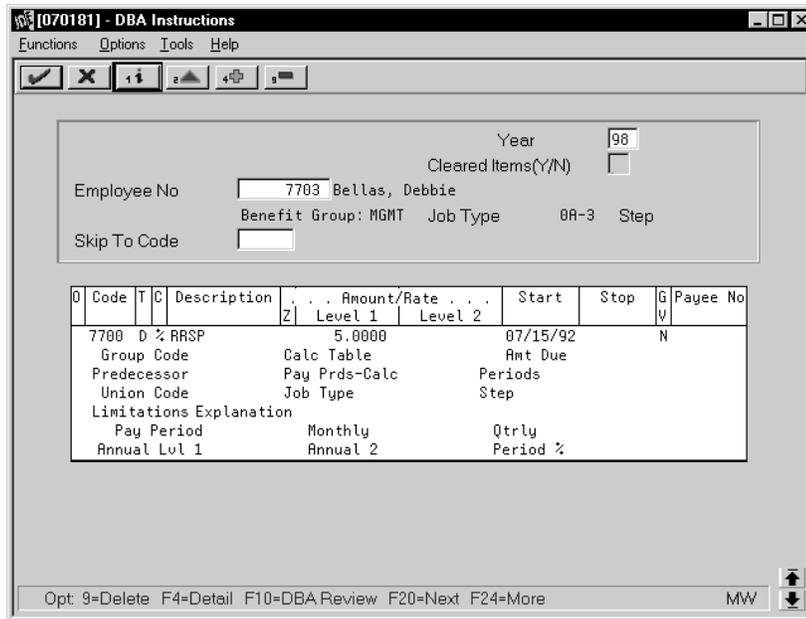
- Year: 98
- Cleared Items(Y/N):
- Employee No: 7703 Bellas, Debbie
- Benefit Group: MGMT Job Type: 0A-3 Step
- Skip To Code:

Below the form is a table with the following columns: Code, T, C, Description, Amount/Rate (Level 1, Level 2), Start, Stop, G, V, Payee No.

Code	T	C	Description	Amount/Rate Level 1	Level 2	Start	Stop	G	V	Payee No
7700	D	%	RRSP	5.0000		07/15/92		N		
7701	B	%	RRSP Co.			07/15/92		N		
7705	B	A	Dental/Co.			07/15/92		N		
7725	B	3	Life 1 x sal			04/26/98		N		
7735	B	A	Ext Health			07/15/92		N		
7740	B	A	CarAllowCAN	410.0000				N		
7705	A	2	Salary Vac			07/15/92		N		
7790	A	%	RRSP Fixed	50.0000		07/15/92		N		
7791	A	%	RRSP Mutual	50.0000		07/15/92		N		

At the bottom of the window, there is a status bar with the following text: "Opt 9=Delete F4=Detail F10=DBA Review F20=Next F24=More MW" and a vertical scroll bar on the right.

1. Complete the following fields:
 - Employee Number
 - DBA Code
2. Complete the following optional fields:
 - Amount or Rate Level 1
 - Start
 - Stop
 - 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 fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. 2 For a pay type, amounts entered in this field override the hourly rate.

Field	Explanation
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>This date must be on or after the Date Started as entered on the Employee form (P0801EMP).</p> <p>..... <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>

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 accrual instruction stops.</p> <p>..... <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>
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 style="padding-left: 40px;">N No, do not generate a voucher</p> <p style="padding-left: 40px;">Y Yes, generate a voucher</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 that is to receive the payment of the check.</p>

What You Should Know About

Overriding a group DBA If an employee does not qualify for a DBA for 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 then overrides the amount in the Amount/Rate field with a zero amount.

Declining balance indicator To enter an amount due during DBA setup, such as an advance to an employee, 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 form.

Processing Options for DBA Instructions

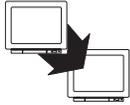
BENEFITS ADMINISTRATION:

-
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.

EDIT/DEFAULT OPTIONS:

-
2. Enter '1' to default the job type from the employee master record. Enter '2' to default the job type AND the job step from the employee master record. The default is blank (' ') and will not default any employee job information from the employee master record. (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.)

Reviewing Deductions, Benefits, and Accruals



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose DBA Instructions

For any employee, you can review the following items:

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

▶ To review DBAs

On DBA Instructions

1. Choose the DBA Review function.

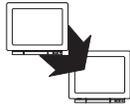
F	Code	T	C	Description	. . . Amount/Rate Dates . . .		Amt Due	Prd	0
					Level 1	Level 2	Start	Stop			
E	7700	D	%	RRSP	5.0000		07/15/92				
E	7701	B	%	RRSP Co.			07/15/92				
E	7705	B	A	Dental/Co.			07/15/92				
E	7725	B	3	Life 1 x sa			04/26/98				
E	7735	B	A	Ext Health			07/15/92				
E	7740	B	A	CarAllowCAN	410.0000						
E	7785	A	2	Salary Vac			07/15/92				
E	7790	A	%	RRSP Fixed	50.0000		07/15/92				
E	7791	A	%	RRSP Mutual	50.0000		07/15/92				

2. On Employee DBA Review, review the following field:

- File Code (F)

Field	Explanation						
File Code	<p>A code that selects a specific table for Employee DBA Overview Inquiry (P06087). If you specify a value, only information from that table will appear.</p> <p>Valid values are:</p> <table> <tr> <td>E</td> <td>Employee Pay Instructions (F06106)</td> </tr> <tr> <td>U</td> <td>Union Benefits Master (F069106)</td> </tr> <tr> <td>D</td> <td>Deduction/Benefit Specs (F069116)</td> </tr> </table>	E	Employee Pay Instructions (F06106)	U	Union Benefits Master (F069106)	D	Deduction/Benefit Specs (F069116)
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 specify any of the following 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
- 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 choose 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

0	Dist Str	Dist Stp	Bank Account	Bank Trnst No	M	Tr	Amount or Percent
			450108505	00108870	R	32	75.00
			555364555	00108870	R	22	

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.

[065011] - Auto Deposit Instructions

Functions Options Tools Help

Co: 77 BU: 707
 Orig. Bank: 1236981
 SCC 200
 SEC PPD

Employee No 7701 Anthony Holiday
 Prenote Flag N

0	Dist Str	Dist Stp	Bank Account	Bank Trnst No	M C	Tr Cd	Amount or Percent
			450108505	00108870	A	32	75.00
	Full/Partial Code F		Pre Note Trans Cd 33				Period 1-5 Y Y Y Y Y
			555364555	00108870	A	22	
	Full/Partial Code F		Pre Note Trans Cd 23				Period 1-5 Y Y Y Y N
	Full/Partial Code		Pre Note Trans Cd				Period 1-5
	Full/Partial Code		Pre Note Trans Cd				Period 1-5
	Full/Partial Code		Pre Note Trans Cd				Period 1-5
	Full/Partial Code		Pre Note Trans Cd				Period 1-5
	Full/Partial Code		Pre Note Trans Cd				Period 1-5

Opt: 9=Delete F4=Detail F9=Bnk Transit Codes F19/20=Prev/Next F24=More

3. Review the values supplied by the system for the following fields:
 - Full/Partial Code
 - Pre Notification Transaction 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 check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.</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> <ul style="list-style-type: none"> F06560 - Bank Reconciliation - Issue Table F06561 - Bank Reconciliation - Paid Table
Bank Trnst No	<p>The bank transit number for the employee's financial institution. Banks might refer to this number as the ABA or payment routing number. This number can be obtained from the employee's check or deposit slip. It is located between the MICR colons (:) at the bottom of the check.</p> <p>For U.S. banks, this number contains 9 digits. If this number does not contain nine digits, you must contact the employee's financial institution to obtain the correct number.</p> <p>For Canadian banks, this number contains 8 digits. Therefore, Canadian clients must enter the bank transit number with a leading zero.</p> <p>If you change this number for an employee, the system creates a prenote for the employee's next auto deposit.</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> <ul style="list-style-type: none"> A A specific amount is to be deposited. % A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals. C A specific amount is to be generated as a payroll check. P A specific amount is to be generated as cash. 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. Q The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash. D The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll check. <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>
Amount or Percent	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ul 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 fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. 2 For a pay type, amounts entered in this field override the hourly rate. <p>..... <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>A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form 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 check. 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 a check 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> <p>You cannot use this field for Canadian employees.</p>
Tr Cd	<p>A code used to distinguish various types of bank accounts, for example, checking, savings, or credit union. Currently the following codes have been assigned:</p> <p>Demand Account Credits</p> <ul style="list-style-type: none"> 20 - Reserved 21 - Credit entry to return automated deposit 22 - Automated Deposit <p>Savings Account Credits</p> <ul style="list-style-type: none"> 30 - Reserved 31 - Credit entry to return automated deposit 32 - Automated Deposit <p>Demand Account Debits</p> <ul style="list-style-type: none"> 25 - Reserved 26 - Debit entry to return automated payment 27 - Automated Payment <p>Savings Account Debits</p> <ul style="list-style-type: none"> 35 - Reserved 36 - Debit entry to return automated payment 37 - Automated Payment <p>NOTE: If you leave this field blank, the system uses the default value of 22.</p>
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>

Field	Explanation
Pre Note Trans Cd	<p>A code used to distinguish various types of debit and credit nondollar 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 for Auto Deposit Instructions

1. Enter the Originating Bank Number: _____
2. Enter the Service Class Code: _____
3. Enter the Standard Entry Class: _____

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 the commission information that you enter as the basis for calculating taxes for commissioned employees. You can also use this form 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 the Commission Information form 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>Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance?</p> <p>N indicates that the employee does not qualify. (default)</p> <p>Y indicates that the employee qualifies.</p> <p>B indicates that the employee qualifies and that his/her spouse also qualifies.</p> <p>..... <i>Form-specific information</i></p> <p>Is the employee paid by irregular commission payments and has a TD1X form been completed for this employee?</p> <p>N Indicates the employee has not (default)</p> <p>Y Indicates the employee has completed the TD1X form for employees paid by irregular commission payments</p> <p>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>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>

Entering Additional Employee Information

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

Entering additional employee information includes the following tasks:

- Entering only 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 only basic employee data is an alternative method that 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 also 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 Employment Opportunity Commission (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 from other countries whom you employ.

You assign category codes to employees when you want reporting capabilities for classifications that not already defined by the Payroll system. For example, you might assign employees to a category code that you have defined to determine eligibility for different levels of parking privileges, such as covered and reserved parking, uncovered and reserved parking, and unreserved parking. After you define the category codes and assign your employees to them, you can run a report listing the employees who are eligible to park in the various areas.

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

Entering Only Basic Employee Data

Entering only 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 using this method, such as the employee's supervisor and shift code.

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

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

Entering Only Basic Employee Data for a New Employee



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

You can use the Basic Employee Data form 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 only basic employee data for a new employee**

On Basic Employee Revisions

The screenshot shows a software window titled "[070111] - Basic Employee Revisions". The window contains a form with the following fields and values:

Employee Number	7701	Anthony Holiday	
Social Ins. No	256136888	Home Co	00077 A Model Canadian Pa
Add'l EE No	2000	Home BU	707 Connie's Business U
Job Title			
Pay Status	0	Active	
Employment Status		Full-time Regular	
Term/Chg Reason	010	Database correction	
Supervisor			
Job Type / Step	5J-4 /		
Pay Freq/Class	B / H		
Workers Comp	ONT /	Ontario	
Benefit Group			
Union Code	7700	Labourer - Canada	
Pay Grade/Step	/	No. Pay Steps	
Locality		Headquarters (default)	
Security BU	1	Last Job Worked	707
Pay Cycle Code	BW	Biweekly	
Cheque Route Code		Default value	
Shift Code		No Shift	
Work Schedule		Employee Class	N Dock Component
Record Type	1	Tipped Employee	(U.S. Only)

At the bottom of the window, there is a status bar with the text: "F6=Pay/Tax Revs. F11=Address F15=Labour Instr. F16=Ded/Ben F21=Auto Dep. MW" and a scroll bar.

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

08AB Address Window

Functions Tools Help

Security BU 1
Search Type E Employees

Address Number 7701
Name - Alpha Holiday, Anthony
Mailing Name Anthony Holiday
Mailing Address 202 RoeHampton Ave., Apt. 2004
City Toronto State ON
Postal Code M6T 9U5 Cntry CA Canada
County
Phone # / Type

F3=End F5=A/B Cat Codes F24=More Keys

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

08AB

Functions Tools Help

Effective On 04/10/1998
Change Reason 001 New Hire
(Blank=No turnover on this change.)

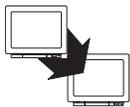
F1=Help F3=Previous (No Update)

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> <table style="margin-left: 40px;"> <tr><td>1</td><td>Full-time temporary</td></tr> <tr><td>2</td><td>Part-time temporary</td></tr> <tr><td>3</td><td>Part-time regular</td></tr> <tr><td>4</td><td>Seasonal</td></tr> <tr><td>5</td><td>Casual</td></tr> </table>	1	Full-time temporary	2	Part-time temporary	3	Part-time regular	4	Seasonal	5	Casual
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 that you create if the category code criterion is met. You can either accept or override the default value.</p>										
No. Pay Steps	<p>Indicates the number of optional pay increments, if any, available within each pay grade.</p> <p>..... <i>Form-specific information</i></p> <p>This field is informational only.</p>										
Locality	<p>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.</p>										

Field	Explanation
Shift Code	<p>A user defined code (00/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 B Saturday through Wednesday 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 2 Payroll and Recharge Processing 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 Eligible N Not Eligible</p>

Entering Additional Data for an Existing Employee



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

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 History and Turnover Information Window appears.

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. When you process a payroll cycle that includes the employee, the system automatically updates this field.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Job Title	A title associated with an employee's job.
Dock Pay Flag	Use this field for employees with 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: <ul style="list-style-type: none"> 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) N The system does not include the daily rate of pay for this job. 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.

Processing Options for Basic Employee Data

- ```

=====
* These Processing Options Control: *
* P070101 = Employee Entry *
* P070111 = Basic Employee Data *
=====

```
1. Security Business Unit will be updated to the employee's Address Book record.  
Enter '1' for Yes, ' ' 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, ' ' for No. . : \_\_\_\_\_
  4. All new employees will be added to the COBRA Dep/Beneficiary file.  
Enter '1' for Yes, ' ' 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 \_\_\_\_\_
  6. When adding new employees through the Employee Setup screen, enter the default format of the Mailing Name in the Address Book. (Optional)  
' ' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window.  
'1' = John Doe (No middle initial)  
'2' = John R. Doe  
'3' = Doe, John R. (Alpha Name value) \_\_\_\_\_
- Note: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used.
7. Enter the method for assigning Tax Areas. \_\_\_\_\_  
' ' = Manually enter Work and Res Tax Areas. (Default)  
'1' = Allow Work and Res. Tax Areas to be left blank.  
'2' = Use GeoCoder to update Work and Res. Tax Areas.
- \*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.
8. When an employee is deleted, the profile data will also be deleted.

Enter '1' for yes or ' ' for no.

=====  
\* The following Processing Options \*  
\* are for HUMAN RESOURCES ONLY: \*  
=====

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.
- ' '= Edit Job Type/Step against UDC's &  
use Data Dictionary for defaults.
  - '1'= Default Job Info ONLY when blank.
  - '2'= Default Job Info & Category Codes  
ONLY when the field is blank.
  - '3'= Default Job Info  
WHETHER OR NOT the field is blank.
  - '4'= Default Job Info & Category Codes  
WHETHER OR NOT the field is blank.
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).  
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'.
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.)

## What You Should Know About Processing Options

### GeoCoder (7)

The GeoCoder allows the Payroll system to assign the tax area based on the employee's address. The GeoCoder is a combination of programs from J.D. Edwards and Vertex that assigns a tax area to the Tax Area field in the Employee Master table or the Business Unit Constants table. The Geocoder is a J.D. Edwards Complementary Product and must be purchased separately.

For batch processing:

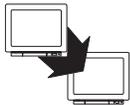
- A DREAM Writer-driven program reads records that you select from the Employee Master table or the Business Unit Constants table.
- The GeoCoder assigns employee master tax areas based on the employee's address. The Geocoder assigns business-unit tax areas based on the address of the associated address number.
- The system prints a report for every employee or business unit detailing the tax-area assignments.

For interactive processing:

- This is used for employee entry only.
- Possible tax areas are based on the employee's address.
- This is controlled by a processing option.

Vertex programs are stored in a special library, such as VGEOLIB. The special library must be added to your library list. See *Technical Foundation Guide*.

## 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 that you entered during initial employee entry.

When you enter pay and tax information, you can do the following:

- Specify a tax method for an employee. For example, in the United States when you enter the code for a contract employee, the employee is taxed differently from a regular employee and receives a 1099 tax form, rather than a W-2, at year-end.

In Canada, when you enter the code for a nonresident employee, the employee is taxed differently from a regular employee.

- Define an hourly employee as autopay by entering a standard number of hours to pay in each payroll cycle, regardless of the number of hours worked.

### ▶ To enter pay and tax information

On Pay and Tax Revisions

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

| <b>Field</b>     | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| Pay on Std Hours | 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.<br><br>..... <i>Form-specific information</i> .....<br><br>By entering a value in this field, you identify this employee as autopay.          |
| 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.<br><br>For employees with contract calendars attached, update this value in the contract calendar window.                  |
| 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    | 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 labor distribution instructions.<br><br>If nothing is entered in this field, then pay type 001 will be used.                                                                         |
| Tax Method       | This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM.                                                                                                                                                                                                                          |

## What You Should Know About

### **Employees with contract calendars attached**

You cannot use the Pay and Tax Revisions form to enter standard hours or pay-rate information for employees with contract calendars attached. You must make these changes on the Contract/Calendar Window form.

*See Attaching a Contract Calendar.*

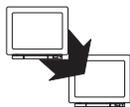
## Processing Options for Pay and Tax Information

1. Enter the method for assigning Tax Areas.  
 ' ' = manually enter Work and Res. Tax Areas. (Default)  
 '1' = allow Work and Res. Tax Areas to be left blank.  
 '2' = use GeoCoder to update Work and Res. Tax Areas.

\*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.

2. Enter '1' to receive a warning message if Std Hrs/Day and the Std Days/Year is equal to Blank.

## 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

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 following:

- The date of the employee's next review
- The date that 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. For example, you might set an eligibility code for employees who are eligible to own stock options.

► **To enter dates, eligibility, and EOC information**

On Dates, Eligibility, and EEO

The screenshot shows a software window titled "[060190] - Dates, Eligibility & EEO". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar are several icons. The main area contains the following fields:

- Employee No/SIN: 7701 Anthony Holiday
- Orig Hire Date: 06/01/1991
- Date Terminated: [ ]
- Date Pay Stops: [ ]
- Date Started: 06/01/1991
- Participate Date: [ ]
- Date of Recall: [ ]
- Date Pay Starts: 06/01/1991
- Leave Begin Date: [ ]
- Date in Position: [ ]
- Date of Birth: 11/02/1968
- Leave Expires: [ ]
- Last Contacted: [ ]
- Date Last Raise: [ ]
- Date Next Raise: [ ]
- Date of Bonus: [ ]
- Date Nxt Review: [ ]
- Type Review:
- Sal Forecast 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: 06 White
- Disability:

Below these fields is an "Eligibility/Participation" section with the following options:

- Code 01
- Code 02
- Code 03
- Code 04
- Code 05
- Code 06
- Code 07
- Code 08
- Code 09
- Code 10
- Pension
- Oregon Ins
- Benefit St

At the bottom of the window, there is a status bar with the text: "F5=Cat. 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

| <b>Field</b>     | <b>Explanation</b>                                                                                                                                                                                                                                                                                                              |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br><br>It may also be the date that a deduction, benefit, or accrual 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.                                                                                                                                                                                                                                                        |
| 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.                                                                                                                                                                                                        |

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Last Raise | <p>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.</p> <p>..... <i>Form-specific information</i> .....</p> <p>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.</p> |
| Date of Bonus   | <p>The date an employee is to receive a bonus. This date is also part of the supplemental data for a bonus review.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date Nxt Review | <p>The date the next employee review is scheduled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Type Review     | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sal Forecast Dt | <p>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).</p>                                             |
| Code 01         | <p>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:</p> <ul style="list-style-type: none"> <li>Voluntary Accidental Death &amp; Dismemberment Insurance</li> <li>Overtime Call Up</li> <li>Profit Sharing</li> <li>Political Action Committee</li> <li>Coffee Fund</li> <li>U.S. Citizen</li> </ul>                                                                                                                                                                                          |
| Pension         | <p>A code that specifies whether the employee participates in the company's pension or 401(k) plan. When you process W-2 information for employees, the code that you enter in this field determines whether the system places an X, indicating employee participation, in the pension box of the employee's W-2 form.</p>                                                                                                                                                                                                                                                                                               |

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefit St      | <p>A user defined code (07/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An asterisk (*) indicates that 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"> <li>• Generates an applicant record for the employee</li> <li>• Retains an employee record for the employee</li> <li>• Changes the employee's search type to Applicant (A)</li> </ul> <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p> |
| 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 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Processing Options for Dates, Eligibility, and EEO

DISPLAY OPTIONS:

-----

1. Enter your display preference for  
Ethnic Code . . . . .  
Enter '1' for Yes, ' ' for No. \_\_\_\_\_
  
2. 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 req's  
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) \_\_\_\_\_
  
3. 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.)

## What You Should Know About

### **User Dates function**

Choose the User Dates function to define up to 10 dates according to your business needs. For example, the date of the last contact with a seasonal employee. 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



### Exercises

See the exercises for this chapter.

## Entering International Employee 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 International Data

If your company has international employees, you can enter additional employee 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) and that the County Code is set to CA (Canada) for the default company, Company 00000, in the payroll company constants.

**► To enter personal information for international employees**

On International Data

The screenshot shows a software window titled "[06020] - International Data". At the top, it displays "Employee Number 7701 Anthony Holiday". Below this, there are two main sections:

- International Information:**
  - Country Code: CA (Canada)
  - Currency Code: CAD (Canadian Dollar)
  - Alien Reg. No: [Empty]
  - Maiden Name: [Empty]
  - Extended Alpha Name: [Empty]
  - Preferred Name: [Empty]
  - Additional Name: [Empty]
  - Salutation: MR. (Mister)
  - Suffix: [Empty]
- For Canadian Employees:**
  - Language: E (English)
  - Medical Plan ID: [Empty]
  - National Occ. Code: 0642 (Fire Chiefs & Senior Officers)
  - Census Metrop. Area: 60 (Toronto, Ontario)
  - Sector Indus. Code: 812 (Protective Services)

At the bottom of the window, there is a legend: "F13=Future Values F14=Field History-HR only 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. |

| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>..... <i>Form-specific information</i> .....</p> <p>The standard J.D. Edwards 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

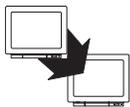
| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>..... <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 | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Sector Indus. Code  | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

### 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 racial groups other than Caucasian, such as Southeast Asian or Latin American.

## Assigning Category and Geographic Data Codes



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Additional Employee Data & Reports

From Additional Employee Data & Reports (G77111), choose Category Codes and Geographic Data

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 that are not defined by the Payroll system.

For example, you might assign employees to a category code that you have defined to determine eligibility for different levels of parking privileges, such as covered and reserved parking, uncovered and reserved parking, and unreserved parking. After you define the category codes and assign your employees to them, you can run a report listing the employees who are eligible to park in the various areas.

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

### ► To assign category codes and geographic data codes

On Category Codes and Geographic Data

[060193] - Category Codes & Geo. Data

Functions Tools Help

Employee No/SIN: 7701 Anthony Holiday

Category Cds:

|         |     |   |
|---------|-----|---|
| Cat 001 | GER | . |
| Cat 002 |     | . |
| Cat 003 |     | . |
| Cat 004 |     | . |
| Cat 005 |     | . |
| Cat 006 |     | . |
| Cat 007 |     | . |
| Cat 008 |     | . |
| Cat 009 |     | . |
| Cat 010 |     | . |

Geographic Data:

Home State: [ ] Home City: [ ] Std Occ Class: [ ]  
Work State: [ ] Work City: [ ] Work County: [ ] Region: [ ]

F5=More Codes F24=More Keys

Complete the following fields as appropriate:

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

| <b>Field</b>  | <b>Explanation</b>                                                                                                                                                |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Std Occ Class | 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. |
| Region        | A region within a state. This field is intended for use in preparation of unemployment reports for Alaska.                                                        |

### What You Should Know About

|                                    |                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Category codes 1 through 4</b>  | You can enter the values from category codes 1 through 4 on timecards for reporting purposes. |
| <b>Category codes 1 through 10</b> | The Human Resources system can use category codes 1 through 10 for job information.           |

### See Also

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

## 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 English teacher and whose secondary job is 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 that 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 in that pay-rate group.

Entering information for multiple jobs includes the following tasks:

- 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 do the following:

- Track separate job and pay-rate 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 cycle, 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 pay rate for each job. 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 that the employee holds.

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

**► To enter employee multiple-job information**

On Employee Multiple Job Entry

| Job Type | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary    | Sal Freq | Hourly Rate |
|----------|--------------------|-------------|----------|----------|------------|-----------|----------|-------------|
| TEACH    | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | A        | 25.675      |
| COACH    | 2435               | CH02        | COACH    |          |            | 3,000.00  | A        | 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.

| P | J | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary   | Sal Freq | Hourly Rate |
|---|---|--------------------|-------------|----------|----------|------------|----------|----------|-------------|
|   |   | 2435               | CH02        | COACH    |          |            | 3,000.00 | A        | 15.000      |

Home Bus Unit Desc School  
 Position ID Desc Tennis Coach  
 Job Type Desc Coach  
 Union Code Desc  
 FTE 1.00  
 Shift Code No Shift  
 Locality Headquarters  
 Employment Status Full-time Reg  
 Supervisor  
 Pay Class(H/S/P) S  
 Workers Comp/Sub No Worker's C  
 EEO Job Cat 001 Officials and  
 FLSA Exempt Y/N Y Dock Pay

Pay Pd Gross 1,000.00  
 Change Reason 001  
 Effective Date 04/01/98  
 Date Pay Starts 04/01/98  
 Date Pay Stops 06/30/98  
 Periods/Year 3.00  
 Std Hrs/Day  
 Std Days/Year  
 Std Hours/Year 200.00  
 Pay on Std Hours  
 Pay Grade/Step  
 Sal Frct Chg Dt  
 Nxt Rev Dt/Type  
 Compa-Ratio  
 Default Auto Pay

Opt: 6=Position 7=Job Info F5=Format F10=HR,EE F15=LaborDist

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 that 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 accrual instruction stops.</p> <p>..... <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 that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants (company options, in OneWorld).</p> <p>For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Field              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Std Days/Year      | The number of workdays 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 set up the human resources constants (system options, in OneWorld) to use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.                                                                                                                                     |
| FTE                | The full-time equivalent (FTE) amount. 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.                                                                                                                                                                                                                                                                               |
| Dock Component Flg | Use this field for employees with 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:<br>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)<br>N The system does not include the daily rate of pay for this job.<br><br>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. |

## What You Should Know About

### Working with contract calendars

Employees who have multiple jobs can have the same contract calendar for all jobs or have a different contract calendar for each job. To change information on a job with a contract calendar attached, choose the Contract/Calendar Window option on Employee Multiple Job Entry. See *Attaching Contract Calendars*.

Employees with multiple jobs who have 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 for Employee Multiple Job Entry

SET VIDEO DISPLAY:

- 
1. Enter your display preference for the Salary and Hourly Rate.  
 ' ' or '1' = Always Display

'2' = Do not Display on Inquiry  
'3' = Never Display

2. Enter a '1' next to each to suppress its display:

|                           |       |
|---------------------------|-------|
| Workers Comp/Sub. . . . . | _____ |
| FLSA Exempt . . . . .     | _____ |
| Union Code. . . . .       | _____ |
| EEO Job Category. . . . . | _____ |
| Shift Code. . . . .       | _____ |
| Job Step. . . . .         | _____ |
| Hourly Rate . . . . .     | _____ |

3. To display the Address Book European Tax ID Number in the Address Book window select '1' for Yes.  
Enter '1' for Yes, ' ' for No.

EDIT/DEFAULT OPTIONS:

- 
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.  
' '=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
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). 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'.
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.

## 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.

### ► To define occupational pay-rate tables

On Occupational Pay Rates

| Job | Type | Description       | Step | Rate  | Billing | Piece |
|-----|------|-------------------|------|-------|---------|-------|
|     | 6S-3 | Security Screener |      | 6.500 |         |       |
|     | 6S-5 | Security Guard    | ARMN | 6.750 |         |       |

1. Complete the following fields:
  - Employee Number
  - Effective Dates
  - Job Type

2. Complete the following optional fields:

- Job Step
- Hourly Rate
- Billing Rate
- Piece Rate

---

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>Enter a rate on any of the following forms to override the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"><li>• Pay Rate Information</li><li>• Employee Labour Distribution</li><li>• Occupational Pay Rates</li><li>• Time Entry by Employee</li><li>• Time Entry by Job or Business Unit</li><li>• Daily Timecard Entry</li><li>• Time Entry by Employee with Equipment</li><li>• Time Entry by Shop Floor Control</li></ul> |
| 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 an occupational pay rate in time entry, you must enter the associated job type from the occupational pay-rate table on the timecard.

### **Accessing pay rates**

You can set the processing options in time entry to access the pay rates defined on the occupational pay-rate tables. The system derives the hourly rate for an employee using information that you enter in the following forms:

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)*



## Working with Employee Profile Data

---

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

Profile data is not required by the system. When you set up your system, you specify the types of profile information that you want to track.

Working with employee profile data consists of the following tasks:

- Entering profile data
- Copying profile data
- Changing profile data
- Reviewing profile data for a specific employee
- Reviewing profile data by data type
- Locating employees who meet multiple criteria
- Reviewing the Employee Profile report
- Reviewing the Employees by Data Type report
- Reviewing the Employee Profile workfile

### 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 for employees. For employees, typical types of profile data might include any of the following:

- 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. The valid formats are narrative format and code format.

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 consists of the following tasks:

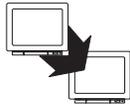
- Entering profile data in narrative format
- Entering profile data in code format

### 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 form in data-type sequence for each type of data that you choose. When you exit from one form, the system displays the form for the next type of data that you choose.

## 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 person. For example, you might use narrative format for performance appraisal information.

### ▶ To enter profile data in narrative format

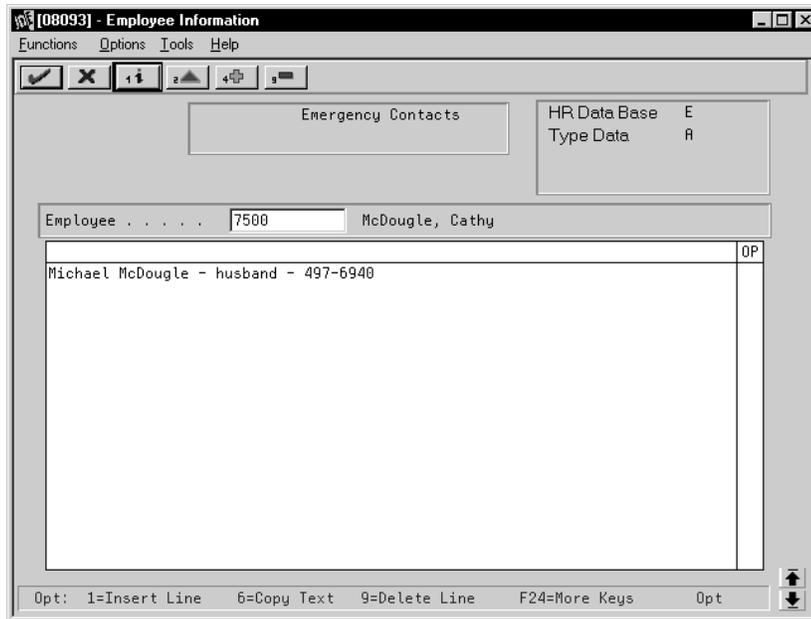
On Profile Data Entry

| OP | Type of Information          | Mode |
|----|------------------------------|------|
|    | Emergency Contacts           | N    |
|    | Skills                       | C    |
|    | Language Skills              | C    |
|    | Professional Licenses/Certif | C    |
|    | Employer Property            | C    |
|    | Education                    | C    |
|    | Training                     | C    |
|    | Tuition Reimbursement        | C    |
|    | Succession Planning          | C    |
|    | Appraisal Overview           | N    |
|    | Appraisal Details            | C    |
|    | Bonus                        | C    |
|    | Grievance                    | C    |
|    | ADA Data                     | C    |
|    | Drug Testing                 | C    |
|    | Medical History              | C    |

1. Locate the person 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 then press Enter.

The form for the first type of data appears.



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

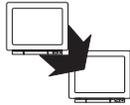
| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"> <li>C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).</li> <li>N Narrative format, which displays the form for entering narrative text.</li> <li>P Program exit, which allows you to exit to the program you specified in the Pgm ID field.</li> <li>M Message format, which displays the form 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.</li> </ul> |

## What You Should Know About

### **Deleting narrative-format information**

To delete an entire form 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 form for entering job skills information might have columns for skill code, number of years of experience, and proficiency level.

To ensure consistent 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 appear above the column.

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

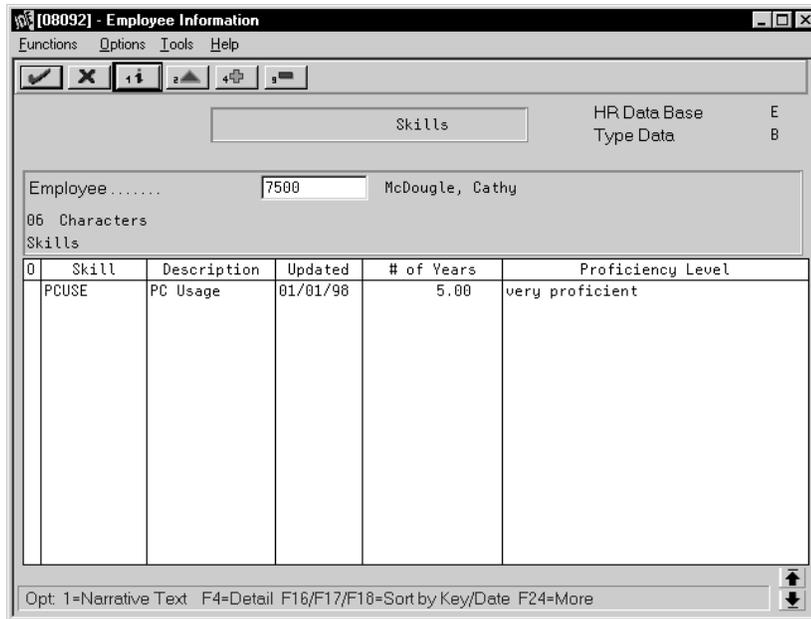
### **▶ To enter profile data in code format**

---

On Profile Data Entry

1. Locate the person 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
3. Choose the Select and Update option for one or more types of code-format information.

The form for the first type of data appears.



4. Enter the appropriate information.
5. To add information in narrative format, use the Change action and choose the Narrative Text option.
6. Enter the additional information and press Enter twice.
7. Choose the Field Exit function to advance to the next type of data that you chose.

### What You Should Know About

#### Revising code-format information

Use the Change action to revise or delete individual lines of code-format information. Typing new information over existing information does not delete the existing information. The system retains the existing information and creates a new line of information for the change. To delete a line of information, use the Field Exit key to remove all information from the line.

### Processing Options for Profile Data Entry

1. 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.

## Copying Profile Data

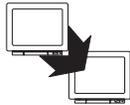
When you need to enter the same profile data for two or more people, you can save time and reduce keying errors by copying information from one person's record to another person's record. You also can copy all of one person's profile data to another person's record.

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

Copying profile data consists of the following tasks:

- 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 people, you can save time and reduce keying errors by copying information from one person's record to another person's record.

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

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

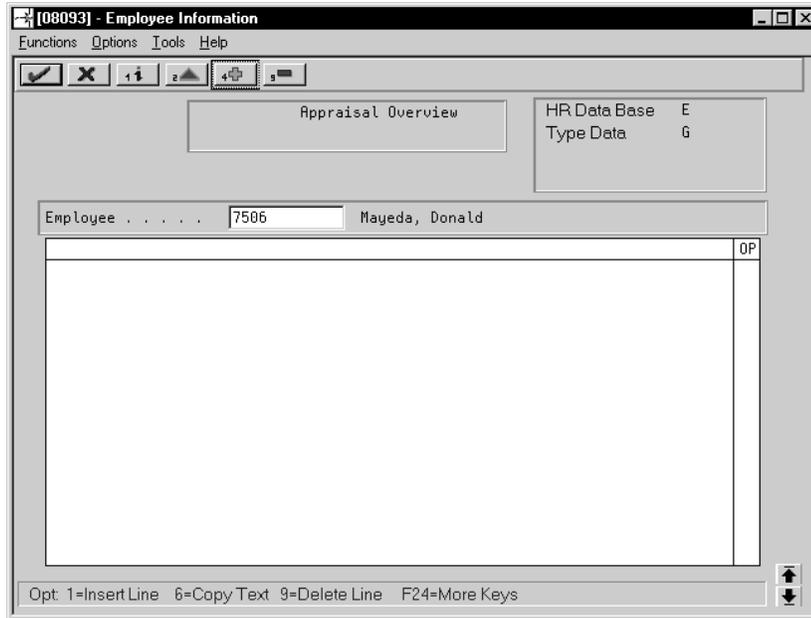
- A group of employees attended the same training class
- You track training information in code format
- You need to enter a description of the class as narrative text

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

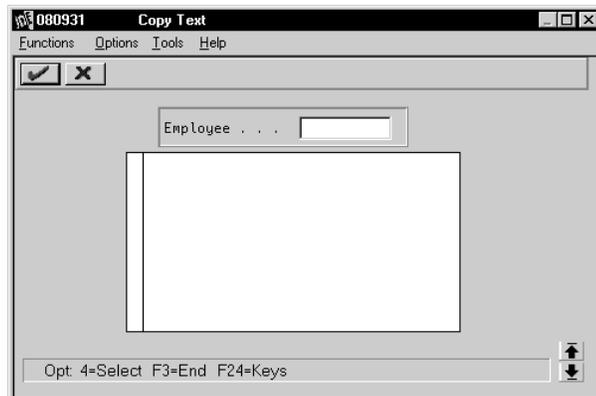
► **To copy narrative text**

On Profile Data Entry

1. Locate the person 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.

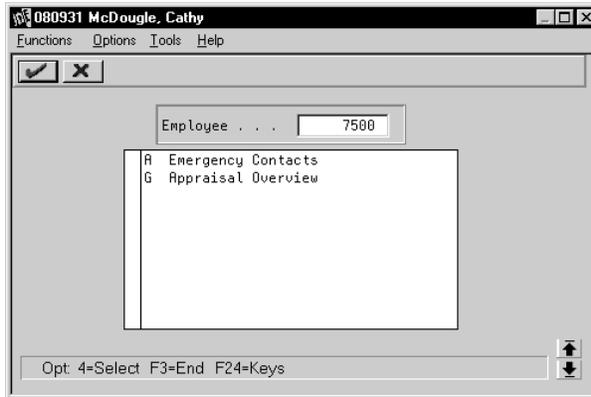


3. Using the Change action, choose the Copy Text option.



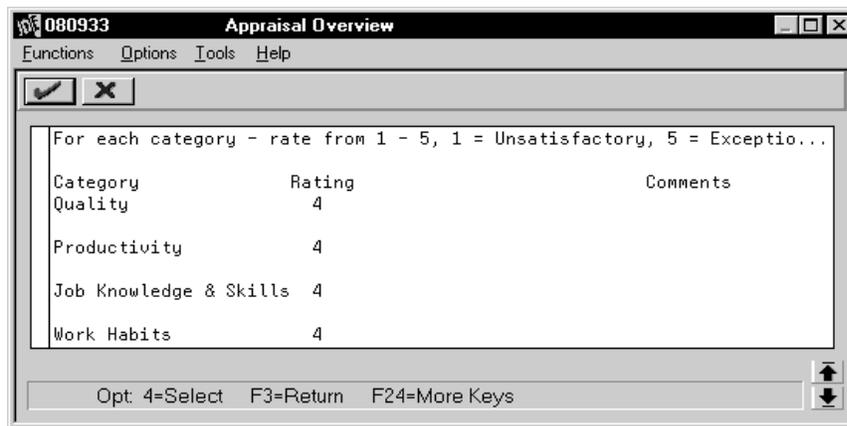
4. On Copy Text, complete the following field with the employee or applicant number of the person from whom you want to copy information:
  - Employee

The system lists the types of profile data that contain narrative information for that person.

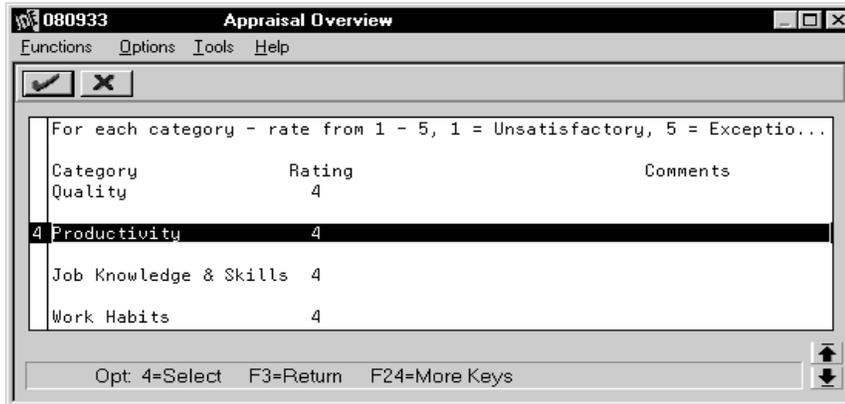


5. Choose the Select option to specify the data type from which you want to copy information.

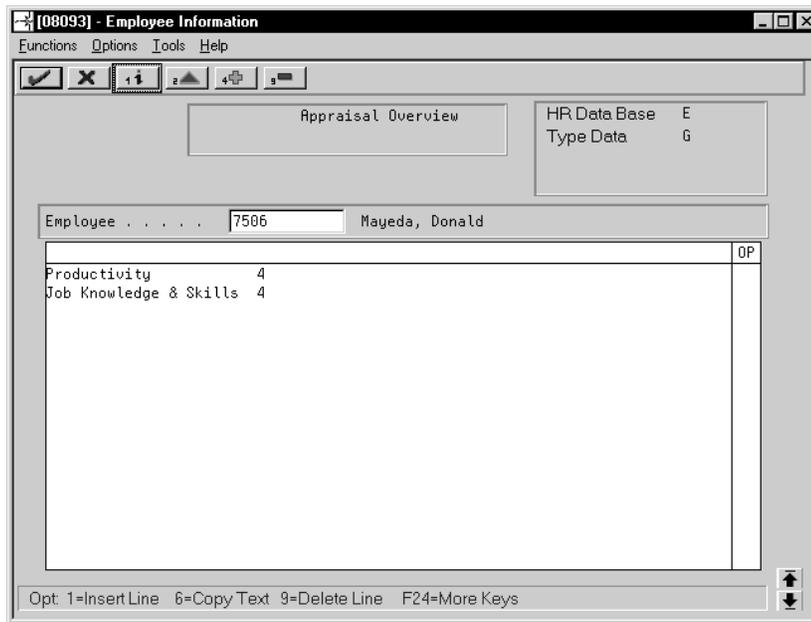
The narrative information for that person and data type appears.



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



The system copies the text.

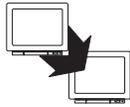


## What You Should Know About

### Using the roll keys

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

## Copying All Profile Data for an Employee



From Canadian Payroll Master (G77), choose Employee Information

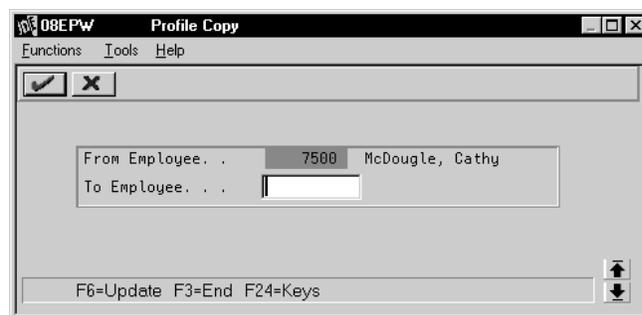
From Employee Information (G7711), choose Profile Data Entry

In some cases, you might want to copy all of the profile data for one person into the record for another person. You might do this when you need to enter very similar information for two people. 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 person whose profile data you want to copy.
2. Choose the Profile Copy function.



3. On Profile Copy, complete the following field to specify the person 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 person's profile data indicates the highest level of education reached and the person earns an advanced degree, you can then change that information in the profile data.

To change profile data, complete the following tasks:

- Change narrative-format profile data
- Change code-format profile data

### ► **To change narrative-format profile data**

---

On Profile Data Entry

1. Locate the person.
2. Choose the narrative type of information that you want to change.

The appropriate form appears.

3. Use the Delete option on the line that you want to change.
4. Add the new information on the first blank line below the text that you deleted.

### ► **To change code-format profile data**

---

On Profile Data Entry

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

The appropriate form appears.

3. Use the Delete option on the line that 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 that 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 for a Specific Employee



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Profile by Employee

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 who have completed CPR training.

You can review complete information for a specific person 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

|               |            |                           |            |             |
|---------------|------------|---------------------------|------------|-------------|
| Employee      | 7500       | McDougale, Cathy          | Tax ID     | 261-55-4789 |
| Home BU       | 90         | Administrative Department | Company    | 100         |
| Supervisor    | 6001       | Allen, Ray                | Benefit Gp | EXEC        |
| Annual Salary | 50,000.00  | Pay Freq/Class            | S / S      | Pay Grd/St  |
| Date Started  | 03/03/1997 | Birthdate                 | 06/18/1962 | FLSA Exmpt  |
| Change Reason | 002        | Promotion                 | Gender     | F           |

Emergency Contacts

Michael McDougale - husband - 497-6940

| Skill | Description | Updated  | # of Years | Proficiency Level |
|-------|-------------|----------|------------|-------------------|
| PCUSE | PC Usage    | 01/01/98 | 5.00       | very proficient   |

Language Skills

| Language | Description   | Updated  | # of Years | Proficiency Level          |
|----------|---------------|----------|------------|----------------------------|
| GERMAN   | German Knowle | 01/01/98 | 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 for Profile Data Inquiry

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.
  
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.)
  
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.)

## 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 people 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**

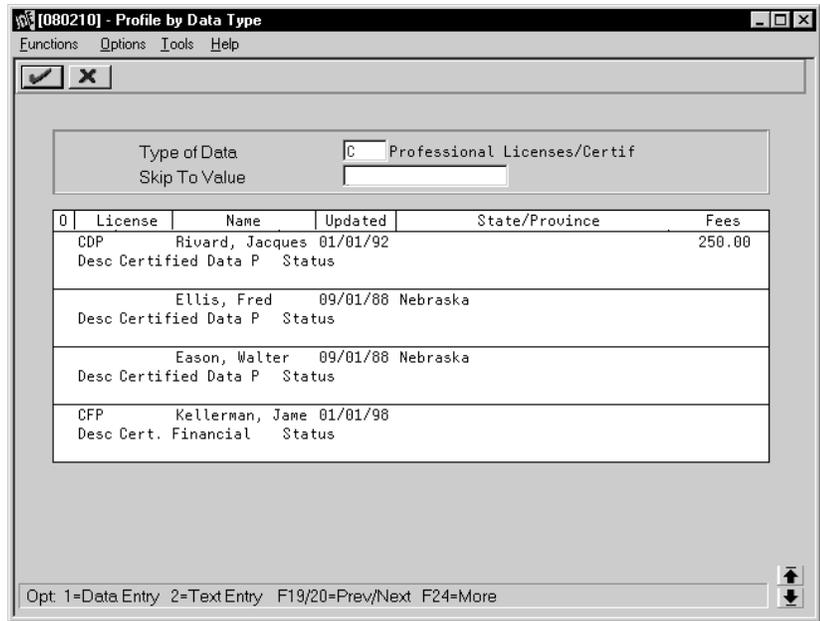
On Profile by Data Type

The screenshot shows a window titled "[080210] - Profile by Data Type" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar, there are two input fields: "Type of Data" with a dropdown menu set to "C Professional Licenses/Certif" and "Skip To Value" with an empty text box. The main area contains a table with the following data:

| ID | License | Name            | Updated  | State/Province | Fees   |
|----|---------|-----------------|----------|----------------|--------|
|    | CDP     | Rivard, Jacques | 01/01/92 |                |        |
|    |         | Eason, Walter   | 09/01/88 | Nebraska       |        |
|    | CFP     | Kellerman, Jane | 01/01/98 |                |        |
|    | CMA     | D'Angelo, Suzan | 01/01/98 |                |        |
|    | CPA     | Abbot, Dominiqu | 06/15/98 | Colorado       | 250.00 |
|    |         | Kellerman, Jane | 01/01/98 |                |        |
|    |         | Allen, Ray      | 06/01/80 |                |        |
|    | CPP     | Mastro, Robert  | 10/15/98 | Colorado       |        |
|    |         | McDougle, Cathy | 01/01/98 | Colorado       | 250.00 |
|    |         | Abbot, Dominiqu | 06/12/95 | Colorado       | 150.00 |
|    |         | Walters, Annett | 10/13/93 | Colorado       |        |
|    | HRM     | McDougle, Cathy | 01/01/98 | Colorado       | 150.00 |

At the bottom of the window, there is a status bar with the text: "Opt. 1=Data Entry 2=Text Entry F19/20=Prev/Next F24=More" and a vertical scroll bar on the right.

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 for Profile by Data Type

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.
  
2. Enter the specific Type of Data on which to inquire within the chosen data base.
  
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)

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## 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 and applicants 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 people with the following characteristics:

- 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 of the people who meet the multiple criteria. You can enter up to 20 search criteria.

The criteria that 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 perform searches for the following two groups:

- People who have an MBA degree from any college OR a BA degree in business from Harvard
- People who 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 that 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.

If you use J.D.Edwards Human Resources system you can search for applicants as well as employees. To search for both employees and applicants, complete the Data Type, Field, and Search Values fields.

### 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 employees who know the C programming language and have a degree in either mathematics or computer science. To locate that group of employees, 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 employees who know C programming. (For demonstration purposes, call this group of employees Group A.)
2. Searches Group A for employees who have degrees in computer science. (Call these employees Group B.)
3. Searches Group A for employees who have degrees in mathematics. (Call these employees Group C.)
4. Displays the result of the search, which is the total of the employees in Groups B and C.

► **To locate employees who meet multiple criteria**

On Profile Multiskill Search

The screenshot shows a window titled "[080250] - Profile Multiskill Search" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar are input fields for "Empl/App/Both (E/A/B)", "Home Bus. Unit", and "Job Type". A table below these fields defines search criteria:

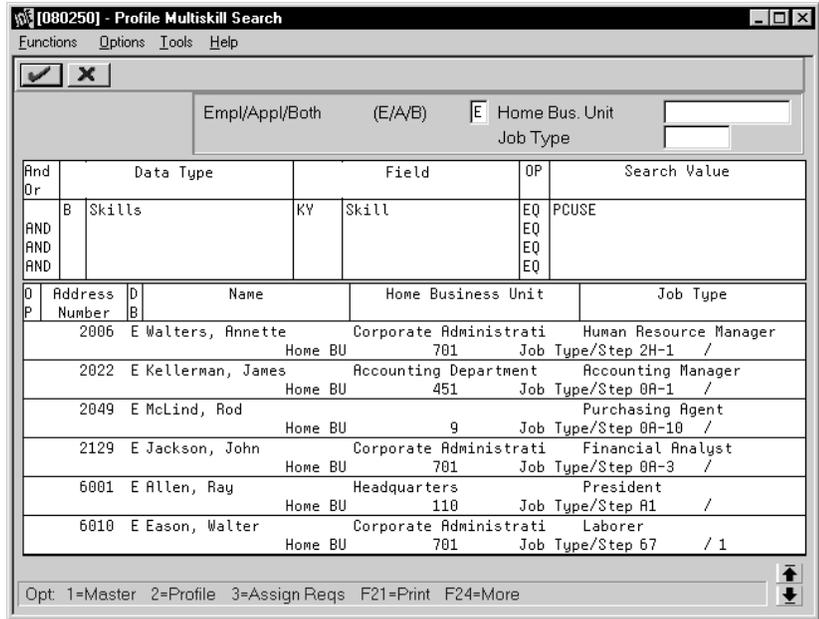
| And Or | Data Type | Field    | OP | Search Value |
|--------|-----------|----------|----|--------------|
| AND    | B Skills  | KY Skill | EQ | PCUSE        |
| AND    |           |          | EQ |              |
| AND    |           |          | EQ |              |
| AND    |           |          | EQ |              |

Below the criteria table is a table of search results:

| Q | Address Number | D | Name             | Home Business Unit     | Job Type               |
|---|----------------|---|------------------|------------------------|------------------------|
| P | 2006           | E | Walters, Annette | Corporate Administrati | Human Resource Manager |
|   | 2022           | E | Kellerman, James | Accounting Department  | Accounting Manager     |
|   | 2049           | E | McLind, Rod      |                        | Purchasing Agent       |
|   | 2129           | E | Jackson, John    | Corporate Administrati | Financial Analyst      |
|   | 6001           | E | Allen, Ray       | Headquarters           | President              |
|   | 6010           | E | Eason, Walter    | Corporate Administrati | Laborer                |
|   | 7500           | E | McDougle, Cathy  | Administrative Departm | Human Resource Manager |
|   | 7505           | E | Mastro, Robert   | Administrative Departm | Payroll Manager        |

At the bottom of the window, there is a status bar with options: "Opt 1=Master 2=Profile 3=Assign Reqs F21=Print F24=More".

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



| Field     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| And Or    | <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> |
| Data Type | <p>The type of data from the profile database that the system uses in a multiple information search.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OP           | <p>A code that identifies the operands in Boolean logic. You can specify any of the following codes:</p> <ul style="list-style-type: none"><li>EQ Equal to</li><li>LT Less than</li><li>LE Less than or equal to</li><li>GT Greater than</li><li>GE Greater than or equal to</li><li>NE Not equal to</li><li>NL Not less than</li><li>NG Not greater than</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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"><li>• BA% displays all words that begin with the letters B and A, such as bamboo and bachelor.</li><li>• %ing displays all words that end with ing.</li><li>• %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor.</li></ul> |

---

## Processing Options for Profile Multiskill Search

### INITIAL SEARCH CRITERIA:

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1. Enter the search criteria code you want to direct your search:  
    A = Search for Applicants  
    E = Search for Employees  
    B = Search for both types.  
    A default of blank will display both Applicants and Employees . . . . .

\_\_\_\_\_

### ACTIVE EMPLOYEE CRITERIA:

-----

2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee. A blank will search for all employees.

\_\_\_\_\_

### EMPLOYMENT STATUS CRITERIA:

-----

3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or \*ALL for all employment statuses. 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.

\_\_\_\_\_

### APPLICANT STATUS CRITERIA:

-----

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).

\_\_\_\_\_  
\_\_\_\_\_

### APPLICATION DATE CRITERIA:

-----

5. Enter the earliest application date to limit the search. Only applications on or after this date will be included in the list. A blank will search through all applications, regardless of date.

\_\_\_\_\_

## 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 people, print the Employee Profile Data report. This report compiles all of an person'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 the Profile by Employee form. However, the report allows you to print information for multiple people at one time.

| 080410                |                                   | J.D. Edwards & Company<br>Employee Profile<br>in Alphabetical Sequence |                      | Page Number          | 8       |
|-----------------------|-----------------------------------|------------------------------------------------------------------------|----------------------|----------------------|---------|
|                       |                                   |                                                                        |                      | Date                 | 3/13/98 |
| Employee Number . . . | 6002 Abbot, Dominique             | Primary Job/Step.                                                      | /                    | Pay Class/Freq . . . | H / B   |
| Home Company . . . .  | 00200 Model Manuf/Distrib Company | Date Of Birth . . .                                                    |                      | Pay Grade . . . . .  |         |
| Home Bus. Unit . . .  | 741 Accounting                    | Date Started . . .                                                     | 02/19/96             | Pay Grade Step . .   |         |
| Benefit Group . . . . |                                   | Annual Salary . . .                                                    | 20,800.00            | Pay Status . . . . . | 0       |
| Union Code . . . . .  |                                   |                                                                        |                      | Change Reason . . .  | 001     |
|                       |                                   |                                                                        |                      | FLSA Exempt Y/N . .  | Y       |
| Emergency Contacts    |                                   |                                                                        |                      |                      |         |
| =====                 |                                   |                                                                        |                      |                      |         |
|                       | Parents:                          | (303) 671-6364                                                         |                      |                      |         |
| Training              |                                   |                                                                        |                      |                      |         |
| =====                 |                                   |                                                                        |                      |                      |         |
| Type                  | Trng Dte                          | Where Obtained                                                         | Certification Earned | Costs                |         |
| LDRSHP                | 02/15/96                          | Fred Pryor                                                             |                      | 150.00               |         |
|                       |                                   | She has shown impressive leadership qualities.                         |                      |                      |         |
| PLTFRM                | 05/30/97                          | Local college                                                          |                      | 150.00               |         |
|                       |                                   |                                                                        | Total                | 300.00               |         |
| Appraisal Details     |                                   |                                                                        |                      |                      |         |
| =====                 |                                   |                                                                        |                      |                      |         |
| Appraisal             | App.Date                          | Overall Results                                                        | Points Earned        | Yrs Wrked            |         |
| MR                    | 03/15/98                          | Standard performance                                                   |                      |                      |         |

## Processing Options for Employee Profile Report

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.) \_\_\_\_\_

### See Also

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

## 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 people who have information entered in a particular profile data type, you can print the Employees by Data Type report. For example, you can review people whose profile data includes job skills information. The information that prints on this report is the same information that you can review online using the Profile Data Entry form. You can review information either by data type or by person.

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

The following sample report shows employee information by data type.

080400

J.D. Edwards & Company  
Employee Information by Data Type  
Alphabetical Sequence

Page Number 2  
Date 6/21/98

Professional Licenses/Certif  
=====

| Employee               | Name | Updated                        | State/Province | Status                          | Fees   |
|------------------------|------|--------------------------------|----------------|---------------------------------|--------|
| License . . . . . CDP  |      | Certified Data Processing      |                |                                 |        |
| 6010 Eason, Walter     |      | 09/01/88                       | Nebraska       |                                 |        |
| 7704 Rivard, Jacques   |      | 01/01/92                       |                |                                 | 250.00 |
|                        |      |                                |                | Total for: Certified Data Proce | 250.00 |
| License . . . . . CFP  |      | Cert. Financial Planner        |                |                                 |        |
| 2022 Kellerman, James  |      | 01/01/98                       |                |                                 |        |
|                        |      |                                |                | Total for: Cert. Financial Plan |        |
| License . . . . . CMA  |      | Certified Management Acct      |                |                                 |        |
| 2057 D'Angelo, Suzanne |      | 01/01/98                       |                |                                 |        |
|                        |      |                                |                | Total for: Certified Management |        |
| License . . . . . CPA  |      | Certified Public Accountant    |                |                                 |        |
| 6002 Abbot, Dominique  |      | 06/15/98                       | Colorado       |                                 | 250.00 |
| 6001 Allen, Ray        |      | 06/01/80                       |                |                                 |        |
| 2022 Kellerman, James  |      | 01/01/98                       |                |                                 |        |
|                        |      |                                |                | Total for: Certified Public Acc | 250.00 |
| License . . . . . CPP  |      | Certified Payroll Professional |                |                                 |        |
| 6002 Abbot, Dominique  |      | 06/12/95                       | Colorado       |                                 | 150.00 |
| 7505 Mastro, Robert    |      | 10/15/98                       | Colorado       |                                 |        |
| 7500 McDougale, Cathy  |      | 01/01/98                       | Colorado       |                                 | 250.00 |
| 2006 Walters, Annette  |      | 10/13/93                       | Colorado       |                                 |        |
|                        |      |                                |                | Total for: Certified Payroll Pr | 400.00 |
| License . . . . . HRM  |      | Certified HR Manager           |                |                                 |        |
| 7500 McDougale, Cathy  |      | 01/01/98                       | Colorado       |                                 | 150.00 |
| 2006 Walters, Annette  |      | 10/13/93                       | Colorado       |                                 |        |
|                        |      |                                |                | Total for: Certified HR Manager | 150.00 |

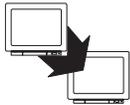
### Processing Options for Employees by Data Type

1. Enter '1' to bypass printing text information on the report.

### See Also

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

## 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 people by one or more profile data types. For example, a report that lists people by foreign language proficiency might show that one person knows French, another knows German, and so on.

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

- 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 that 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.

### See Also

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

| 82000          |               |                |          | Employee Profile         |  | Page - | 1       |
|----------------|---------------|----------------|----------|--------------------------|--|--------|---------|
|                |               |                |          | Using Work File T08092WF |  | Date - | 5/11/99 |
| Address Number | User Def Code | Effective Date | User ID  |                          |  |        |         |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6002           | MR            | 03/15/98       |          |                          |  |        |         |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | PCUSE         | 01/01/98       |          |                          |  |        |         |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | CDP           | 09/01/88       |          |                          |  |        |         |
| 6010           | KEYOFC        | 01/10/91       |          |                          |  |        |         |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |                          |  |        |         |
| 6010           | ALCOHOL       | 10/10/91       |          |                          |  |        |         |
| 6010           | COCAINE       | 10/10/91       |          |                          |  |        |         |

## 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.

Complete the following tasks:

- Review the Employee Roster report
- Review the Employee Roster with Rates report
- Review the Employee Labour Distribution report
- Review the Employee DBA Instructions report

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

## Reviewing the Employee Roster 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 Roster

The Employee Roster report 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

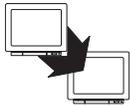
- Job type and job step
- Pay status
- EOC status
- EI Rate Code

| 074011                                                             |                             |             |          |    |           |       |      |      |     | J.D. Edwards & Company   |        |          | Page - 2       |   |         |         |               |  |
|--------------------------------------------------------------------|-----------------------------|-------------|----------|----|-----------|-------|------|------|-----|--------------------------|--------|----------|----------------|---|---------|---------|---------------|--|
|                                                                    |                             |             |          |    |           |       |      |      |     | Canadian Employee Roster |        |          | Date - 7/12/98 |   |         |         |               |  |
|                                                                    |                             |             |          |    |           |       |      |      |     | Home . . . .             |        |          | Job . . S M    |   | Net Cr. | UI Wrkr | Dates . . . P |  |
| Alpha Name                                                         | Address                     | Social Ins. | Addition | Co | Bus. Unit | Group | Typ  | Step | x S | Equiv.                   | # Comp | Birth    | Hire           | S |         |         |               |  |
| Anthony Holiday<br>202 RoeHampton Ave., Apt.<br>Toronto ON M6T 9U5 | 7701 256-136-888 2004       | 2000        |          | 77 | 707       | 7700  | 5J-4 |      | M S | 6,456                    | 02 ONT | 11/02/68 | 06/01/91       | 0 |         |         |               |  |
| Leslie Derrick<br>198 Pine Ave<br>North York ON M5R 6T5            | 7702 184-560-670            |             |          | 77 | 707       | 7700  | 5J-3 |      | F M | 6,456                    | 01 ONT | 03/21/65 | 12/10/90       | 9 |         |         |               |  |
| Debbie Bellas<br>6000 Youngie St<br>Thornhill ON M8Y 9I8           | 7703 481-560-670 X541       |             |          | 77 | 707       |       | 0A-3 |      | F M | 6,456                    | 01 ONT | 01/15/48 | 03/15/87       | 0 |         |         |               |  |
| Jacques Rivard<br>10039 Beelleville<br>Montreal Nord QU H1H 4Z8    | 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 for Canadian Employee Roster

Print full Employee Address Information \_\_\_\_\_  
(Y/N)

### Reviewing the Employee Roster with Rates 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 Roster with Rates

You run the Employee Roster with Rates report to review all or a selected group of employees. In addition to the basic information included on the Employee Roster report, the Employee Roster with Rates report lists the following information:

- Salary amounts
- Person who last changed the payroll data and the date that the change occurred
- Work and residence tax areas
- Employment status
- Termination/change status

- Contract employee information
- Residence status
- Tax method
- Pay frequency and class

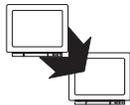
| 074021                   |           | J.D. Edwards & Company        |           |             |                     |                    |             |             |                      |         |          | Page | - | 2       |
|--------------------------|-----------|-------------------------------|-----------|-------------|---------------------|--------------------|-------------|-------------|----------------------|---------|----------|------|---|---------|
| Home Business Unit . . . |           | Canadian Employee Pay Profile |           |             |                     |                    |             |             |                      |         |          | Date | - | 7/12/96 |
| 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 .     |                    |             | U . . . . . | Last Change. . . . . |         |          |      |   |         |
|                          |           | Equiv.                        | L Factor  | Cq Bn       | Raise               | Cheque             | Security    | F           | User                 | Program | Date     |      |   |         |
|                          |           | 6,456                         | 0 1.0000  | 00 00       |                     | 04/17/98           |             | 1 N         | WC909193             | P073901 | 07/09/96 |      |   |         |
| 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 .     |                    |             | U . . . . . | Last Change. . . . . |         |          |      |   |         |
|                          |           | Equiv.                        | L Factor  | Cq Bn       | Raise               | Cheque             | Security    | F           | User                 | Program | Date     |      |   |         |
|                          |           | 6,456                         | 0 1.0000  | 00 00       |                     | 04/17/98           |             | 1 N         | WC909193             | P073901 | 07/09/96 |      |   |         |
| Bellas, Debbie           | 481560670 | 18,200.00                     | 9.333     | M U01       | 700190000 700190000 | 0 01               | N           | B S N 77    | 707                  |         |          |      |   |         |
|                          |           | Net Cr.                       | Loading   | Bypas .     | .Date of Last .     |                    |             | U . . . . . | Last Change. . . . . |         |          |      |   |         |
|                          |           | Equiv.                        | L Factor  | Cq Bn       | Raise               | Cheque             | Security    | F           | User                 | Program | Date     |      |   |         |
|                          |           | 6,456                         | 0 1.0000  | 00 00       | 07/01/96            | 04/17/98           |             | 1 N         | WC909193             | P073901 | 07/09/96 |      |   |         |
| 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 .     |                    |             | U . . . . . | Last Change. . . . . |         |          |      |   |         |
|                          |           | Equiv.                        | L Factor  | Cq Bn       | Raise               | Cheque             | Security    | F           | User                 | Program | Date     |      |   |         |
|                          |           | 6,456                         | 0 1.0000  | 00 00       | 04/12/96            | 04/17/98           |             | 1 N         | WC909193             | P073901 | 07/09/96 |      |   |         |

### Processing Options for Canadian Employee Roster with Rates

Select which Employee Number you wish to print on the report:

- A = Address Book Number
- S = Social Insurance Number
- O = Third Employee Number

### 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

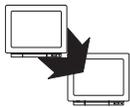
The Employee Labour Distribution report lists accounting distribution instructions. You can run this report to make sure that employee labour distribution information has been entered correctly.

| 06106P |                 |   |        |                                           |          |       |      |              |   | J.D. Edwards & Company      |   | Page - 2       |  |
|--------|-----------------|---|--------|-------------------------------------------|----------|-------|------|--------------|---|-----------------------------|---|----------------|--|
|        |                 |   |        |                                           |          |       |      |              |   | Employee Labor Distribution |   | Date - 7/12/98 |  |
| Number | Name            | M | Hrs./% | Account Number                            | Dates    | Table | W/C  | Tax Area     | S | Gross Amount                | H | Annual Limit   |  |
| Pay    |                 | T |        |                                           |          |       | Code |              |   |                             |   |                |  |
| 7701   | Anthony Holiday |   |        |                                           |          |       |      |              |   |                             |   |                |  |
| 1 P    | Regular         | H | 40.00  | 707.8115                                  | 04/12/98 |       | ONT  |              |   |                             |   |                |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |
| 7701   | Anthony Holiday |   |        |                                           |          |       |      |              |   |                             |   |                |  |
| 1 P    | Regular         | H | 40.00  | 707.8118                                  | 04/12/98 |       | ONT  |              |   |                             |   |                |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |
|        |                 |   | 80.00  |                                           |          |       |      |              |   |                             |   |                |  |
| 7703   | Bellas, Debbie  |   |        |                                           |          |       |      |              |   |                             |   |                |  |
| 1 P    | Regular         | % | 20.00  | 707.8115                                  |          |       | ONT  |              |   |                             |   |                |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |
| 7703   | Bellas, Debbie  |   |        |                                           |          |       |      |              |   |                             |   |                |  |
| 1 P    | Regular         | % | 80.00  | 707.8118                                  |          |       | ONT  |              |   |                             |   |                |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |
|        |                 |   | 100.00 |                                           |          |       |      |              |   |                             |   |                |  |

## Processing Options for Employee Labour Distribution Report

- Select the employee number to print \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Additional Employee Number

## 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 that were set up at the employee level. It does not list required DBAs or DBAs that were set up at the group-plan level.

| 06106D  |                           | J.D. Edwards & Company    |          |            |         |             | Page    | -                 |           | 31      |
|---------|---------------------------|---------------------------|----------|------------|---------|-------------|---------|-------------------|-----------|---------|
|         |                           | Employee DBA Instructions |          |            |         |             | Date    | -                 |           | 7/12/98 |
| Number  | Name                      | Amount                    | Start    | Pay Period | Monthly | Annual-LV 1 | Hours   | W/H Periods       |           |         |
| D/B/A T | Description               | LV-1/LV-2                 | Stop     | Amt-Hrs /% | Quarter | Annual-LV 2 | Min/Max | 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           |                           | 01/01/98 |            |         |             |         |                   |           |         |
| 7730    | D CSB Canada              |                           | 04/11/98 |            |         |             |         |                   |           |         |
|         | Pred:                     | Calc Table                |          |            |         |             |         | Number of Periods | ..        |         |
|         | Group: Default Group Code | Payee                     |          |            |         |             |         | Remaining Balance | ..        |         |
|         |                           | 01/01/98                  |          |            |         |             |         |                   |           |         |
| 7750    | B EHT - Canada            |                           | 04/11/98 |            |         |             |         |                   |           |         |
|         | Pred:                     | Calc Table                |          |            |         |             |         | Number of Periods | ..        |         |
|         | Group: Default Group Code | Payee                     |          |            |         |             |         | Remaining Balance | ..        |         |
| 7780    | B Vacation Pay            |                           | 04/11/98 |            |         |             |         |                   |           |         |
|         | Pred:                     | Calc Table                |          |            |         |             |         | Number of Periods | ..        |         |
|         | Group: Default Group Code | Payee                     |          |            |         |             |         | Remaining Balance | ..        |         |
|         |                           | 8.3900                    | 03/29/98 |            |         |             |         |                   | * Y Y Y Y |         |
| 9997    | D Overpayment             |                           |          |            |         |             |         |                   |           |         |
|         | Pred:                     | Calc Table                |          |            |         |             |         | Number of Periods | ..        |         |
|         | Group: Default Group Code | Payee                     |          |            |         |             |         | Remaining Balance | ..        |         |

### Processing Options for Employee DBA Instructions Report

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.



## 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.

Complete the following tasks to revise employee information:

- Revise the status of an employee
- Enter changes for pay rates only
- Process future changes for any data item
- Process 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 enter pay-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.

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

- Promotions
- Raises
- Leaves of absence
- Transfers

### 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 also do the following:

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

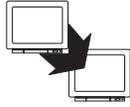
Complete the appropriate task:

- 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 that 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 either of the following methods:

### **Indicate a termination date and continue pay**

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.

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 cycle, and create interim cheques regardless of the actual termination date.

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.

### **Indicate a termination date and cease pay**

An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status that is greater than or equal to zero.

Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim cheques.

J.D. Edwards 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 using the Employee Master Revisions program.

### See Also

- *Entering Future Changes (P06042)*

### ► To terminate an employee

---

On Termination/Rehire

The screenshot shows a software window titled "[070161] - Termination/Rehire". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is a form with the following fields and values:

|                   |                          |                     |          |
|-------------------|--------------------------|---------------------|----------|
| Employee/SIN      | 7701                     | Anthony Holiday     |          |
| Date Started      | 06/01/1991               | Exp. Recall Date    |          |
| Date Terminated   |                          | Last Cheque         | 04/17/98 |
| Change Reason     | 010                      | Database correction |          |
| Move to Appl Pool | <input type="checkbox"/> |                     |          |
| Pay Status        | 0                        | Active              |          |
| Employment Status | <input type="checkbox"/> | Full-time Regular   |          |
| Benefit Status    | A                        | Active              |          |

Below this section is an "Other Dates" section with the following fields:

|                  |            |
|------------------|------------|
| Original Hire    | 06/01/1991 |
| Leave Begin Date |            |
| Leave End Date   |            |
| Last Contacted   |            |
| Date Pay Stops   |            |

At the bottom of the window, there is a status bar with the text "F20=Future Data Revisions F24=More Keys" and "MW" on the right side.

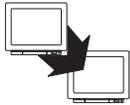
1. To locate the employee whom you are terminating, complete the following field:
  - Employee
2. Complete the following fields:
  - Date Terminated
  - Change Reason
  - Move to Applicant Pool
  - Pay Status
3. Complete the following optional field:
  - Expected Recall Date

4. Review the value supplied by the system for the following field:
  - Last Cheque
5. If you use the J.D. Edwards 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"> <li>• The reason that an active employee’s record was changed.</li> <li>• The reason that an employee was terminated.</li> <li>• 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.</li> </ul> <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"> <li>• Generates an applicant record for the employee</li> <li>• Retains an employee record for the employee</li> <li>• Changes the employee’s search type to Applicant (A)</li> </ul> <p>When you enter No in this field, the system changes the employee’s search type to Terminated (X).</p> |

| <b>Field</b>     | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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> |
| Last Cheque      | <p>The date of the last payroll check 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 check date as the default.</p>                                                                                                                                                                                                                                                                                  |
| Exp. Recall Date | <p>The date on which the employee can be recalled for employment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |

### Rehiring an Employee



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Termination/Rehire

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

#### ► **To rehire an employee**

---

On Termination/Rehire

1. To locate the employee whom 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 | <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 the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.</p> |

## What You Should Know About

### Updating DBA instructions

When you rehire an employee, you must also assign the current DBAs to that employee's master record.

## See Also

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

## Processing Options for Termination and Rehire

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 req's 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.)

## 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 pay-rate change that takes effect immediately, or you can enter a pay-rate change that takes effect on a future date.

To enter a pay-rate 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, 1999. Because you will be on vacation for the entire month of May, you enter Cathy's increase on April 30, 1999, before the increase actually takes effect. On May 15, the system increases Cathy's pay rate by five percent.

You can specify the pay-rate 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 rate.

You can revise the following types of pay rates:

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

The Pay Rate Information form 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 a window titled "[060131] - Pay Rate Information" with a menu bar (Functions, Tools, Help) and a toolbar. The main area contains the following fields:

Employee No: 7701      Anthony Holiday

|                  | 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      06/01/91

F24=More Keys

1. To locate the employee, complete the following field:
  - Employee Number
2. To enter a new or current pay-rate, complete the appropriate fields in the following column:
  - Current Rates
3. To define a future pay-rate change as a percentage 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>..... <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 sytem 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>..... <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective                        | <p>The date that the hourly or annual pay rate for the employee increases. The new rate goes into effect after the completed payroll cycle with a pay period end date on or after the date of next raise.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Changes become effective as indicated below:</p> <p>All changes<br/>                     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<br/>                     DBAs based on annual salary become effective at the next payroll after the effective date</p> <p>Hourly employees<br/>                     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<br/>                     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> |
| Annual Salary 1 / 2 (Life Insur) | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Annual Salary 1 / 2 (Life Insur) | <p>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 uses this field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Employee Age (as of Jan 1)       | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**What You Should Know About**

**Employees with contract calendars attached**

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

*See Attaching a Contract Calendar.*

See Also

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

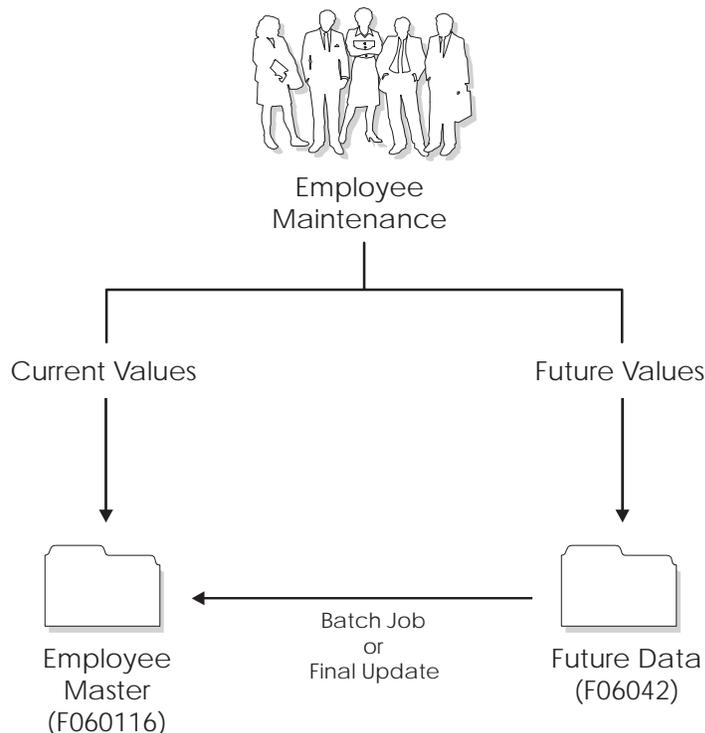
## Processing Future Changes for Any Data Item

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 can 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 a payroll cycle, you cannot update those records.

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

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

The following graphic illustrates how the system processes data changes.



You can enter changes to current values or you can enter future values. When you enter future values, you can choose to have the system process the changes at either of the following times:

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

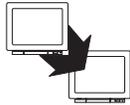
### Before You Begin

- 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 do the following:

- Enter changes to the employee master record 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

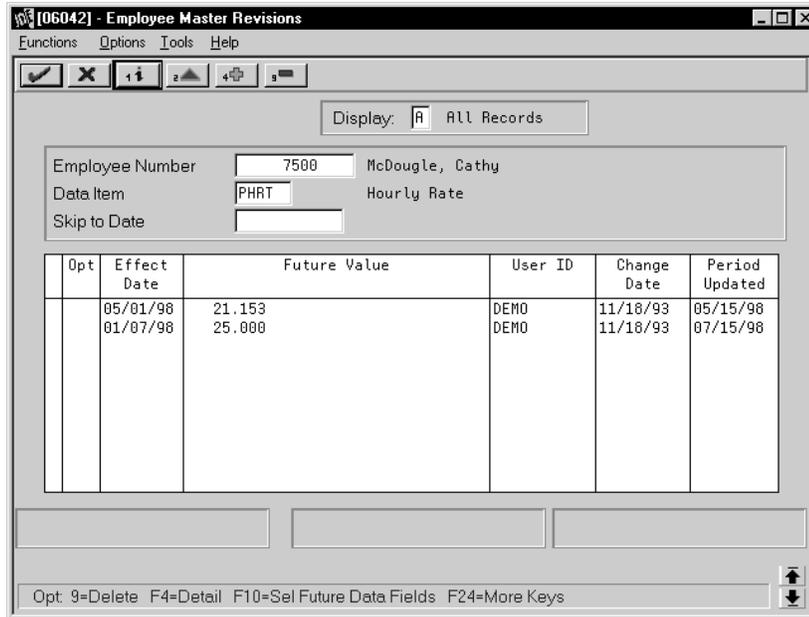
The system updates the Employee Master table during the final update step of the appropriate payroll cycle, or you can submit the program manually.

#### **▶ To enter future changes**

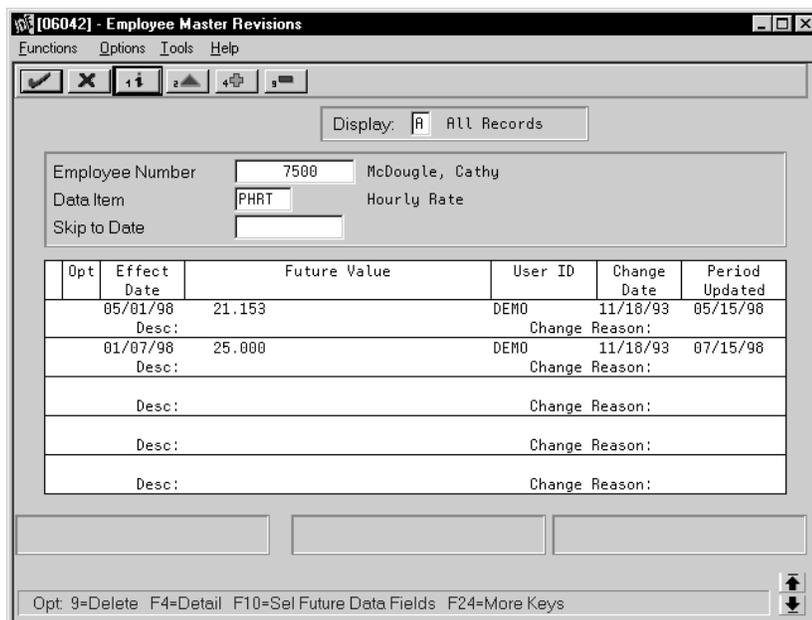
---

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 in the field containing the value that you want to change.
3. Choose the Automatic Employee Update Revisions function.



4. On Employee Master Revisions, review the following fields:
  - Display
  - Employee Number
  - Data Item
5. Complete the following fields:
  - Effective Date
  - Future Value
6. Access the detail area.



7. Complete the following optional field:

- Change Reason

| Field                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display Cleared Records | <p>This field controls which records in the Future Employee Master Data table (F06042) will appear. The possible values are:</p> <p>A All records will appear.<br/>           Y Only processed (cleared) records will appear.<br/>           blank Only unprocessed records will appear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Data Item               | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Effect                  | <p>The date to update the employee record with the new information. When updating the Employee Master table using the final update step of the payroll cycle, the system updates any changes with an effective date that is less than or equal to the pay-period end date of the payroll.</p> <p>For example, assume that your company processes a payroll on July 1 for work dates June 16–30 and another payroll on July 16 for work dates July 1–15. You want the system to apply the future data changes to the Employee Master table for the July 16 payroll. Therefore, the effective date that you enter for the future change should be between the dates of the previous payroll (June 16–30, in this case). When you process the 7/16 payroll, the system updates the change to the employee records.</p> <p>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> <p>Because informational changes update tables during the final update step of the payroll cycle, the system does not use the updated information until the next payroll cycle. For example, if the current payroll cycle is updating an employee's salary, the employee will not receive the new salary until the next payroll.</p> <p>..... <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> |

## What You Should Know About

### **Alternate revision methods**

You can also enter future changes on the Employee Master Revisions form 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 salaried 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 using the Employee Master Revisions program.

### **Future Values form**

Choose the Select Future Data Fields function to review previously entered changes for the field where your cursor is located.

You cannot access the Future Values form if the value in the field is not specified as valid for future changes.

Access to this form is also available on several other employee forms.

See *Choosing Fields for Future Data Revisions*.

### **Future Data table (F06042)**

The Future Data table is a permanent table. Note the following information about this table and future data changes:

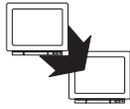
- The update does not delete any of the records in this table.
- The system does not display future data changes on the Pay Rate Information form.
- If you use the Employee History table (F08042) to monitor changes made to the Employee Master table, the system updates the Employee History table with 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. Instead, you must make changes to salary information on the Contract/Calendar Window form.

See *Attaching Contract Calendars*.

## Updating Employee Master Records



From Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Employee Master Update

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 that have an effective date on or before that date. You can specify either all employees or a particular 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 choose employees who are included in different payroll cycles. For example, you can choose 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 alternate 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, a message appears 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 cycle.

### Processing Options for Update Future Data to Employee Master

1. Enter the Pay Period Ending Date that you would like the Future Values Records (in F06042) to be "tagged" with. . . .:

(Today's Date will be used if left blank)

### 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 Updates (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. You might process a mass change for any of the following reasons:

- 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 who are currently in Building 1.
- Your company is restructuring departments. You must change the category code for all employees who are currently in department 10 to department 110.

When you process mass changes, you can also do the following:

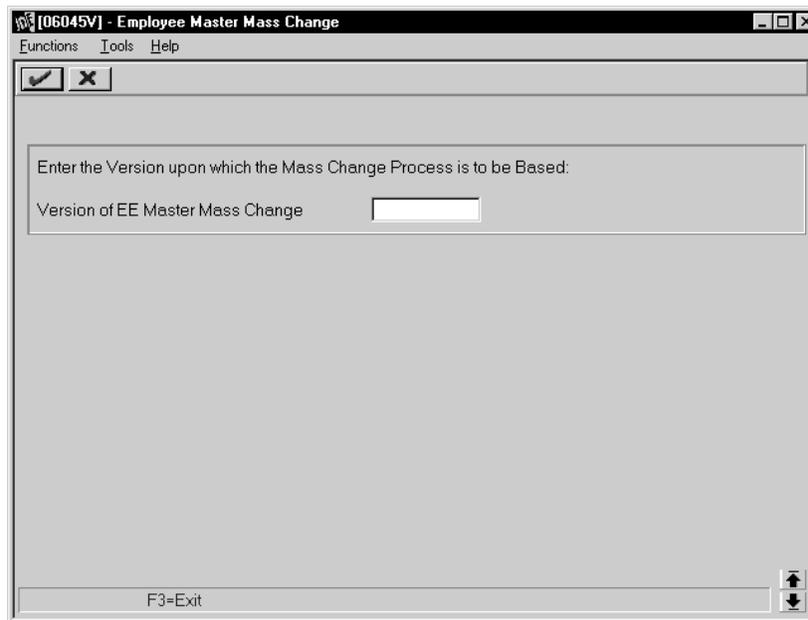
- Specify employees in the data-selection values
- Omit individual employees after data selection occurs
- Specify the effective date and the reason for the change
- Use percentages or flat amounts when changing the salary or hourly rate
- Review both old and new data
- Override the mass-change data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

## Before You Begin

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

### ▶ To process mass changes

#### On Employee Master Mass Change



The screenshot shows a dialog box titled "[06045V] - Employee Master Mass Change". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark icon and an "X" icon. The main area of the dialog box contains the text "Enter the Version upon which the Mass Change Process is to be Based:" followed by a label "Version of EE Master Mass Change" and an empty text input field. At the bottom of the dialog box, there is a status bar with the text "F3=Exit" and a vertical scroll bar icon.

1. Complete the following field to specify the program version to use:
  - Version of EE Master Mass Change

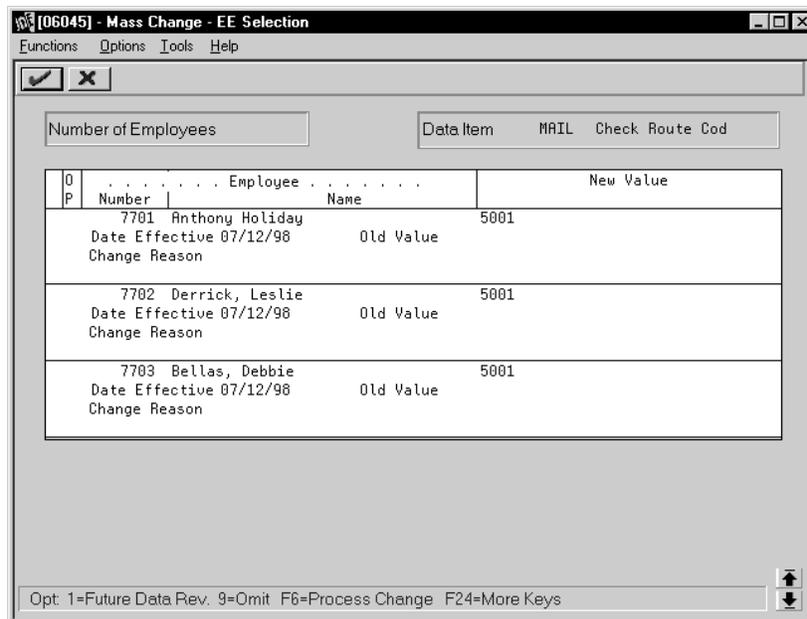
2. On Mass Change – Data Selection, complete the following fields and press Enter:
  - Data Item
  - New Value
  - Effective On Date
  - Change Reason
  
3. If you are revising a pay-rate field, complete the following field:
  - Method

| OP | Number | Employee           | New Value |
|----|--------|--------------------|-----------|
|    | 7701   | Anthony Holiday    | 5001      |
|    | 7702   | Derrick, Leslie    | 5001      |
|    | 7703   | Bellas, Debbie     | 5001      |
|    | 7704   | Rivard, Jacques    | 5001      |
|    | 7775   | Deveny, Cindy L.   | 5001      |
|    | 7776   | Guerre, John M.    | 5001      |
|    | 7777   | Bureau, Richard M. | 5001      |
|    | 7778   | Klassen, Lisa M.   | 5001      |

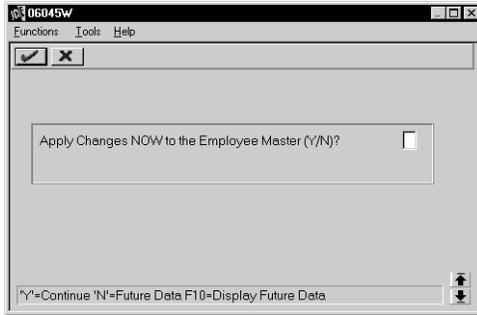
4. On Mass Change – EE Selection, review the list of employees who will be affected by the mass change.

If the field to the left of the employee’s name contains an L, the employee’s record is locked in payroll-cycle 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 employee records and about 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 (Y/N)?

| 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: | <p>The date to update the employee record with the new information. When updating the Employee Master table using the final update step of the payroll cycle, the system updates any changes with an effective date that is less than or equal to the pay-period end date of the payroll.</p> <p>For example, assume that your company processes a payroll on July 1 for work dates June 16–30 and another payroll on July 16 for work dates July 1–15. You want the system to apply the future data changes to the Employee Master table for the July 16 payroll. Therefore, the effective date that you enter for the future change should be between the dates of the previous payroll (June 16–30, in this case). When you process the 7/16 payroll, the system updates the change to the employee records.</p> <p>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> <p>Because informational changes update tables during the final update step of the payroll cycle, the system does not use the updated information until the next payroll cycle. For example, if the current payroll cycle is updating an employee's salary, the employee will not receive the new salary until the next payroll.</p> |

## What You Should Know About

- Applying mass changes** If you answer yes to the Apply Changes Now to the Employee Master? prompt, one of the following occurs:
- If you answer yes and the effective date is on or before today's date, the system updates the mass changes immediately.
  - If you answer yes and the effective date is later than today's date, the system creates future data records for the mass changes. The system then applies the mass changes automatically during final update for the first payroll cycle with a pay-period ending date that is later than or equal to the effective date of the mass changes.

If you answer no to the Apply Changes Now to the Employee Master? prompt, the following occurs:

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

For locked employees, the following occurs:

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

- Omitting and reloading employees** You can choose an option to omit an employee from the mass change.

Conversely, you can choose a function to reload all employees whom you previously omitted from the mass change.

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

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





## Time Entry

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

Time entry includes the following tasks:

- 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 the following groups:

- 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.



The following graphic illustrates how the system processes time entry information for autopay employees:

### Time Entry

Enter timecards only for exceptions such as sick, holiday, and vacation pay



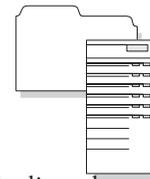
### Pre-payroll

Timecards for regular pay are generated automatically during pre-payroll



### Timecards

Annette Walters  
02/07/98  
40 hours  
Regular pay



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

- 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 do the following:

- 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 that you must enter manually.

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

## Entering Timecards by Employee

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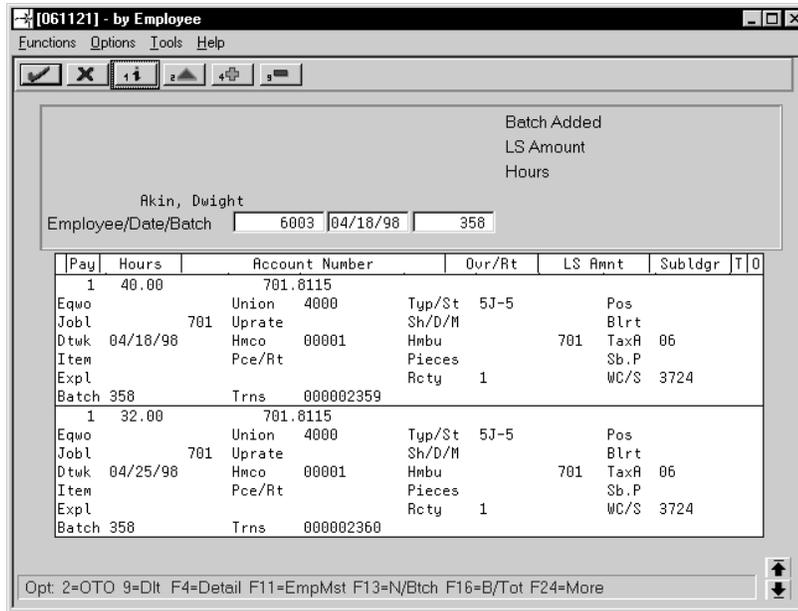
You can use several methods to manually enter timecards. When you need to enter timecards for individual employees, entering time by employee is usually the most convenient method. You also use this method when you need to temporarily override DBA amounts or when you need to copy an employee's labour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

Entering timecards by employee includes the following tasks:

- Entering essential timecard information by employee (required)
- 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 that is 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 override the employee's system-derived pay rate and instead 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 G — 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 that is 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

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WrkDt        | <p>The date used as the actual work date or pay-period ending date.</p> <p>..... <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 that defines 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>..... <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"> <li>• 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.</li> <li>• Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.</li> </ul> |

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>..... <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 the by Employee form represents a timecard entry. To add a new timecard entry when you are reviewing an employee's existing entries, use the Change action. Do not use the Add action.

**Copying timecard fields** With WorldSoftware only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard to do this.

**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 then retrieves the new pay 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 pay 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 the Hourly Rate for an Employee



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 rate. The system derives the hourly rate for an employee using information that 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 the Pay Rate form (P069121)
3. Job type and job step from the Employee Pay Rates table (F060146) as entered on the Occupational Pay Rates form (P060231)
4. Job type and job step from the Employee Multiple Job table (F060118) as entered on the Employee Multiple Job Entry form (P060118)
5. Hourly rate from the Employee Master table (F060116) as entered on the Employee Entry form (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 his or her regular job. You can use time entry to override an employee's hourly rate for the current timecard.

### ► **To calculate the hourly rate for an employee**

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)

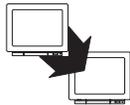
| Field         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate – Hourly | <p>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>..... <i>Form-specific information</i> .....</p> <p>Enter an amount in this field to override all the 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"> <li>• 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.</li> <li>• 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, the message Dff U. Rate appears.</li> <li>• If you enter a lump sum amount, the system shows the calculated rate using that amount.</li> </ul> |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sh/D/M        | <p>A user defined code (00/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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Field                       | Explanation                                                                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount – Shift Differential | 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). |

**See Also**

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

**Entering a Bonus for an Employee**



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose by Employee

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)

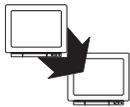
| Field          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"> <li>• Standard account number (business unit. object .subsidiary or flexible format)</li> <li>• Third G/L number (maximum of 25 digits)</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <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>..... <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"> <li>• Replaces the speed coding information with account number information</li> <li>• Uses the Charge to Business Unit number from the work order</li> <li>• Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD</li> <li>• Enters the work order number in the Subledger field in the detail area</li> <li>• Enters W as the subledger type</li> </ul> |
| Subldgr        | <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 form 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 form. 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 his or her 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.

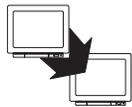
3. To override system-supplied information, enter values in any of the following fields:
- Account Number
  - Over/Rate
  - Job Type/Step
  - Job Location (Jobl)
  - Shift Code
  - Shift Differential
  - Shift Method
  - Billing Rate
  - Date Worked
  - Home Company
  - Home Business Unit
  - Explanation
  - Record Type
  - Worker's Compensation Insurance Code

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                          |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 G — 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 that 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.

| DBA  | Amount | Basis | Union | JobTyp | Step | Bus. Unit | Co  | Work Tax |
|------|--------|-------|-------|--------|------|-----------|-----|----------|
| 5000 | 75.00  | .01   | 4000  |        |      |           | 001 | 06       |

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.

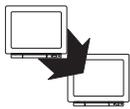
| DBA  | Amount      | Basis    | Union | JobTyp   | Step | Bus. Unit | Co     | Work Tax           |
|------|-------------|----------|-------|----------|------|-----------|--------|--------------------|
| 5000 | 75.00       | .01      | 4000  | Wage Att |      |           | 001 06 | Work Date 04/18/98 |
|      | A/P Voucher | Payee No |       | Wage Att |      |           |        | Work Date          |
|      | A/P Voucher | Payee No |       | Wage Att |      |           |        | Work Date          |

8. To override voucher information, complete the following fields:
  - A/P Voucher
  - Payee Number
  - Wage Attachment

## What You Should Know About

- |                                  |                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reviewing timecards</b>       | When you review timecards, the system does not indicate that a DBA one-time override exists.                                         |
| <b>Reviewing DBA information</b> | During a payroll cycle, you can use the DBA One-Time Overrides 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 for each pay period. You enter the labour distribution instructions for an employee only once and then copy the instructions 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

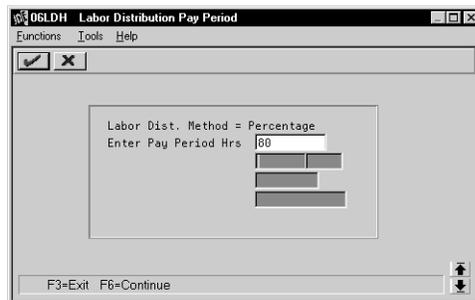
1. Complete the following fields:
  - Employee
  - Date
  - Batch
2. Choose the Copy Labor Distribution Instructions function.

3. Accept the timecard information as it appears, 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 Labor Distribution Instructions function.



3. On Labor Distribution Pay Period, complete the following field:
  - Pay Period Hours
4. Choose the Continue function.
5. On by Employee, accept the information as it appears 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 Labor Distribution Instructions function for each job.

## Processing Options for Time Entry by Employee

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate

Table. If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used.

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.  
If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |   |       |       |
|-------------|---|-------|-------|
| Regular     | - | Blank | _____ |
| Overtime    | - | A     | _____ |
| Doubletime  | - | B     | _____ |
| Triplettime | - | C     | _____ |
| Holiday     | - | D     | _____ |

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.

3. Enter '1' if using Multiple Jobs feature.  
(Please refer to program helps for information about this processing option). \_\_\_\_\_
4. Enter '1' to have batch numbers automatically assigned.  
(F13 will be Invalid.) \_\_\_\_\_
5. Enter '1' to have date and batch loaded from the first timecard for this employee. \_\_\_\_\_
6. Enter '1' to display batch statistics on request. \_\_\_\_\_
7. Enter '1' to prevent changes and deletes to records locked to another user. \_\_\_\_\_
8. Enter '1' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen. \_\_\_\_\_
9. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR). \_\_\_\_\_

- 11. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry. \_\_\_\_\_
- 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. \_\_\_\_\_
- 13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. \_\_\_\_\_

### What You Should Know About Processing Options

#### **Multiple jobs (1, 3)**

The processing options for multiple jobs operate in conjunction with one 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.

#### **Changing locked timecards (7)**

The time entry records for employees who are included in an active payroll cycle display a message that the employee's record 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.

When you change a locked timecard, you must run a changes-only pre-payroll.

*See Processing a Changes-Only Pre-Payroll.*



## Entering Timecards by Job or Business Unit

Enter timecards 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.

Entering timecards by job or business unit includes the following tasks:

- Entering essential timecard information by job or business unit
- Entering job-site information

| Employee                              | Hours    | Cost Code  | Pay    | Job    | Ovr/Rt    | LS Amnt | Subldgr | T         | O |
|---------------------------------------|----------|------------|--------|--------|-----------|---------|---------|-----------|---|
| 7550                                  | 40.00    | 02800      | 1 62   | 25.500 |           |         |         |           |   |
| Name Morrell, Jason Expl Regular      |          |            |        |        |           |         |         |           |   |
| Eqwo                                  |          | Union 7000 | Shft   |        | WC/S      | 5610    | Sbl.Ph  |           |   |
| Jobw                                  | 501      | Eobj 1341  | Jobl   |        | 501 Up/Bl |         | /       |           |   |
| Eqpw                                  |          | Eobj       | Eqhr   |        | RC/R      |         |         | Acty 1    |   |
| Dtwk                                  | 07/28/98 | Hmco 00050 | Hmbu   |        | 50 TaxA   | 47      |         | 000025490 |   |
| 7550                                  | 9.00     | 02800      | 100 62 | 38.250 |           |         |         |           |   |
| Name Morrell, Jason Expl Overtime 1.5 |          |            |        |        |           |         |         |           |   |
| Eqwo                                  |          | Union 7000 | Shft   |        | WC/S      | 5610    | Sbl.Ph  |           |   |
| Jobw                                  | 501      | Eobj 1341  | Jobl   |        | 501 Up/Bl |         | /       |           |   |
| Eqpw                                  |          | Eobj       | Eqhr   |        | RC/R      |         |         | Acty 1    |   |
| Dtwk                                  | 07/28/98 | Hmco 00050 | Hmbu   |        | 50 TaxA   | 47      |         | 000025491 |   |

### See Also

- *Appendix G — 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 that is 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 timecards 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                                                                                                                                                                                                                                  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Worked | A code for the job worked or business unit worked in. On Time 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. |

| Field     | Explanation                                                                                                                             |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Cost Code | A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. |

## What You Should Know About

**Features not available** When you enter timecards by job or business unit, you cannot do the following:

- Copy labour distribution instructions
- Override DBA amounts

You must use the by Employee form to access these features.

See also:

- *Copying Labour Distribution Instructions*
- *Overriding DBA Amounts Temporarily*

**Locating timecards** To locate a timecard for an employee using the Time Entry by Job or Business Unit form, you must know the job and batch number that includes the timecard.

**Adding a timecard entry** Each line on the by Job or Business Unit form represents a timecard entry. To add a new timecard entry when you are reviewing existing entries, use the Change action. Do not use the Add action.

**Copying timecard fields** With WorldSoftware only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard to do this.

## Entering Job-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 job-site information that you enter applies to all timecards in the batch.

### ► To enter job-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
  - Check Route

---

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

---

## What You Should Know About

### Category codes

The Time Entry by Job or Business Unit form uses category codes 1 through 4. You name and define these category codes when you set up your Payroll system. In the J.D. Edwards demo data, category codes 1 through 4 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 for Time Entry by Job or Business Unit

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate

Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.

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.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |   |       |
|-------------|---|-------|
| Regular     | - | Blank |
| Overtime    | - | A     |
| Doubletime  | - | B     |
| Triplettime | - | C     |
| Holiday     | - | D     |

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.

3. Enter '1' to have batch numbers automatically assigned.(F13 Invalid)
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.
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.

NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings

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
7. Enter one of the following Cost Code window formats: (default=1)  
 1 = Business Unit.Object.Subsidiary  
 2 = Business Unit.Subsidiary.Object

8. Enter '1' to have heading fields clear when you press Enter. \_\_\_\_\_
9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. \_\_\_\_\_
10. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field. \_\_\_\_\_
12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area. \_\_\_\_\_
13. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry. (default = ' ') \_\_\_\_\_
14. Enter '1' to edit Cost Center Security during Time Card entry. \_\_\_\_\_

## 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 pay rate for each employee.

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

- When processing U.S. 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 renegotiated days.

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

### See Also

- *Appendix G — Timecard Derivation Sequence* for information about how the system derives timecard information

**To enter timecards by day**

On Daily Timecard Entry

Batch Added  
LS Amt  
Hours

Supernrtd  Gnl Foreman  Foreman   
Wrk Area  Shift  Chk Route  5001  
Batch 590 Job Location 5001 Week Start Date 07/06/98  
Employee 7550

| Cost Code | Pay      | MON<br>07/06 | TUE<br>07/07 | WED<br>07/08 | THU<br>07/09 | FRI<br>07/10 | SAT<br>07/11 | SUN<br>07/12 | Ovr/Rate | 0 |
|-----------|----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|---|
| 01100     | 1        | 8.00         | 8.00         | 8.00         | 8.00         | 8.00         |              |              | SECURED  |   |
| JobW      | 5001     |              | Sb/T         |              | Type         | 62           | Step         | Union        | 7000     |   |
| Eqwo      |          |              | TaxA         | 06           | Objw         | 1341         | S.Ph         | WC/S         | 5610     |   |
| Hmbu      | 50       |              | Hmco         | 00050        | Blrt         |              | Uppt         |              |          |   |
| Eqpw      |          |              | Eqhr         |              | Eobj         |              | RC/R         |              |          |   |
| LSum      |          |              | Sh/D         |              | Sh/M         |              | Rety         | 1            |          |   |
| 01100     | 100 2.00 |              | 4.00         |              |              |              |              |              | SECURED  |   |
| JobW      | 5001     |              | Sb/T         |              | Type         | 62           | Step         | Union        | 7000     |   |
| Eqwo      |          |              | TaxA         | 06           | Objw         | 1341         | S.Ph         | WC/S         | 5610     |   |
| Hmbu      | 50       |              | Hmco         | 00050        | Blrt         |              | Uppt         |              |          |   |
| Eqpw      |          |              | Eqhr         |              | Eobj         |              | RC/R         |              |          |   |
| LSum      |          |              | Sh/D         |              | Sh/M         |              | Rety         | 1            |          |   |

Opt 9=Dlt F5=Rates F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More

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
  - Check Route

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week Start Date | <p>The date used as the actual work date or pay-period ending date.</p> <p>..... <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 that date is a Monday. You cannot enter 02/10/96 because that date is a Saturday.</p> |

What You Should Know About

- Features not available** When you enter timecards by day, you cannot do the following:

  - Copy labour distribution instructions
  - Override DBA amounts

You must use the by Employee form to access these features.

See also:

  - *Copying Labour Distribution Instructions*
  - *Overriding DBA Amounts Temporarily*
  
- Adding a timecard entry** Each line on the Daily Timecard Entry form represents a timecard entry. To add a new timecard entry when you are reviewing existing entries, use the Change action. Do not use the Add action.
  
- Copying timecard fields** With WorldSoftware only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard to do this.
  
- Category codes** The Daily Timecard Entry form uses category codes 1 through 4. You name and define these category codes when you set up your Payroll system. In the J.D. Edwards demo data, category codes 1 through 4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.

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

**Reviewing timecards**

You can use the Daily Timecard Entry form 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.

**Processing Options for Daily Time Card Entry**

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used. \_\_\_\_\_

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.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

- Regular - Blank \_\_\_\_\_
- Overtime - A \_\_\_\_\_
- Doubletime - B \_\_\_\_\_
- Triplettime - C \_\_\_\_\_
- Holiday - D \_\_\_\_\_

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.

3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid) \_\_\_\_\_
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch. \_\_\_\_\_
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. \_\_\_\_\_
- NOTE: Header Info. Changes only allowed when Option No. 4 is set to load headings.
  
- 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
  
- 7. Enter one of the following Cost Code window formats: (default=1) \_\_\_\_\_
  - 1 = Business Unit.Object.Subsidiary
  - 2 = Business Unit.Subsidiary.Object
  
- 8. Enter '1' to have heading fields clear when you press Enter. \_\_\_\_\_
  
- 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. \_\_\_\_\_
  
- 10. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
  
- 11. Enter the beginning day of the week where Monday='1', Tuesday='2', etc. (Default or ' ' is Monday) \_\_\_\_\_
  
- 12. Select what day of the week should be in column one of the time entry screen. (Mon = 1, Tues = 2, etc.) \_\_\_\_\_
  
- 13. Enter '1' to have default cursor on action code. \_\_\_\_\_  
Enter '0' to have default cursor on Employee Number field. \_\_\_\_\_
  
- 14. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry. \_\_\_\_\_
  
- 15. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. \_\_\_\_\_



## Entering Timecards with Equipment Information

---



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose by Employee with Equipment

For employees who work with equipment, you can track various equipment information on their timecards, including the following:

- 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 that you choose depends on the amount of equipment information that you need to track, as well as on the way in which you organize your timecards. Enter timecards by employee with equipment when you need to do the following:

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

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

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

### Before You Begin

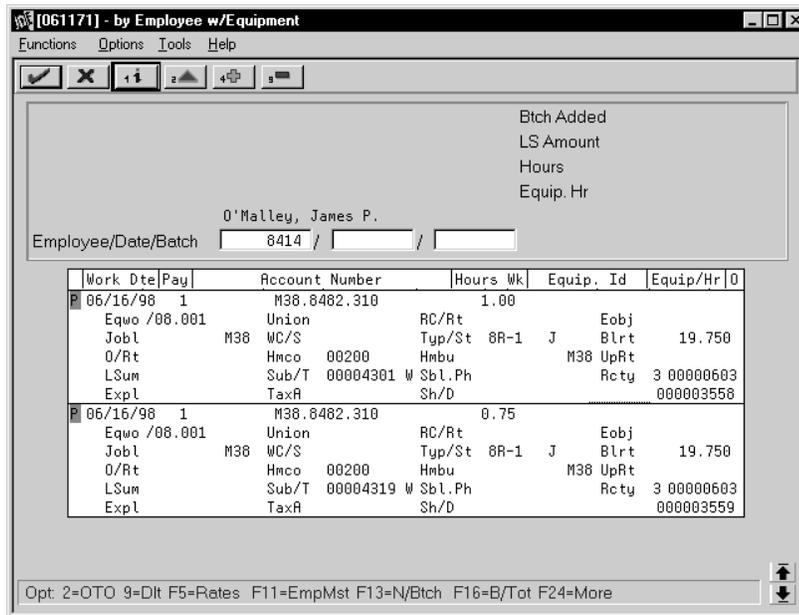
- Set up equipment numbers on the Equipment Master form. See *Creating an Equipment Master Record* in the *Equipment Billing Guide*.
- Set up equipment-rate tables and equipment-rate groups in the Job Cost system. See *Setting Up Equipment Billing* in the *Equipment Billing Guide*.
- Set up an AAI table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

### See Also

- *Appendix G — 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 the equipment that the employee maintained or repaired, complete the following field:
  - Equipment Worked On (EQWO)
5. To identify the billing information for the equipment that 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"> <li>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.</li> <li>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.</li> <li>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.</li> </ol> |

| 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> <table style="margin-left: 20px;"> <tr> <td>\$20</td> <td>Rate 1 (Ownership Component)</td> </tr> <tr> <td>\$50</td> <td>Rate 2 (Operating Component)</td> </tr> <tr> <td>\$25</td> <td>Rate 3 (Maintenance Component)</td> </tr> <tr> <td>\$5</td> <td>Rate 4 (Other Costs Component)</td> </tr> </table> <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> | \$20 | Rate 1 (Ownership Component) | \$50 | Rate 2 (Operating Component) | \$25 | Rate 3 (Maintenance Component) | \$5 | Rate 4 (Other Costs Component) |
| \$20                     | Rate 1 (Ownership Component)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |                              |      |                              |      |                                |     |                                |
| \$50                     | Rate 2 (Operating Component)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |                              |      |                              |      |                                |     |                                |
| \$25                     | Rate 3 (Maintenance Component)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                              |      |                              |      |                                |     |                                |
| \$5                      | Rate 4 (Other Costs Component)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                              |      |                              |      |                                |     |                                |

## What You Should Know About

**Adding a timecard entry** Each line on the by Employee with Equipment form represents a timecard entry. If you want to add a new timecard entry, use the Change action. Do not use the Add action.

**Copying timecard fields** With WorldSoftware only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard to do this.

## Processing Options for Time Entry by Employee with Equipment

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.
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.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |         |       |
|-------------|---------|-------|
| Regular     | - Blank | _____ |
| Overtime    | - A     | _____ |
| Doubletime  | - B     | _____ |
| Triplettime | - C     | _____ |
| Holiday     | - D     | _____ |

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.

- 3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid). \_\_\_\_\_
- 4. Enter '1' to have heading date and batch to be loaded from the first subfile record. \_\_\_\_\_
- 5. Enter '1' to display batch statistics on request. \_\_\_\_\_
- 6. Enter '1' to prevent changes and deletes to records locked to another user. \_\_\_\_\_
- 7. Enter '1' to edit Pay Type from Classification/Pay X-Ref. \_\_\_\_\_
- 8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR) \_\_\_\_\_
- 9. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry. \_\_\_\_\_
- 10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. \_\_\_\_\_

## What You Should Know About Processing Options

### **Changing locked timecards (6)**

The time entry records for employees who are included in an active payroll cycle display a message that the employee's record 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.

When you change a locked timecard, you must run a changes-only pre-payroll.

*See Processing a Changes-Only Pre-Payroll.*

## 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.

Working with timecard information includes the following tasks:

- Reviewing timecard status
- Reviewing timecards by date
- Reviewing batch totals by batch
- Reviewing timecards by pay type
- Reviewing detail batch information
- Reviewing the Time and Pay Register report
- Reviewing the Payroll Exception report
- Reviewing the DBA Register report
- Printing employee time sheets
- Revising timecards

You can use any of the time entry programs to review timecards. The specific information that you can review varies by program.

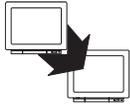
To verify batch totals, you can review timecard information by batch. You also can review batch information online. You can choose from several methods to review totals by the following characteristics:

- Work date
- Business unit or job
- Pay type

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.

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

## 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-cycle 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-cycle processing.

### ► To review timecard status

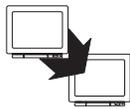
On any time entry form

| Pay | Hours | Account Number | Ovr/Rt  | LS Amt | Subldgr | T | 0 |
|-----|-------|----------------|---------|--------|---------|---|---|
| 998 | 8.00  | 90.8115        | Secured |        |         |   |   |
| 903 |       | 90.8141        |         | 75.00  |         |   |   |
| 801 | 8.00  | 90.8192        | Secured |        |         |   |   |

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

| Field                      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Timecard Indicator | A code indicating the status of timecards related to other payroll functions. Values are: <ul style="list-style-type: none"> <li>A A step of the payroll cycle is active. This timecard is protected.</li> <li>C Checks have been printed for this payroll. This timecard is protected unless checks are reset.</li> <li>F The final update for payroll is active. The timecard is protected.</li> <li>H This timecard is created by the Human Resources System. This timecard is protected.</li> <li>I This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing.</li> <li>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.</li> <li>P Journal entries have already been created (posted). This timecard is protected.</li> <li>! You have attempted to enter a timecard into an active payroll. An entry is not allowed.</li> <li>R Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post.</li> </ul> |

## 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

| O P | Work Date | Hours Regular | Hours O/T 1.50 | Hours O/T 2.00 | Hours Sick | Hours Vac | Hours Other | Gross Pay |
|-----|-----------|---------------|----------------|----------------|------------|-----------|-------------|-----------|
|     | 04/18/98  | 40.00         |                |                |            |           |             | 574.00    |
|     | 04/25/98  | 32.00         | 8.00           |                |            |           |             | 631.40    |
|     | 05/15/98  |               |                |                |            |           |             | 35.00     |
|     | 07/07/98  | 7.00          |                |                |            |           |             |           |
|     | 07/08/98  | 3.50          |                |                |            |           |             |           |
|     | 07/09/98  |               |                |                |            |           |             | 38.64     |
|     | 07/11/98  | 51.00         |                |                |            |           |             | 1,275.00  |
|     | 07/15/98  |               |                |                |            |           |             | 325.00    |
|     | Totals:   | 133.50        | 8.00           |                |            |           |             | 2,879.04  |

1. To limit your review to specific dates, complete one or both of the following fields:
  - From Date
  - Through Date
2. 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 the Review by Date form.

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

## Processing Options for Review by Date

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

Regular Hours - From Pay Type \_\_\_\_\_  
" " - Thru Pay Type \_\_\_\_\_

Overtime (1.5) - From Pay Type \_\_\_\_\_  
" " - Thru Pay Type \_\_\_\_\_

Overtime (2.0) - From Pay Type \_\_\_\_\_  
" " - Thru Pay Type (more) \_\_\_\_\_

Sick Hours - From Pay Type \_\_\_\_\_  
" " - Thru Pay Type \_\_\_\_\_

Vacation Hours - From Pay Type \_\_\_\_\_  
" " - Thru Pay Type \_\_\_\_\_

All Other Hours - From Pay Type \_\_\_\_\_  
" " " - Thru Pay Type \_\_\_\_\_

Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.

2. To have Column 7 heading say "Gross Pay", key an 'E'. To have it say "Equipment Units/Hours", key a 'U'.

## What You Should Know About Processing Options

### Pay types (1)

In the processing options, specify a range of pay types for calculation and display in each of the columns. You must be able to group pay types in ranges for these columns. You should identify meaningful ranges when you set up the Payroll system.

See *Setting Up Pay Types*.

## 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 P Number | Hours Regular | Hours O/T 1.50 | Hours O/T 2.00 | Hours Sick | Hours Vac | Hours 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 the Batch Summary by Batch 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 the Batch Summary by Batch form, the system displays only batch information for that workday. Use the Review by Date form to view the hours and totals for batches for the entire workweek through the pay-period ending date.

## Processing Options for Batch Summary by Batch

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

|                 |                        |       |
|-----------------|------------------------|-------|
| Regular Hours   | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| Overtime (1.5)  | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| Overtime (2.0)  | - From Pay Type        | _____ |
| " "             | - Thru Pay Type (more) | _____ |
| Sick Hours      | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| Vacation Hours  | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| All Other Hours | - From Pay Type        | _____ |
| " " "           | - Thru Pay Type        | _____ |

Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.

2. To have the Column 7 heading say "Gross Pay", key an 'E'. To have it say "Equipment Units/Hours", key 'U'. \_\_\_\_\_

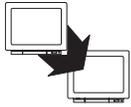
### What You Should Know About Processing Options

#### **Pay types (1)**

In the processing options, specify a range of pay types for calculation and display in each of the columns. You must be able to group pay types in ranges for these columns. You should identify meaningful ranges when you set up the Payroll system.

*See [Setting Up Pay Types](#).*

### 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

| Op  |              | Hours | Gross  |
|-----|--------------|-------|--------|
| 1   | Regular      | 32.00 | 459.20 |
| 100 | Overtime 1.5 | 8.00  | 172.20 |
|     | Total        | 40.00 | 631.40 |

- Complete the following fields:
  - Work Date
  - Batch
- 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 the Batch Review by Pay Type form, the system displays only batch information for that workday. Use the Review by Date form to view the hours and totals for batches for the entire workweek 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

| Number  | Employee Name | Hours | Hourly | Gross Pay | Cost Code |
|---------|---------------|-------|--------|-----------|-----------|
| 6003    | Akin, Dwight  | 8.00  |        | 172.20    |           |
| Totals: |               | 8.00  |        | 172.20    |           |

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 the Detail Batch Review form, the system displays only batch information for that workday. Use the Review by Date form to view the hours and totals for batches for the entire workweek through the pay-period ending date.

## Reviewing the Time and Pay Register Report



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose Time & Pay Register

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

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

| J.D. Edwards & Company                   |                |           |                           |                  |                         |        |              |             |        |             |         |
|------------------------------------------|----------------|-----------|---------------------------|------------------|-------------------------|--------|--------------|-------------|--------|-------------|---------|
| Time & Pay Entry Register w/o Emp. Total |                |           |                           |                  |                         |        |              |             |        | Page        | 11      |
| Company Number . . . . . 00100           |                |           |                           |                  |                         |        |              |             |        | Date        | 7/03/98 |
| Company - Home . . . . . 00100           |                |           |                           |                  |                         |        |              |             |        |             |         |
| Labor Records                            |                |           |                           |                  |                         |        |              |             |        |             |         |
| Batch Number                             | Payroll Trans. | Work Date | Employee/Equipment Number | Description      | Pay Rt S Typ Cd H Shift | Uprate | Hours Worked | Hourly Rate | Gross  | Flat Burden | P       |
| 2022                                     | 21484          | 06/26/98  | 2022                      | Kellerman, James | 811                     |        | 32.00        | 14.423      | 461.54 |             |         |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | 90.8115                 |        |              |             |        |             |         |
|                                          | Sub/T:         |           | PayM: 1.00                |                  |                         |        |              |             |        |             |         |
| 568                                      | 3456           | 07/20/98  | 7500                      | McDougle, Cathy  | 998                     |        | 8.00         | 16.826      | 134.61 |             |         |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | 90.8115                 |        |              |             |        |             |         |
|                                          | Sub/T:         |           | PayM: 1.00                |                  |                         |        |              |             |        |             |         |
| 5578                                     | 19191          | 08/15/98  | 7500                      | McDougle, Cathy  | 903                     |        |              |             | 75.00  |             |         |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | 90.8141                 |        |              |             |        |             |         |
|                                          | Sub/T:         |           | PayM: 1.00                |                  |                         |        |              |             |        |             |         |
| 5774                                     | 19768          | 08/15/98  | 7500                      | McDougle, Cathy  | 801                     |        | 8.00         | 24.038      | 192.30 |             |         |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | 90.8192                 |        |              |             |        |             |         |
|                                          | Sub/T:         |           | PayM: 1.00                |                  |                         |        |              |             |        |             |         |
| 572                                      | 26582          | 06/20/98  | 7500                      | McDougle, Cathy  | 904                     |        |              |             | 75.00- |             | Y       |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | .8142                   |        |              |             |        |             |         |
|                                          | Sub/T:         |           | PayM: 1.00                |                  |                         |        |              |             |        |             |         |
| 1                                        | 3507           | 07/20/98  | 7510                      | Moralez, Jesus   | 500                     |        |              |             | 200.00 |             |         |
|                                          | Tax Area: 06   |           | Colorado                  | Acct No :        | 90.8115                 |        |              |             |        |             |         |
|                                          | 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 who either exceed the maximum or fall below specified minimum rates and hours. The report also prints warning messages about possible time entry errors.

| 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<br>Hours less than minimum | 2.350<br>79.20 |
| 7704        | Rivard, Jacques    |              | 97.21     | Pay rate different than Employee Master<br>Hours less than minimum | .195-<br>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<br>Hours less than minimum                      | 3.000<br>30.00 |

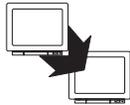
### See Also

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

## Processing Options for Payroll Exception Report

1. For weekly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
2. For biweekly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
3. For semimonthly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
4. For monthly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
5. Enter the maximum allowable pay rate. \_\_\_\_\_
6. Enter the minimum allowable pay rate. \_\_\_\_\_
7. Specify From and Thru date if being  
     run stand alone.  
         From date(MM/DD/YY) \_\_\_\_\_  
         Thru date(MM/DD/YY) \_\_\_\_\_
8. Enter the type of Employee number to  
     print.  
     A = Address Book Number (Default)  
     S = Social Security Number  
     O = Additional Employee Number \_\_\_\_\_

## Reviewing the DBA Register Report



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose DBA Register

The DBA Register report lists the one-time override DBAs and assigned DBAs that are 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 includes at each of these times.

**After time entry but  
before pre-payroll**

The report includes the following information:

- One-time DBA overrides
- DBAs for outstanding interim cheques

**After pre-payroll but  
before journal entries**

The report includes the following information:

- 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 report lists all DBAs, including noncash benefits

| 06306      |                 | J.D. Edwards & Company |          |          |             |       |   |          | Page                     | -     |        |        | 2       |
|------------|-----------------|------------------------|----------|----------|-------------|-------|---|----------|--------------------------|-------|--------|--------|---------|
|            |                 | DBA Register           |          |          |             |       |   |          | Date                     | -     |        |        | 7/03/98 |
| Employee # | Name            | T                      | Work     | Pay Per  | Transaction |       |   | Amount   | Union                    | Craft | Step   | Arrear |         |
| Code       | Description     | T                      | Date     | Date     | Table       | Basis | M | Rate     | Amount                   |       |        | Amount |         |
| 7701       | Anthony Holiday |                        |          |          |             |       |   |          |                          |       |        |        |         |
| 7706       | Dental Fam      | D                      | 04/11/98 | 04/11/98 |             |       |   | 12.35 \$ | 12.3500                  | 8.26  | 7700   |        |         |
|            |                 |                        |          |          |             |       |   |          | -----                    |       |        |        |         |
|            |                 |                        |          |          |             |       |   |          | Total Deduction Type - D |       | 8.26   |        |         |
| 7720       | H&W - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | .80 H    | .5000                    | .40   | 7700   |        |         |
| 7735       | Ext Health      | B                      | 04/11/98 | 04/11/98 |             |       |   | 45.00 \$ | 45.0000                  | 45.00 | 7700   |        |         |
| 7750       | EHT - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | 9.00 %   | .0195                    | .18   |        |        |         |
| 7760       | GST - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | .40 %    | .0700                    | .03   |        |        |         |
| 7770       | BC Medical      | B                      | 04/11/98 | 04/11/98 |             |       |   | 70.00 \$ | 70.0000                  | 70.00 |        |        |         |
| 7780       | Vacation Pay    | B                      | 04/11/98 | 04/11/98 | 07780       |       |   | 2        |                          | 1.08  | 7700   |        |         |
|            |                 |                        |          |          |             |       |   |          | -----                    |       |        |        |         |
|            |                 |                        |          |          |             |       |   |          | Total Deduction Type - B |       | 116.69 |        |         |
|            |                 |                        |          |          |             |       |   |          | -----                    |       |        |        |         |
|            |                 |                        |          |          |             |       |   |          | Total Employee -         |       | 124.95 |        |         |
| *****      |                 |                        |          |          |             |       |   |          |                          |       |        |        |         |
| 7702       | Derrick, Leslie |                        |          |          |             |       |   |          |                          |       |        |        |         |
| 7720       | H&W - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | .80 H    | .5000                    | .40   | 7700   |        |         |
| 7735       | Ext Health      | B                      | 04/11/98 | 04/11/98 |             |       |   | 45.00 \$ | 45.0000                  | 45.00 | 7700   |        |         |
| 7750       | EHT - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | 9.88 %   | .0195                    | .19   |        |        |         |
| 7760       | GST - Canada    | B                      | 04/11/98 | 04/11/98 |             |       |   | .40 %    | .0700                    | .03   |        |        |         |
| 7780       | Vacation Pay    | B                      | 04/11/98 | 04/11/98 | 07780       |       |   | 2        |                          | 1.28  |        |        |         |
|            |                 |                        |          |          |             |       |   |          | -----                    |       |        |        |         |
|            |                 |                        |          |          |             |       |   |          | Total Deduction Type - B |       | 46.90  |        |         |
| 9997       | Overpayment     | D                      | 04/11/98 | 04/11/98 |             |       |   | \$       | 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 and their job categories, job steps, union codes, and hourly rates. 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 shows 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                                          |                 | J.D. Edwards & Company |      | Page              |         |         |         |         |         | 12       |             |       |  |
|------------------------------------------------|-----------------|------------------------|------|-------------------|---------|---------|---------|---------|---------|----------|-------------|-------|--|
|                                                |                 | Employee Time Sheets   |      | Date              |         |         |         |         |         | 4/03/98  |             |       |  |
|                                                |                 |                        |      | Pay Period Ending |         |         |         |         |         | 04/09/98 |             |       |  |
| Check Route : - Default value                  |                 |                        |      | 04/03             |         | 04/04   |         | 04/05   |         | 04/06    |             | 04/07 |  |
| Job/Bus. Unit : 707 - Corporate Administration |                 |                        |      |                   |         |         |         |         |         |          |             |       |  |
| Contract Number : -                            |                 |                        |      |                   |         |         |         |         |         |          |             |       |  |
| 04/08 04/09                                    |                 |                        |      |                   |         |         |         |         |         |          |             |       |  |
| Employee Number                                | Employee Name   | ---Job---              |      | --Mon--           | --Tue-- | --Wed-- | --Thu-- | --Fri-- | --Sat-- | --Sun--  | --Tot Hrs-- |       |  |
|                                                |                 | Type Step Union Code   |      | Reg OT            | Reg OT  | Reg OT  | Reg OT  | Reg OT  | Reg OT  | Reg OT   | Reg OT      |       |  |
| 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 for Employee Time Sheets

1. Enter the day on which the pay period begins. \_\_\_\_\_  
    0 = Sunday  
    1 = Monday  
    2 = Tuesday  
    3 = Wednesday  
    4 = Thursday  
    5 = Friday  
    6 = Saturday
  
2. Enter the date on which this pay period begins. \_\_\_\_\_
  
3. Enter the pay period ending date. \_\_\_\_\_
  
4. Enter the number of additional lines to be printed per employee. \_\_\_\_\_
  
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) \_\_\_\_\_

## 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 anytime 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 the following tasks:

- 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 timecards 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 form 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 time entry forms. You can use any of the time entry programs to revise unprocessed timecards. However, when you review daily timecards, you must use the Daily Timecards program. You cannot use the Daily Timecards program 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 pay-rate change for an employee on an employee entry form

When you enter a pay-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 pay rate causes the system to recalculate the employee's gross pay using the new pay rate that 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 pay rate, you should remove the pay rate so that the system will recalculate gross pay. If you do not remove the existing pay rate, that pay rate overrides the pay 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:

**by Employee**

Use this method for either of the following:

- One employee
- Several employees who work in different business units

**by Job or Business Unit**

Use this method for the following:

- 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 changes-only pre-payroll.

#### 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 that is 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 a Changes-Only Pre-Payroll (P07210)*



#### Exercises

See the exercises for this chapter.

## Generating Overtime Timecards Automatically

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From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose Automatic Timecard Generator

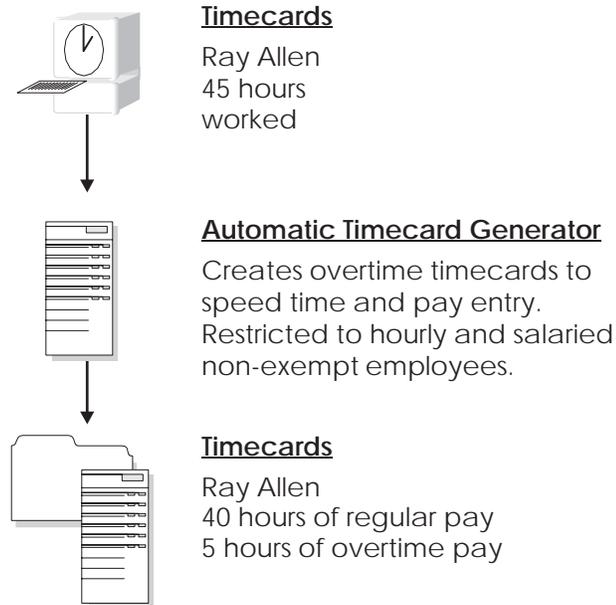
You can save time and keystrokes during time entry by automatically generating timecards for employees' overtime hours. Rather than entering timecards for overtime hours, you can enter all of an employee's hours on one timecard (using the pay type for regular pay) and then automatically generate the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

When you automatically generate overtime timecards, the system uses the timecards that 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 timecards automatically, the system creates a timecard 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 regular-pay timecards and the overtime timecards that the system automatically generated.

The following graphic illustrates the process of automatically generating overtime timecards:



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 biweekly basis. However, you can generate overtime timecards for only one week at a time. For example, for employees who are paid biweekly, you must run the Automatic Timecard Generator program twice per pay period (once per week).

The system also can calculate 8/80 overtime for biweekly 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 two-week 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-rate, 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 program for processing. The Automatic Overtime Calculation report lists the revised timecards and the overtime timecards that the system automatically generated. You should review this report to verify that the overtime timecards are correct.



The Automatic Timecard Generator program alters existing timecards and creates new ones. Before you use this program for the first time, J.D. Edwards 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 the 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 Automatic Timecard Generator 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 generate overtime timecards automatically

On Automatic Timecard Generator

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 the Type of Automatic Overtime field 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 style="margin-left: 20px;">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 style="margin-left: 20px;">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 style="margin-left: 20px;">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 style="margin-left: 20px;">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> |
| Enter the pay frequency – (Weekly only) | <p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p style="margin-left: 20px;">B     Biweekly</p> <p style="margin-left: 20px;">W     Weekly</p> <p style="margin-left: 20px;">S     Semimonthly</p> <p style="margin-left: 20px;">M     Monthly</p> <p style="margin-left: 20px;">A     Annually</p> <p style="margin-left: 20px;">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> <p>..... <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"> <li>• For regular pay</li> <li>• To generate overtime</li> <li>• For reporting purposes on the U.S. Certified Payroll Register.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Field                                  | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hours Worked – Overtime Per Day        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Enter pay type number                  | A code that designates the pay type the system uses during automatic overtime generation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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"> <li>0 Create overtime timecards (default)</li> <li>1 Suspend overtime timecard generation and recalculate the hourly rates for the existing timecards</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Enter the type of Automatic Overtime   | <p>A code that specifies how the overtime hourly rate is calculated. Codes are:</p> <ul style="list-style-type: none"> <li>Blank Average all the regular time timecards' hourly rates.</li> <li>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).</li> <li>2 Retrieve the hourly rate from the Employee Master table.</li> <li>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.</li> <li>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.</li> <li>5 Spread a salaried employee's salary over all the hours worked and do not generate any overtime.</li> <li>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.</li> </ul> |

| Field                                    | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Include Posted Time Cards                | <p>A code that specifies whether to include posted timecards in the reallocation of overtime hours. Valid values are:</p> <ul style="list-style-type: none"> <li>1      Reallocate all hours when a new timecard has been added to timecards already posted</li> <li>0      Do not reallocate hours (default)</li> </ul> <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"> <li>• 40 regular hours</li> <li>• 2 overtime hours</li> <li>• - 42 to reverse the posted timecard</li> </ul> <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> |
| 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"> <li>1      Regular Overtime</li> <li>2      Double Overtime</li> <li>3      Triple Overtime</li> <li>4      Holiday Pay</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 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 labor 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>A code that determines how the account number is derived for overtime.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>0      Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards</li> <li>1      Copy the account numbers from the original timecards into the overtime timecards</li> <li>2      Copy the account number from the AAIs but use the timecard to derive the subsidiary number</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

# Canadian Payroll

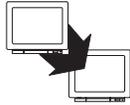
| J.D. Edwards & Company         |                |           |          |            |         |          |     |                |             | Page  | -        | 2       |
|--------------------------------|----------------|-----------|----------|------------|---------|----------|-----|----------------|-------------|-------|----------|---------|
| Automatic Overtime Calculation |                |           |          |            |         |          |     |                |             | Date  | -        | 7/03/98 |
| A Model Financial Co (Trng)    |                |           |          |            |         |          |     |                |             |       |          |         |
| Number                         | Employee Name  | Work Date | Pay Type | Union Code | Job Typ | Job Step | S 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 the source of pay in the data selection for the Automatic Overtime Calculation report. Do not change the value for this data selection.

## Generating Timecards for Accumulated Wages

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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 have those wages held 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 records can accumulate wages. (For employees with multiple jobs, you can accumulate wages only for the primary job.)

As part of the payroll cycle, you generate timecards for employees who have reached their contract ending date and have accumulated wages. The system generates accumulated-wages timecards for each payroll cycle, for an amount up to the pay-period gross amount, until the employee has received payment for all accumulated wages.

Typically, you create accumulated-wages timecards during the final update in payroll-cycle processing. If you do not, you can run the Generate Accumulated Wages Timecards program. This program generates timecards for the next payroll cycle.

You can also use the Generate Accumulated Wages Timecards program to generate timecards for payment information when an employee terminates employment or if, for any other reason, an employee needs to be paid the entire amount of accumulated wages. If you process an interim payment for a payoff, you must include the time data already entered.

When you generate timecards for accumulated wages, the system prints the Accrued Wages Timecards Exception report. This report lists warning and error messages for any potential errors. These messages include the following:

- Accrued wages are less than the pay-period salary
- Accrued wages are less than \$1.00
- Employee already has accrued wages

The system stores accumulated-wages information in the Accumulated Wage History table (F0628).

## What You Should Know About

### **Revising and deleting timecards for accumulated wages**

When you revise or delete a timecard for accumulated wages, you must also update the Accumulated Wage History table. Contact J.D. Edwards Customer Support for assistance.

## See Also

- *Setting Up an Accrual DBA for Accumulated Wages (P069117)*
- *Running the Final Update (P06250)*
- *Attaching a Contract Calendar (P060101)*
- *Updating Employee Records for Contract Calendars (P08936)*

## Processing Options for Generate Accumulated Wages Timecards

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. \_\_\_\_\_

### **What You Should Know About Processing Options**

To terminate an employee and process a payment for the payoff of accumulated wages only, complete the following fields:

- Is this a payoff?
- If this is a payoff, enter the date to be paid through.

To terminate an employee and process a payment for the payoff of accumulated wages plus days worked since the last payroll cycle, specify the pay-period dates of the next payroll cycle. It is important to specify the ending date of the contract before you run this program.

To generate accumulated-wages timecards not generated during the final update in payroll-cycle processing, enter the pay-period dates only.

## Data Selection

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

## 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 J.D. Edwards Payroll system. This type of software typically saves time and helps reduce keying errors. The timecard information might originate from sources such as the following:

- 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.

Working with uploaded timecard information includes the following tasks:

- Revising uploaded timecard information
- Reviewing the Batch File Register report
- Creating a version of the batch server
- Creating timecards from uploaded information
- Purging processed payroll batches

The timecard information that you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process the information. 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 the timecards are correct. If you find an error, you can easily make the necessary corrections.

You can print the Batch File Register report 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 that you want to use to process the timecards.

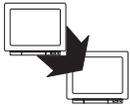
After you have reviewed and revised a batch of uploaded timecard information, you can use the information to create timecards. After you create the timecards, the system processes the uploaded batches. You can then include those timecards in payroll-cycle processing.

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 (G77121), 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 either 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

Functions Options Tools Help

User ID \*  
Batch Number \* (\*) = All Batches  
Processed (0/1) 1  
From Date  
Thru Date

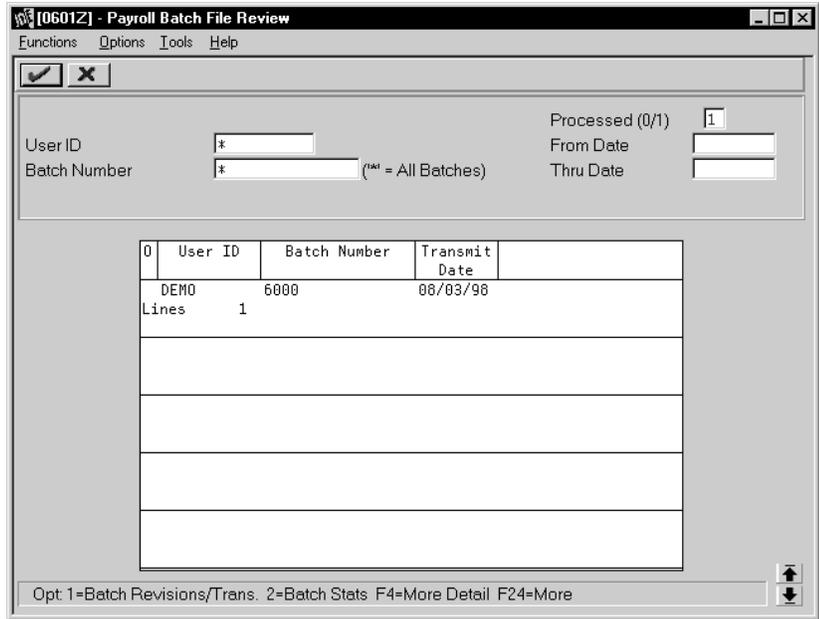
| 0 | User ID | Batch Number | Transmit Date |
|---|---------|--------------|---------------|
|   | DEMO    | 6000         | 08/03/98      |

Opt 1=Batch Revisions/Trans. 2=Batch Stats F4=More Detail F24=More

1. Complete the following fields:
  - Processed (0/1)
  - User ID
  - Batch Number
2. To further limit your search, complete one or more of the following optional fields:
  - From Date
  - Thru Date

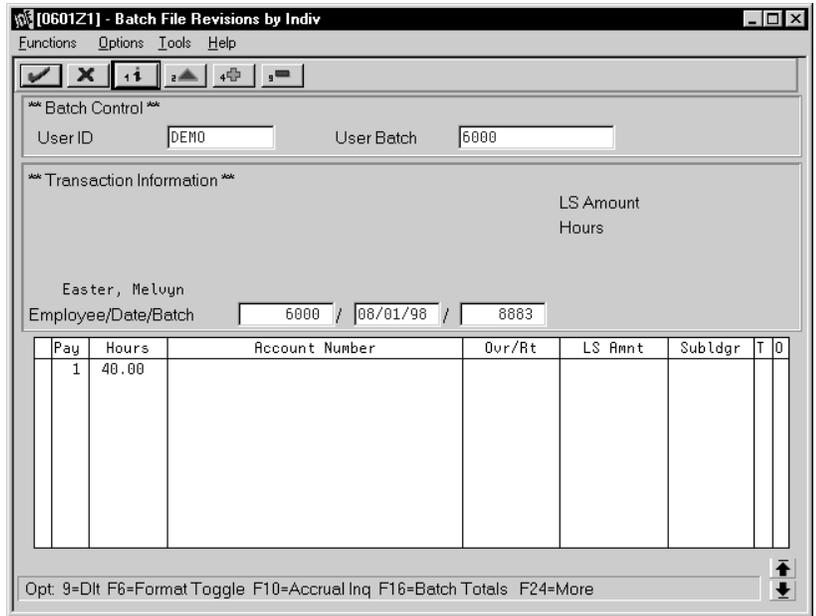
If the system highlights the User ID, the batch has been processed.

3. Access the detail area.

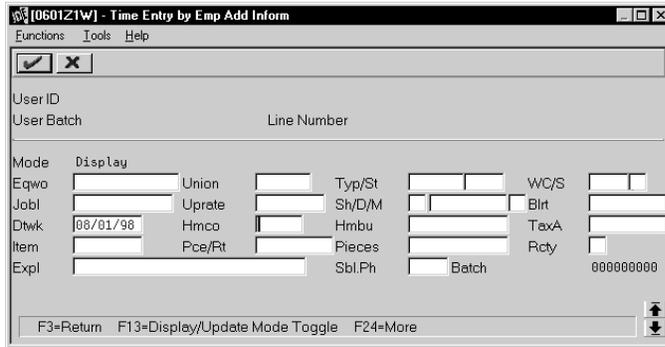


4. Review the following field to see the number of lines in each batch:
  - Lines
5. Choose the Batch Revisions/Transactions option for the batch that you need to review.

Based on how you set the processing options, the system displays either the Batch File Revisions by Individual form or the Batch File Revisions by Job form. 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 Time Entry by Employee 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 processing.

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 for WorldSoftware are:</p> <ul style="list-style-type: none"> <li>Y Unprocessed only</li> <li>N Processed and unprocessed</li> </ul> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li>On The system shows records that have been successfully processed.</li> <li>Off The system shows records that have not yet been processed.</li> </ul> |

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User Batch   | <p>The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.</p> <p>..... <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 report to review the uploaded timecard information before the information is processed. After reviewing the printed information, you can make revisions.

*See Reviewing the Payroll Batch File Register Report.*

**Revising processed information**

You cannot use the Payroll Batch File Review and Revisions form to revise processed batches. Instead, use the regular time entry forms.

## Processing Options for Payroll Batch File Review

### 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. \_\_\_\_\_

### HEADING FIELDS:

4. Enter a '1' to load heading fields from FIRST subfile record. \_\_\_\_\_
5. Enter a '1' to have heading fields clear with each update. If left blank, fields will not clear. \_\_\_\_\_

### TIME ENTRY BY JOB:

6. Enter the Cost Code Window Format as follows: \_\_\_\_\_
  - 1 - BU.OBJ.SUB (Default)
  - 2 - BU.SUB.OBJ

### SPECIAL EDITS:

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.

## See Also

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

## Reviewing the Payroll Batch File Register Report



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose Edit Uploaded Timecards Menu

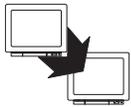
From Edit Uploaded Timecards (G07121), choose Payroll Batch File Register

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

### See Also

- *Reviewing the Time and Pay Register Report (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 that 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 for Payroll Batch Server

### PAY RATES:

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.

\_\_\_\_\_

### PAY TYPES:

2. If you selected Occupational Pay Rates, enter the pay type for Regular Pay.
3. If you selected Union Rates, enter the pay type to be used for each of the following categories:
  - Regular -
  - Overtime - A
  - Doubletime - B
  - Vacation - C
  - Holiday - D
4. Enter a '1' to edit Pay Type from Classification Pay X-REF. If left blank, editing will not occur.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BATCH NUMBER:

5. Enter a '1' to have batch numbers automatically assigned. If left blank, batch numbers will not be assigned by the program.

\_\_\_\_\_

### RECORD LOCKS:

6. Enter a '1' to prevent changes and deletions to a record locked by another user. If left blank, changes and deletes will be allowed

\_\_\_\_\_

## 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 the information to create timecards. You can then include those timecards in your usual payroll-cycle processing.

You use batch file processing to do the following:

- 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 report and the Transaction Errors report without updating the Employee Transactions Detail table (F06116). Correct any errors before running the final version of the program.

When you run the final version of the program, the system does the following:

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

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

### See Also

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

## Processing Options for Payroll Batch File Processing

### PROOF OR FINAL MODE:

1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.

### AUTOMATIC PURGE:

2. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

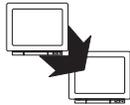
### ERROR FILE:

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.

### DW VERSION FOR PAYROLL BATCH SERVER:

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.

## 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 the records 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 JDE 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 for Payroll Batch File Purge

SAVE PURGED RECORDS:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

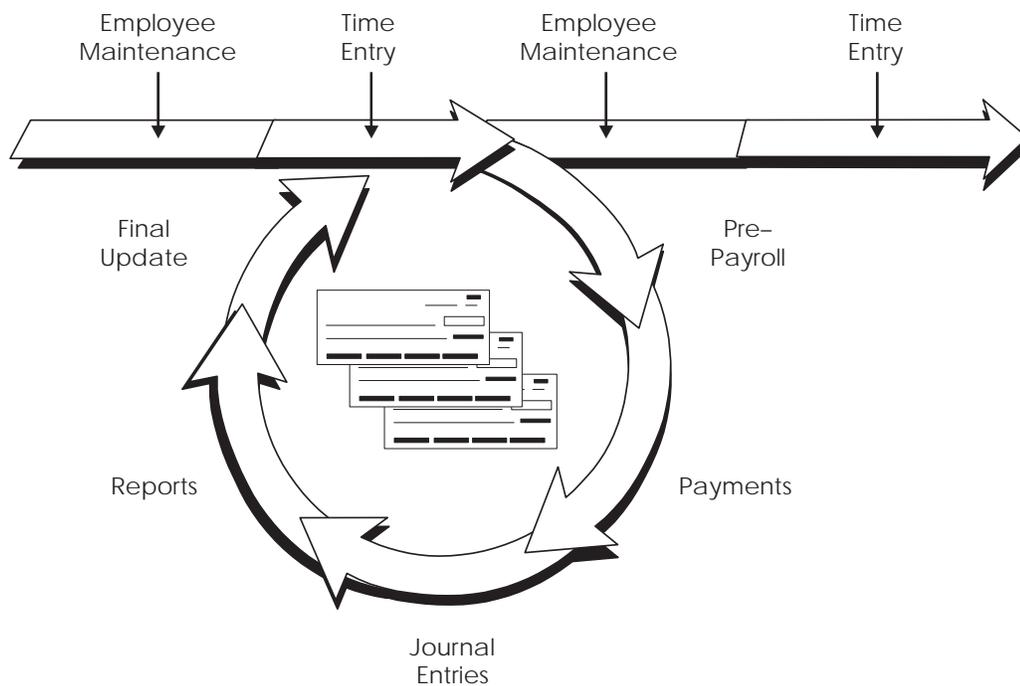
REORGANIZE FILE:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

## Payroll Cycle

The payroll cycle is a process that you complete to pay your employees. As shown in the following graphic, 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 the final update.

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

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

## 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 that ID to a program version that selects employees to be paid. The payroll ID identifies the payroll version library where the system stores all of the information for a payroll cycle. You use the same payroll ID for all steps of a payroll cycle. You can also use different payroll IDs and program versions to process multiple payroll cycles 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 cycle, the system displays a warning message.

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

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

### See Also

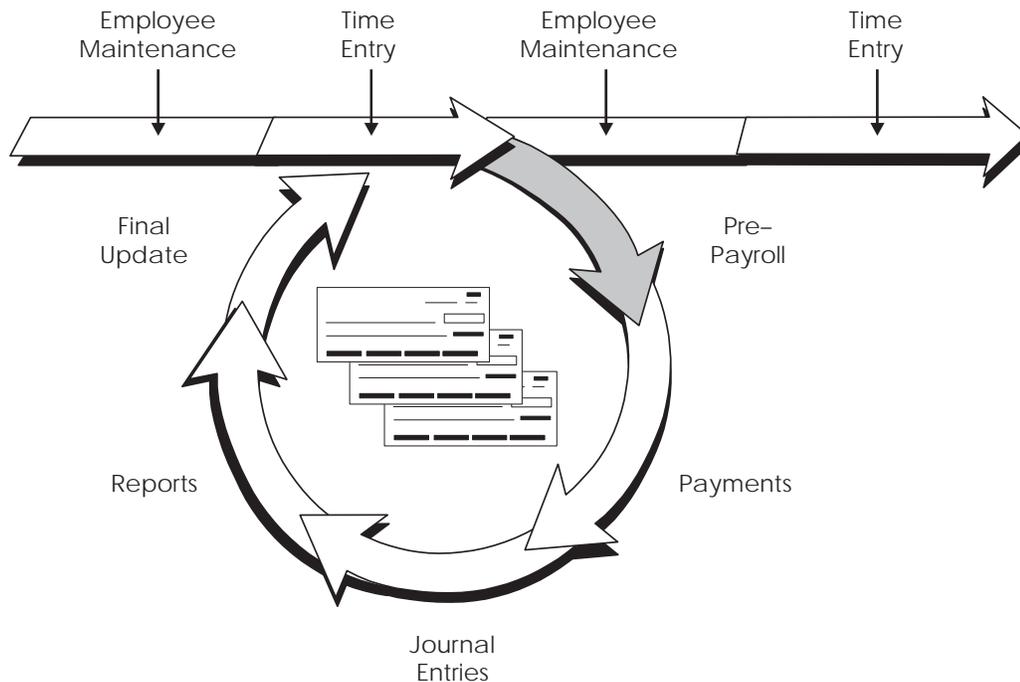
- *Resetting the Payroll ID (P06217)*



## 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.



To process pre-payroll, complete the following tasks:

- Run pre-payroll
- Review payroll registers
- Review time and pay entry reports
- Review the Federal Tax Distribution Summary report
- Review payment reports
- Review the Terminated Employees Being Paid report

- Review tax recalculation reports
- Process a changes-only pre-payroll (as needed)

You use pre-payroll processing to do the following:

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

To begin pre-payroll processing, you must enter a payroll ID and submit that ID for processing. The payroll ID identifies the payroll version library where the system stores all of 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 accuracy, review the reports that 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 changes-only pre-payroll*.

### Before You Begin

- Enter new and updated employee information, such as new-hire information, pay-rate increases, and so on. See *Entering Employee Information*.
- Print a roster to review job and pay-rate 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 for 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 for 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 option. For more information, see *Printing Payroll-Cycle Reports*.

### Setting up reports

You can choose the reports from an option on the Paycycle Report Setup menu (G0746). Use the menu option 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 I— Technical Overview of the Payroll Cycle* for information about the tables affected by pre-payroll processing

## Running Pre-Payroll

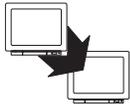
To begin pre-payroll processing, you must enter a payroll ID. The payroll ID identifies the payroll version library where the system stores all of the information for a payroll cycle. The payroll ID also identifies the program version that you use to choose employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

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

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

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. After you create a payroll ID, you can choose that ID again in subsequent pay periods to process a payroll cycle for that group of employees.

### 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 the ID. You use this program 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 program version when you create the new payroll ID.



Make sure that the program version you specify is not already assigned to another payroll ID. The system checks for duplicate program version numbers.

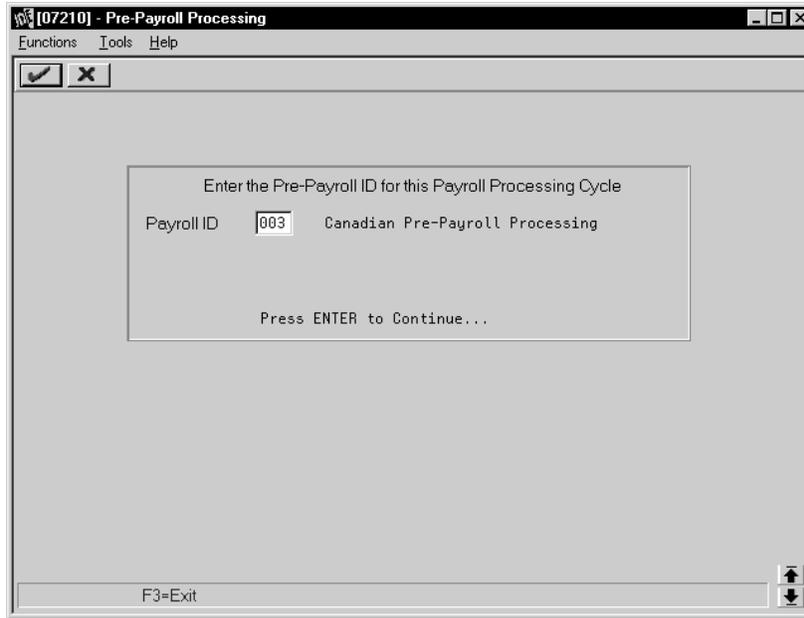
When you create a new payroll ID, you specify the pay-period information that the system needs to process the payroll cycle. You also specify the reports you want to print during pre-payroll.

In addition to entering the basic information that you need to process pre-payroll, you can enter additional parameters such as the following:

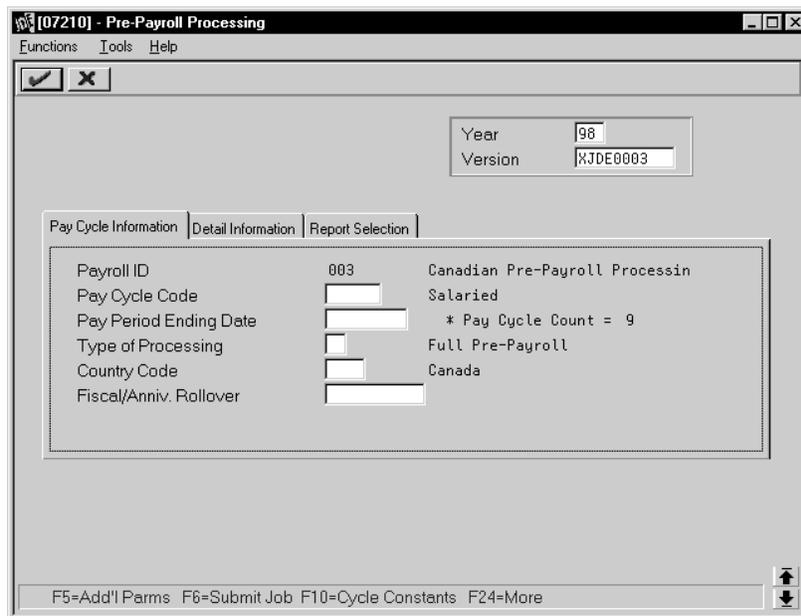
- A minimum payment amount
- Job-step progression information

► **To create a new payroll ID**

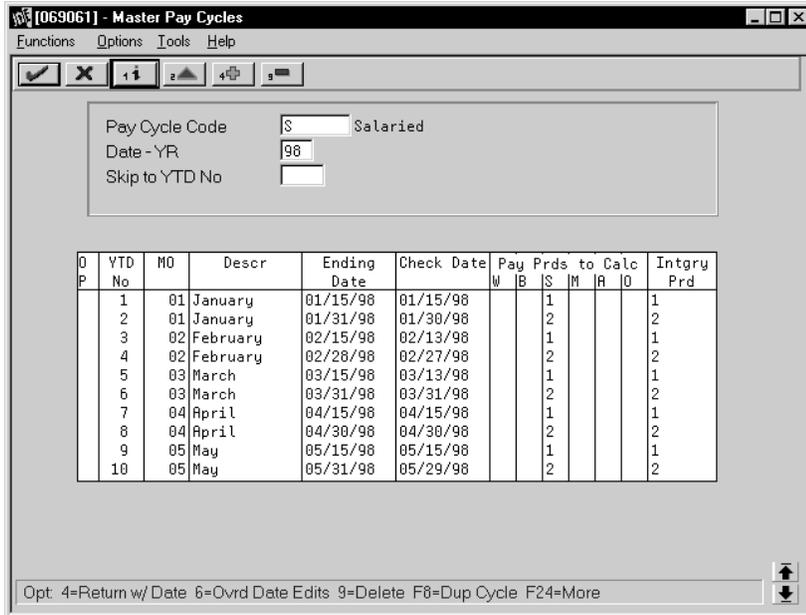
On the first Pre-Payroll Processing form



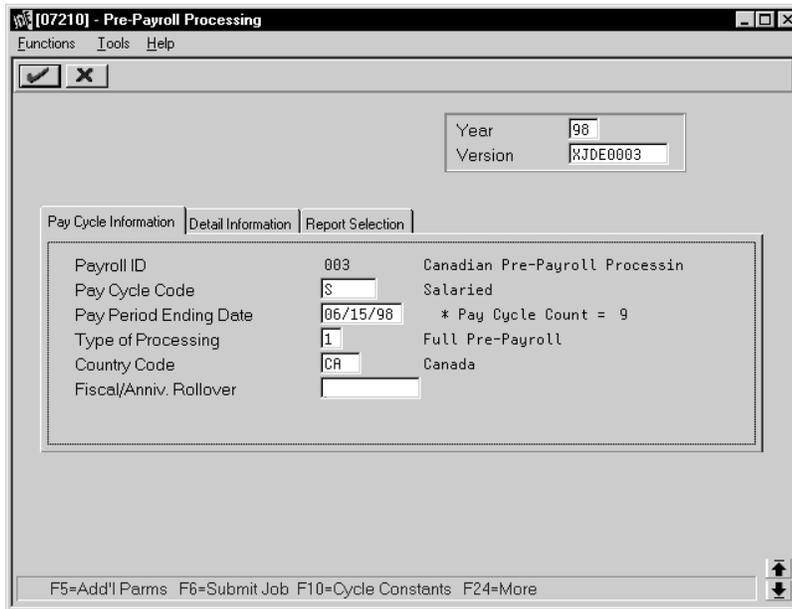
1. Complete the following field and press Enter:
  - Payroll ID



2. On the second Pre-Payroll Processing form to assign a program version to the payroll ID, complete the following field:
  - Version
3. Complete the following field:
  - Pay Cycle Code
4. Use the Cycle Constants function.



5. On Master Pay Cycles, choose the Return with Date option to assign a pay period for the payroll cycle.



6. On the Pay Cycle Information tab, review the following fields:
  - Year
  - Pay Cycle Code
  - Pay Period Ending Date
  - Type of Processing
  - Country Code
7. To process fiscal and anniversary rollovers during the payroll cycle, enter a program version in the following field:
  - Fiscal/Anniversary Rollover
8. To process job-step progression history during the payroll cycle, complete the following field:
  - Process Step Progression History
9. For WorldVision, choose the Detail Information tab.

The screenshot shows the 'Pre-Payroll Processing' window with the 'Detail Information' tab selected. The fields are as follows:

|                                |          |                                                |   |
|--------------------------------|----------|------------------------------------------------|---|
| Year                           | 98       | Company Number                                 |   |
| Version                        | %JDE0003 | Pay Cyc. Group Cd                              |   |
| Work Date - From               | 06/01/98 | Bank Account                                   |   |
| - Thru                         | 06/15/98 | Min Denomination                               |   |
| Cheque Date                    | 06/15/98 | Process Calendar Month Basis Ben/Ded/Acc (Y/N) | N |
| Min Cheque Amt                 |          | Std Hours: W- B- 80.00 S- 88.00 M- A- O-       |   |
| Period No: W- B- S- 1 M- A- O- |          |                                                |   |

10. On the Detail Information tab, 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

11. For WorldVision, choose the Report Selection tab.

The screenshot shows a software window titled "[07210] - Pre-Payroll Processing". At the top, there are menu options: "Functions", "Tools", and "Help". Below the menu is a toolbar with a checkmark and an 'X' icon. In the upper right corner, there are two input fields: "Year" with the value "98" and "Version" with the value "XJDE0003". Below this, there are three tabs: "Pay Cycle Information", "Detail Information", and "Report Selection". The "Report Selection" tab is active and contains a table of report options:

|                          |          |                          |
|--------------------------|----------|--------------------------|
| Payroll Register         | XJDE0001 | Payroll Register         |
| Payroll Summary Register |          |                          |
| Time & Pay Entry Journal |          |                          |
| Fed Tax Distr Summary    |          |                          |
| Net Pay Instr. Report    | XJDE0001 | Canadian Payroll Cheques |

At the bottom of the window, there is a status bar with the text: "F5=Add'l Parms F6=Submit Job F10=Cycle Constants F24=More".

12. On the Report Selection tab, enter a report version for the following required report:

- Net Pay Instructions

13. 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 report.

14. Enter a report version for the following optional reports:

- Time and Pay Entry Journal
- Federal Tax Distribution Summary

15. To enter additional parameters, choose the Additional Payroll Cycle Parameters function.

[072102] - Add'l Payroll Cycle Parameters

Functions Tools Help

Year 98

Pay Cycle Information

|                        |          |                                |
|------------------------|----------|--------------------------------|
| Pre-Payroll Version    | 003      | Canadian Pre-Payroll Processin |
| Pay Cycle Code         | S        | Salaried                       |
| Pay Period Ending Date | 06/15/98 |                                |
| Type of Processing     | 1        | Full Pre-Payroll               |

Additional Parameters

Process Step Prog. History

Intercompany Settlements

F3=Exit

16. On Additional Payroll Cycle Parameters, complete any of the following optional fields:
  - Company Number
  - Pay Cycle Group Code
  - Pay Cycle Group Type
  - Bank Account Number
  - Minimum Check Amount
  - Denomination Minimum
  - Calculate Monthly DBAs
  - Override Auto Deposit
  - Process Step Progression History
  - Group Plan Override
  - Intercompany Settlements
  - Date for Updating Tips File
  - Use Full or Abbreviated Key
17. Exit to the second Pre-Payroll Processing form.
18. 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, J.D. Edwards recommends that you reserve IDs 001 through 799 for your production environment, IDs 800 through 899 for your test environment, and, for U.S. Payroll only, IDs 900 through 999 for interactive update of interims.</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 payroll 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 type of pre-payroll processing that you want to submit. The system verifies the value of this field against the hard-coded Processing Type Codes user defined code list (07/ST).</p> <p>After you run a regular pre-payroll (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively). If you subsequently run a changes only pre-payroll, this field is set correctly. If you reset payroll processing, you must change this field.</p>                                                                                                                                                                                                                         |

| Field                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Number       | <p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). The code must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The company to be processed. If you enter a company number here, it overrides the DREAM Writer selection. The system processes only those time entry transactions with a home company in the timecards that matches the one entered in this field.</p> <p>This company number is also used throughout the remaining steps of the payroll cycle, including Final Update.</p> <p>Note: Company 00000 is used for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p> |
| Pay Cycle Group Code | <p>A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.</p> <p>This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Pay Cycle Group Type | <p>A code which identifies which Business Unit in the Timecard Detail File (F06116) is to be used in the selection of the transactions for a Payroll Processing. Any one of the following Business Units may be selected:</p> <ul style="list-style-type: none"> <li>D     Distribution Business Unit (YTMCU)</li> <li>J     Job Location (YTMUCO)</li> <li>H     Home Business Unit (YTHMCU)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Field                          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Account Number            | The bank account number (General Ledger Account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if left blank, the system retrieves a default bank account table from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Minimum Check Amount           | The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Denomination Minimum           | The minimum denomination value that must be paid to employees who works in this business unit. For example, an employee paid in cash who accepts nothing less than a one dollar bill. If this employee works in multiple business units, the home business unit denomination minimum prevails.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Calc. Monthly D/B/A's<br>(Y/N) | <p>The meaning of this field depends on the program from which you access the field:</p> <ul style="list-style-type: none"> <li>• Valid Master Pay Cycles (P069061) - A value that specifies the period bucket number in the Payroll Integrity table (F0620) to be updated. The Integrity Period Number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused Integrity Period Number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll.</li> <li>• Pay Cycle Control Parameters (P06210) - A value that designates whether the pre-payroll programs will calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If N, the system skips these benefit and accruals.</li> </ul> |
| Override Auto Deposit<br>(Y/N) | A Yes/No field that allows you to specify whether to override auto deposits. A Yes in this field turns off auto deposit for all employees in this Pre-Payroll Processing version and prints paychecks instead of auto deposit advices. This field lets you override auto deposit instructions in one screen instead of having to change auto deposit instructions individually for each employee in the version.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Field</b>                | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Process Step Prog. History  | <p>A code that specifies whether to execute the Step Progression program during payroll cycle processing. Valid values are:</p> <p>Y      Execute step progression<br/>N      Do not execute step progression (default)</p> <p>NOTE: Executing step progression increases payroll cycle processing time.</p>                                                       |
| Group Plan Override         | <p>A code that tells the system to use the employee level list of DBAs and not to calculate DBAs in the group plan even though the employee may be union. For example, if you enter HR for the Human Resources benefit group plan here, the system uses that value to calculate benefits even though a union group is listed in the employee master.</p>           |
| Intercompany Settlements    | <p>A code that determines which system generates intercompany settlements. Valid values are:</p> <p>1      The Payroll system generates intercompany settlements before posting them to the General Ledger.<br/>0      The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.</p>                         |
| Date for Updating Tips File | <p>This code will determine what date is used when updating the Tip Files.</p> <p>0      Check date (Default)<br/>1      Pay Period Ending Date</p> <p><b>**NOTE**</b> If you are using Allocation Method S for Sales by employee you MUST use 0 (Default)</p>                                                                                                     |
| Use Full or Abbreviated Key | <p>This code will be used to determine whether to use the Mail, Job Code, and the Shift portion of the key when updating the tip files.</p> <p>0      Use all parts of the key (Default)<br/>1      Do not use the Mail, Job Code, and Shift values</p> <p><b>**NOTE**</b> If you are using Allocation Method S for Sales by employee you MUST use 0 (Default)</p> |

### What You Should Know About

#### **Subsequent payroll cycles**

Pay cycle and detail information is saved and protected from change for subsequent payroll cycles. You must use the Unprotect function if you want to make any changes.

|                                        |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job logs</b>                        | The system creates job logs for every step of the payroll cycle except printing payments. A job log does not necessarily indicate that a problem exists. However, you should check the user messages for the message that the job completed successfully.                                                                          |
| <b>Print Paycheques report version</b> | <p>The version number that you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as cheques, autodeposits, payslips, attachments, and the cheque register.</p> <p>See <i>Setting Up Payroll-Cycle Reports</i> for more information on setting up these versions.</p> |
| <b>Inactive field</b>                  | The Accelerate Submission field is currently inactive.                                                                                                                                                                                                                                                                             |
| <b>Standard hours</b>                  | The second Pre-Payroll Processing form displays the number of hours for which autopay employees will be paid.                                                                                                                                                                                                                      |

### 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.

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

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

## Data Sequence for Pre-Payroll

The report versions for the Payroll Register and Summary Payroll Register reports 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.



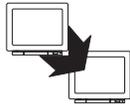
The payroll lockout ID must be the first data-sequence parameter in the program version (P07210).



### Exercises

See the exercises for this chapter.

## 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 Register Reports

After you process pre-payroll but before you print payments, you should review the payroll register report to verify the accuracy of your information.

You must print either a Payroll Register report or a Summary Payroll Register report.

If you did not enter a report version for the payroll register, the system prints the default version (XJDE0001) of the Payroll Register report.

Reviewing payroll register reports includes the following tasks:

- Reviewing the Payroll Register report
- Reviewing the Summary Payroll Register report

### 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 Report

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

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

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

J.D. Edwards recommends that you run the Payroll Register report again during the payroll-cycle reports step 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                                     |      | J.D. Edwards & Company |        |               |                   |            |       | Page             | -            |            |             | 1        |  |  |
|--------------------------------------------|------|------------------------|--------|---------------|-------------------|------------|-------|------------------|--------------|------------|-------------|----------|--|--|
| Company - 00077 A Model Canadian Payroll C |      | Payroll Register       |        |               |                   |            |       | Date             | -            |            |             | 1/30/98  |  |  |
| BU - 707 Corporate Administration          |      |                        |        |               |                   |            |       | Period           | -            |            |             | 06/15/98 |  |  |
|                                            |      |                        |        |               |                   |            |       |                  |              |            | Payroll ID- | 003      |  |  |
| Earnings                                   |      |                        |        |               |                   |            |       |                  |              |            | Deductions  |          |  |  |
| Employee                                   | Type | Earnings               | Hours  | Rate          | Curr. Amt         | YTD Amount | Type  | Deduction        | Curr. Amt    | YTD Amount |             |          |  |  |
| 256-136-888                                | 7701 | 001 Regular            | 80.00  | 11.250        | 900.00            | 900.00     | **    | Gross Wages      | 900.00       | 900.00     |             |          |  |  |
| Anthony Holiday                            |      |                        |        |               |                   |            |       | CAN FED          | 157.67       | 157.67     |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | CAN CPP          | 24.49        | 24.49      |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | CAN EI           | 54           | 54         |             |          |  |  |
|                                            |      | *** Total:             | 80.00  | Gross:        | 900.00            | 900.00     | ***   | Total Ded's      | 182.70       |            |             |          |  |  |
|                                            |      | Ck Cntrl No            | 221823 |               |                   |            |       | - 1 Auto Deposit | Document Amt | 642.30     |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | - 2 Auto Deposit | Document Amt | 75.00      |             |          |  |  |
| Route:                                     |      | Ck Cntrl No            | 221823 |               |                   |            |       | ** Net Pay **    |              | 717.30     |             |          |  |  |
| =====                                      |      |                        |        |               |                   |            |       |                  |              |            |             |          |  |  |
| 184-560-670                                | 7702 | 001 Regular            | 80.00  | 25.641        | 2,083.33          | 2,083.33   | **    | Gross Wages      | 2,083.33     | 2,083.33   |             |          |  |  |
| Derrick, Leslie                            |      |                        |        |               |                   |            |       | CAN FED          | 551.89       | 551.89     |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | CAN CPP          | 62.00        | 62.00      |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | CAN EI           | 51.69        | 51.69      |             |          |  |  |
|                                            |      | *** Total:             | 80.00  | Gross:        | 2,083.33          | 2,083.33   | ***   | Total Ded's      | 665.58       |            |             |          |  |  |
|                                            |      | Ck Cntrl No            | 221831 |               |                   |            |       | ** Net Pay **    |              | 1,417.75   |             |          |  |  |
| Route:                                     |      | Ck Cntrl No            | 221831 |               |                   |            |       | - Computer Check |              |            |             |          |  |  |
| =====                                      |      |                        |        |               |                   |            |       |                  |              |            |             |          |  |  |
| 481-560-670                                | 7703 | 001 Regular            | 80.00  | 27.179        | 2,038.46          | 2,038.46   | **    | Gross Wages      | 2,038.46     | 2,038.46   |             |          |  |  |
| Bellas, Debbie                             |      | 7785 Salary Vac        |        |               |                   | 2,764.07   |       | CAN FED          | 555.36       | 555.36     |             |          |  |  |
|                                            |      | Vacation Acc *Taken*   | 24.00  | **Available** | 24.00-            |            |       | CAN CPP          | 60.92        | 60.92      |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | CAN EI           | 21.91        | 21.91      |             |          |  |  |
|                                            |      | *** Total:             | 80.00  | Gross:        | 2,038.46          | 2,038.46   | ***   | Total Ded's      | 638.19       |            |             |          |  |  |
|                                            |      | Ck Cntrl No            | 221840 |               |                   |            |       | - 1 Auto Deposit | Document Amt | 1,350.27   |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | - 2 Auto Deposit | Document Amt | 50.00      |             |          |  |  |
| Route:                                     |      | Ck Cntrl No            | 221840 |               |                   |            |       | ** Net Pay **    |              | 1,400.27   |             |          |  |  |
| =====                                      |      |                        |        |               |                   |            |       |                  |              |            |             |          |  |  |
| 652-136-888                                | 7704 | 001 Regular            | 80.00- | 22.369        | 1,789.52-         | 1,789.52-  | **    | Gross Wages      | 1,789.52-    | 1,789.52-  |             |          |  |  |
| Rivard, Jacques                            |      | 4800 Earnings          |        |               | 1,789.52-         | 1,789.52-  |       | CAN FED          | 185.03-      | 185.03-    |             |          |  |  |
|                                            |      | 7701 RRSP Co.          |        |               | 26.85-            | 26.85-     |       | QPP              | 42.24-       | 42.24-     |             |          |  |  |
|                                            |      | 7775 QHIP              |        |               | 67.11-            | 67.11-     |       | CAN EI           | 44.70-       | 44.70-     |             |          |  |  |
|                                            |      | 7785 Salary Vac        |        |               | 268.43-           | 2,541.55   |       | Quebec Provi     | 238.01-      | 238.01-    |             |          |  |  |
|                                            |      |                        |        |               |                   |            |       | 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-  | ***   | Total Ded's      | 601.02-      |            |             |          |  |  |
|                                            |      |                        |        | Taxbl:        | 1,735.83-         | 1,735.83-  |       |                  |              |            |             |          |  |  |
| Route:                                     |      | Ck Cntrl No            | 9216   | -             | Void Chk Cntrl no | CkNo       | 74774 | ** Net Pay **    |              | 1,088.50-  | Ck Dt       | 04/17/98 |  |  |
| =====                                      |      |                        |        |               |                   |            |       |                  |              |            |             |          |  |  |

Processing Options for Payroll Register

PAYROLL REGISTER PRINT OPTIONS

1. Enter 'Y' to print Employee Address. \_\_\_\_\_  
 Default of blank will not print Addr.
  
2. Enter Employee Identification option. \_\_\_\_\_  
 blank = Address book & SSN  
 2 = Social Security Number Only  
 3 = Additional EE Number & SSN

## Reviewing the Summary Payroll Register Report

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

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

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

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wages</b>     | This column represents the total of all pay types and earnings entered on the employees' timecards.                                                                                                                                                                                                                                                                                                                            |
| <b>Benefits</b>  | This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report during the step that prints the payroll-cycle reports, after you have processed pro forma journal entries, the report includes all benefits. |
| <b>Gross Pay</b> | This column represents earnings plus the benefits that the system added to net pay.                                                                                                                                                                                                                                                                                                                                            |

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

|            |                                                                      |
|------------|----------------------------------------------------------------------|
| <b>MAX</b> | Net pay exceeds the maximum pay specified in the processing options. |
| <b>GTN</b> | Gross-to-net error.                                                  |
| <b>ERR</b> | Both MAX and GTN errors exist.                                       |

| 063013                     |                    | J.D. Edwards & Company<br>Summary Payroll Register |           |          |           |            |         | Page - 1<br>Date - 6/25/98<br>Period - 04/11/98<br>Payroll ID - 003 |               |             |
|----------------------------|--------------------|----------------------------------------------------|-----------|----------|-----------|------------|---------|---------------------------------------------------------------------|---------------|-------------|
| Company - Home . . . 00077 |                    | A Model Canadian Payroll Co                        |           |          |           |            |         |                                                                     |               |             |
| Home Bus. Unit . . . 707   |                    | Corporate Administration                           |           |          |           |            |         |                                                                     |               |             |
| EMPLOYEE                   |                    |                                                    |           |          |           |            |         |                                                                     |               |             |
| 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           |

### Processing Options for Summary Payroll Register

Enter Employee Number you wish to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number

Enter the Maximum Net Pay: \_\_\_\_\_  
 Default is (10,000)

### Reviewing Time and Pay Entry Reports

If the program version that you used to process pre-payroll contains autopay employees, you should verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report (also called the Time and Pay Register report) during pre-payroll processing, the report includes timecard information for autopay employees.

If you choose to print the Time and Pay Register report, the system might also print a Time and Pay Exception report. The second report lists employees who have any of the following:

- Business-unit security violation (employee not paid)
- Hours or rates over the maximum specified in the processing options
- Hours or rates under the minimum specified in the processing options
- Pay rates different from those entered in the Employee Master table
- Hire dates later than the pay-period ending date
- Pay-stop dates earlier than the pay-period beginning date
- Overtime hours paid
- Vacation or sick time that exceeds the maximum available amounts
- No timecards entered for the pay period

# Canadian Payroll

- 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             |                    | J.D. Edwards & Company        |              |                |       | Page - 2        |              |
|--------------------|--------------------|-------------------------------|--------------|----------------|-------|-----------------|--------------|
|                    |                    | Time and Pay Exception Report |              |                |       | Date - 6/25/98  |              |
|                    |                    |                               |              |                |       | From - 03/29/98 |              |
|                    |                    |                               |              |                |       | Thru - 04/11/98 |              |
| Employee<br>Number | Name               | Pay Type<br>No. Description   | Work<br>Date | Account Number | Hours | Rate            | Gross<br>Pay |
| 7701               | Anthony Holiday    | 1 Regular                     | 04/11/98     | 707.8115 .     | 0.80  | 11.250          | 9.00         |
|                    |                    |                               |              |                | 0.80  |                 | 9.00         |
| 7702               | Derrick, Leslie    | 1 Regular                     | 04/11/98     | 707.8115 .     | 0.80  | 12.350          | 9.88         |
|                    |                    |                               |              |                | 0.80  |                 | 9.88         |
| 7703               | Bellas, Debbie     | 1 Regular                     | 04/11/98     | 707.8115 .     | 16.00 | 27.179          | 407.69       |
|                    |                    | 1 Regular                     | 04/11/98     | 707.8118 .     | 64.00 | 27.179          | 1,630.77     |
|                    |                    |                               |              |                | 80.00 |                 | 2,038.46     |
| 7704               | Rivard, Jacques    | 1 Regular                     | 04/11/98     | 707.8115 .     | 80.00 | 22.369          | 1,789.52     |
|                    |                    | 1 Regular                     | 04/11/98     | 707.8115 .     | 80.00 | 22.564          | 1,692.31     |
| 7775               | Deveny, Cindy L.   | 1 Regular                     | 04/11/98     | 701.8115 .     | 80.00 | 34.872          | 2,615.38     |
|                    |                    |                               |              |                | 80.00 |                 | 2,615.38     |
| 7776               | Guerre, John M.    | 1 Regular                     | 04/11/98     | 701.8115 .     | 80.00 | 18.154          | 1,361.54     |
|                    |                    |                               |              |                | 80.00 |                 | 1,361.54     |
| 7777               | Bureau, Richard M. | 1 Regular                     | 04/11/98     | 701.8115 .     | 80.00 | 24.359          | 1,826.92     |
|                    |                    |                               |              |                | 80.00 |                 | 1,826.92     |
| 7778               | Klassen, Lisa M.   | 1 Regular                     | 04/11/98     | 701.8115 .     | 80.00 | 21.218          | 1,591.35     |
|                    |                    |                               |              |                | 80.00 |                 | 1,591.35     |
|                    |                    |                               |              |                | 80.00 |                 | 1,591.35     |

Processing Options for Time and Pay Entry Journal

For weekly employees enter
minimum hours. . . . . :
maximum hours. . . . . :
For biweekly employees enter
minimum hours. . . . . :
maximum hours. . . . . :
For semimonthly employees enter
minimum hours. . . . . :
maximum hours. . . . . :
For monthly employees enter
minimum hours. . . . . :
maximum hours. . . . . :
Enter the maximum allowable pay rate . :
Enter the minimum allowable pay rate . :
Enter the minimum allowable Vacation
hours available. . . . . :
Enter the minimum allowable Sick hours
available. . . . . :
Enter 'Y' to print additional Time Card
data . . . . . :

See Also

- Reviewing the Time and Pay Register Report (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 cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

Table with columns: TT, Tax Description, Taxable Wages, Tax Amount, Month-To-Date Taxable Wages, Month-To-Date Tax Amount, Qtr-To-Date Tax Amount, Year-To-Date Tax Amount. Includes rows for Canada Federal Income Tax, Canadian Pension Plan, Canada Employ Ins., and Federal Deposit Information.

## Reviewing Payment Reports

The reports related to the version that you entered in the Print Paycheques field during pre-payroll do not print until after you print payments. The system uses this report version to create the workfile that it uses to print payments. If you did not enter a report 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                                 | J.D. Edwards & Company<br>Terminated Employees Being Paid |                 |             |                    |                 |                                    | Page - 1                    |
|                                        |                                                           |                 |             |                    |                 | Date - 7/01/98                     |                             |
|                                        |                                                           |                 |             |                    |                 | Date - Endi                        |                             |
| * * * * * Employee * * * * * Term Chg. |                                                           |                 |             |                    |                 |                                    |                             |
| <u>Employee No</u>                     | <u>Name - Alpha</u>                                       | <u>Date Ter</u> | <u>Chan</u> | <u>Description</u> | <u>Earnings</u> | <u>Int Ck I</u><br><u>Number S</u> | <u>Check</u><br><u>Date</u> |
| 184560670                              | Derrick, Leslie                                           | 04/04/98        | RS          | Resignation        | 11.16           |                                    | 04/17/98                    |

### See Also

- *Terminating an Employee (P070161)*

## Reviewing Tax Recalculation Reports

The system automatically processes a changes-only pre-payroll when one or more employees have pretax deductions that are too large to be withheld. The system runs the changes-only pre-payroll processing up to three times in order to resolve these situations.

When the system recalculates taxes for employees who did not earn enough to pay their deductions, it prints additional reports during pre-payroll processing.

Reviewing tax recalculation reports includes:

- Reviewing the Changes Only Payroll Register report
- Reviewing the Deductions Not Taken report
- Reviewing the Deduction Arrearage report

**See Also**

- *Correcting Errors in Pre-Payroll Processing (P06210 or P07210)* for more information on how the system recalculates taxes for employees who do not earn enough to pay their deductions
- *Processing Changes-Only Pre-Payroll (P06210 or P07210)*

**Reviewing the Changes Only Payroll Register Report**

The system prints this type of payroll register report when you rerun pre-payroll processing for employees with changed information only. You can use this report to review all the payroll information for the employee records that you changed.

**Reviewing the Deductions Not Taken Report**

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Not Taken report lists those employees whose deductions were adjusted. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

| Employee                 |                 | Deduction |             | Amount |   | Union     |      |       | Trustee |    |
|--------------------------|-----------------|-----------|-------------|--------|---|-----------|------|-------|---------|----|
| Number                   | Name            | No        | Description | Prior  | R | Not Taken |      | Craft | Step    | No |
| 7701                     | Anthony Holiday | 7706      | Dental Fam  | 00000  | P | 4.09      | 7700 |       |         |    |
| Employee Total Not Taken |                 |           |             |        |   | 4.09      |      |       |         |    |
| 7702                     | Derrick, Leslie | 7706      | Dental Fam  | 00000  | P | 12.35     | 7700 |       |         |    |
| Employee Total Not Taken |                 |           |             |        |   | 12.35     |      |       |         |    |

## Reviewing the Deduction Arrearage Report

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or places them in arrears, depending on how you set up the DBA. The Deductions Arrearage report lists those employees whose deductions were placed in arrears. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

| 062023   |                | J.D. Edwards & Company<br>Deduction Arrearage Report |                  |         |       | Page - 1 | Date - 7.25.98 | Period End- 08.31.98 |
|----------|----------------|------------------------------------------------------|------------------|---------|-------|----------|----------------|----------------------|
| Employee | DBA            | Current                                              | Deduction        | Arrears | Total | Amount   | Total          |                      |
| 7506     | Mayeda, Donald |                                                      | 1010 Dental Ins. |         |       | 11.00    | 11.00          |                      |
|          |                |                                                      |                  |         | ----- | 11.00    | 11.00          |                      |

## Processing Changes-Only Pre-Payroll



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 changes-only pre-payroll processing.

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

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim 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 changes-only pre-payroll, the system will not process the changes if you do any of the following:

- 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 or revisions, you must *reset* the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

For U.S. payroll, the system automatically processes a changes only pre-payroll when one or more employees have pretax deductions that are too large to be withheld. The system will run the changes-only pre-payroll processing up to three times in order to resolve these situations.

### See Also

- *Resetting the Payroll ID (P06217)*
- *Correcting Errors in Pre-Payroll Processing (P06210 or P07210)*



### **To process changes-only pre-payroll**

---

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.

| <b>Field</b>       | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Processing | <p>A code that indicates the type of pre-payroll processing that you want to submit. The system verifies the value of this field against the hard-coded Processing Type Codes user defined code list (07/ST).</p> <p>After you run a regular pre-payroll (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively). If you subsequently run a changes only pre-payroll, this field is set correctly. If you reset payroll processing, you must change this field.</p> |

### What You Should Know About

#### **Changes-only pre-payroll processing after printing payments**

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

- 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

## 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 following:

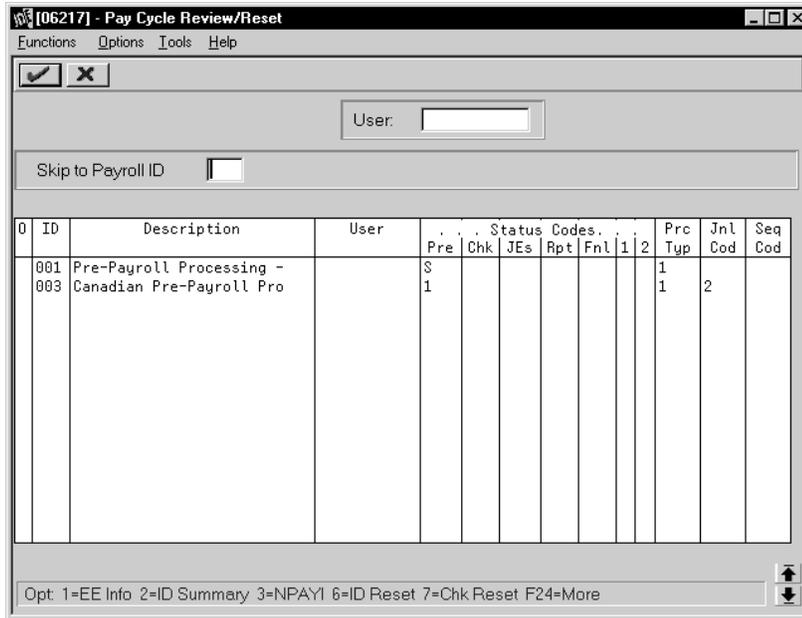
- The status of each step in the payroll cycle
- The type of pre-payroll processing (full or changes-only)
- Employee records that are locked
- The general ledger dates selected for labour distribution journal entries
- The pay-period dates for the payroll cycle
- The beginning and ending numbers assigned to the cheques, automatic-deposit slips, and payslips printed
- The 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 payroll cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

Payroll-cycle review information is stored in the Payroll Cycle Parameters table (F06210).

► **To review payroll-cycle information**

On Pay Cycle Review/Reset



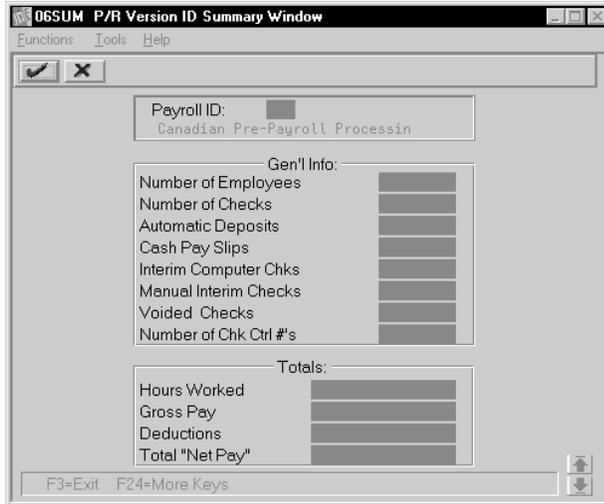
1. Review the information in the following fields:
  - Status Codes – Pre-Payroll Processing (Pre)
  - Status Codes – Print Payroll Cheques (Chk)
  - Status Codes – Payroll Journal Entries (JEs)
  - Status Codes – Reports Only (Rpt)
  - Status Codes – Final Update (Fnl)
  - Status Codes – Payroll01 (1)
  - Status Codes – Payroll02 (2)
  - Type of Processing (Prc Typ)
  - Payroll Expense Type (Jnl Cod)
  - Sequence Code (Seq Cod)
2. Access the detail area.

| ID  | Description                | User                 | Pre | Chk | JEs | Rpt | Fnl | 1 | 2 | Prc Typ | Jnl Cod | Seq Cod |
|-----|----------------------------|----------------------|-----|-----|-----|-----|-----|---|---|---------|---------|---------|
| 001 | Pre-Payroll Processing -   |                      |     |     |     |     |     |   |   | 1       |         |         |
|     | Pay Period Date : 01/03/98 | Check Date: 01/09/98 |     |     |     |     |     |   |   |         |         |         |
|     | Work Dates- From: 01/01/98 | - Thru: 01/03/98     |     |     |     |     |     |   |   |         |         |         |
|     | Pay Cycle Code BW          | Biweekly             |     |     |     |     |     |   |   |         |         |         |
| 003 | Canadian Pre-Payroll Pro   |                      |     |     |     |     |     |   |   | 1       | 2       |         |
|     | Pay Period Date : 06/15/98 | Check Date: 06/15/98 |     |     |     |     |     |   |   |         |         |         |
|     | Work Dates- From: 06/01/98 | - Thru: 06/15/98     |     |     |     |     |     |   |   |         |         |         |
|     | Pay Cycle Code S           | Salaried             |     |     |     |     |     |   |   |         |         |         |

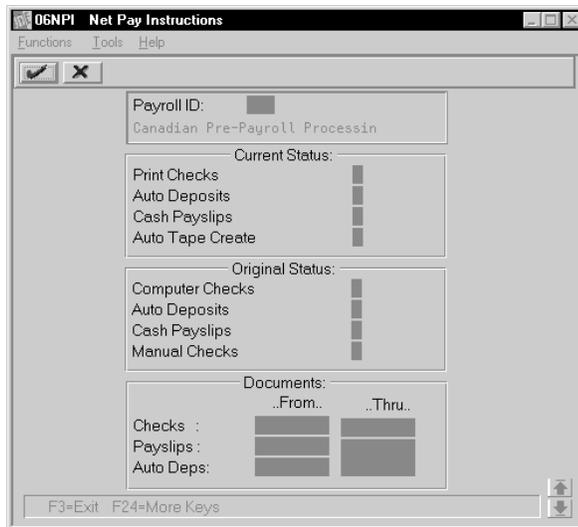
3. Review the information in the following fields:
  - Pay Period Date
  - Check Date
  - Work Dates
  - Pay Cycle Code
4. Choose the Employee Information option to review a list of employee records that are locked by this payroll ID.

| Business Unit | Number | Name               |
|---------------|--------|--------------------|
| 707           | 7701   | Anthony Holiday    |
| 707           | 7702   | Derrick, Leslie    |
| 707           | 7703   | Bellas, Debbie     |
| 707           | 7704   | Rivard, Jacques    |
| 7771          | 7775   | Deveny, Cindy L.   |
| 7771          | 7776   | Guerre, John M.    |
| 7771          | 7777   | Bureau, Richard M. |
| 7771          | 7778   | Klassen, Lisa M.   |

5. Exit the form.
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"> <li>Blank Not executed for payroll ID</li> <li>A Active or on job queue</li> <li>1 Completed</li> <li>E Canadian Corporate Tax ID not set up</li> <li>S Schedule lock</li> </ul> <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> <ul style="list-style-type: none"> <li>Blank Not executed for payroll ID</li> <li>A Active or on job queue</li> <li>1 Completed</li> <li>S Schedule lock</li> </ul> <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> <ul style="list-style-type: none"> <li>Blank Not executed for payroll ID</li> <li>A Active or on job queue</li> <li>1 Completed</li> <li>S Schedule lock</li> </ul>                                                                                                                                               |
| Rpt          | <p>A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:</p> <ul style="list-style-type: none"> <li>Blank Not executed for payroll ID</li> <li>A Active or on job queue</li> <li>1 Completed</li> <li>S Schedule lock</li> </ul>                                                                                                                                                  |
| Fnl          | <p>A code that indicates the status of Payroll Final Update for this version. Valid codes are:</p> <ul style="list-style-type: none"> <li>Blank Not executed for payroll ID</li> <li>A Active or on job queue</li> </ul> <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>                                                        |
| Status Codes | <p>A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include:</p> <ul style="list-style-type: none"> <li>Blank Not necessary to rerun pre-payroll</li> <li>1 Must rerun pre-payroll for changes only</li> </ul> <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 that indicates the current status of the various Print Form options. This internal control field cannot be changed by the user.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>2 Payslips have been requested</li> <li>3 Payslips have completed</li> <li>4 Checks have been requested</li> <li>5 Checks have completed</li> <li>6 Deposit Advices have been requested</li> <li>7 Deposit Advices have been completed – indicates that all net pay instructions have completed</li> </ul>                                                                                                 |
| Jnl Cod | <p>This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:</p> <ul style="list-style-type: none"> <li>1 Work Date. The G/L date is the timecard work date.</li> <li>2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</li> <li>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.</li> </ul> |
| 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> <ul style="list-style-type: none"> <li>A Active</li> <li>S Scheduling Lock. This version is already being accessed by another user.</li> </ul> <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 NPAYI data area.
- Employee Information option**      During full processing the system displays all employee records that are locked by this payroll ID. During changes-only processing, the system displays any employees whose information has changed and for whom you must process a changes-only pre-payroll.

## See Also

- *Resetting Payroll-Cycle Steps (P06217)* for information about resetting and rerunning steps in the payroll cycle



## Printing Payments

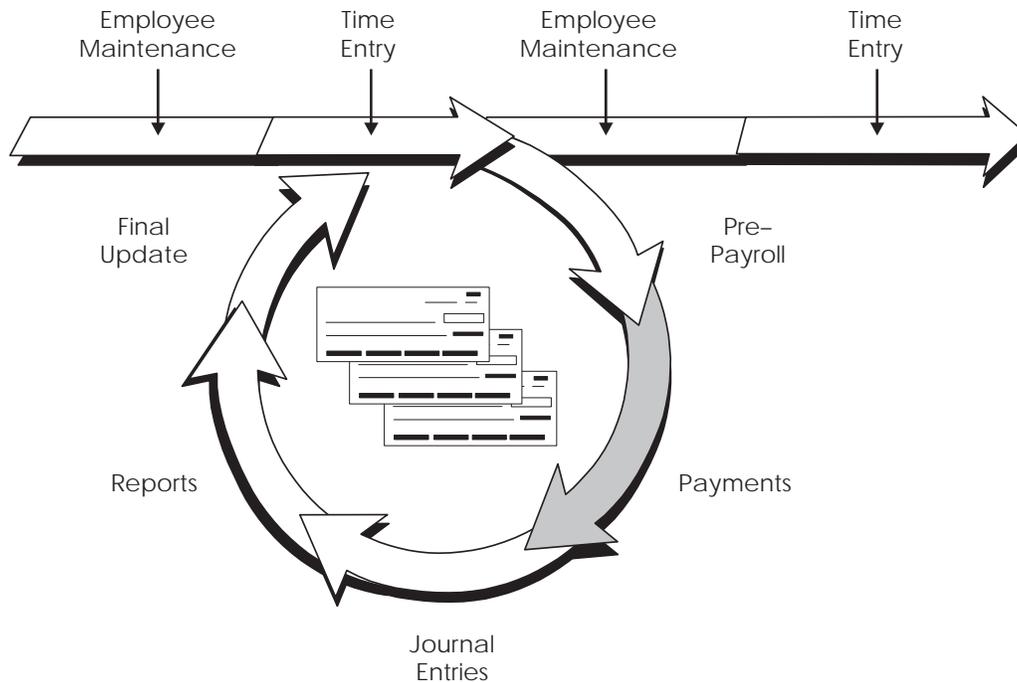
---

Payments are the forms that employees receive when they get paid. You can set up employees to receive any of the following types of payments:

|                                       |                                                                                                                                                                   |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Paycheques</b>                     | A written order to a bank to pay the employee a sum from the company's account.                                                                                   |
| <b>Automatic-deposit advice slips</b> | A non-negotiable form that shows an employee's earnings, deductions, and net pay. The system prints this form for employees who are set up for automatic deposit. |
| <b>Payslips</b>                       | The form that you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives.                                  |

After you process pre-payroll, you can print payments for employees.

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



Printing payments includes the following tasks:

- Printing cheques only
- Printing cheques and automatic deposit advice slips

A payroll ID can include employees who are set up to receive any of the following types of payments:

- Paycheques
- Automatic-deposit advice slips
- Payslips

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.

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 employees who are set up for automatic deposit, 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 can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

After you print a 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 the payments.

## Before You Begin

- Verify that your system timeout value is set high enough to allow enough time for all payments to print before the 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 *Setting Up Payroll-Cycle Reports* 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 *Resetting Payroll-Cycle Steps*.

### **Duplicate payment numbers**

The system does not check for duplicate payment numbers because you might be using multiple bank accounts. You must track payment numbers manually.

### **Attachments**

The system can print only 14 lines on a paystub. 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

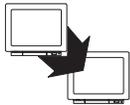
To correct a payment date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

See *Resetting the Payment Workfile*.

### See Also

- *Appendix I — 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 Cheques Only



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 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 Print Paycheques form

1. Complete the following field:
  - Payroll ID
2. Choose the Submit Job function.

07230-1 - Canadian Cheque Print Params

Functions Tools Help

Pre-Payroll ID 003 Canadian Pre-Payroll Processin

Payment Date 06/15/98

Beginning Cheque Number 1000

Cheque Message key a cheque message here

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

Functions Tools Help

Number of CHEQUES printed 5

Number of Attachments printed

Number of EMPLOYEES processed 8

Have ALL Cheques been Printed (Y/N)?

Type Y or N then press ENTER to continue

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.

7701  
Holiday, Anthony

Route:  
Cheque Cnt: 1000  
Cheque Date 06/30/98  
Period End: 06/30/98

Statement of Earnings and Deductions

| Period Earnings | Hours | Rate   | Amount   | Description | Period Amount | Year to Date |
|-----------------|-------|--------|----------|-------------|---------------|--------------|
| Regular         | 80.00 | 17.307 | 1,500.00 | —Gross—     | 1,500.00      | 1,500.00     |
| Sick Avail      |       |        | 6.40     | CAN FED     | 158.75        | 158.74       |
|                 |       |        |          | CAN CPP     | 93.00         | 93.00        |
|                 |       |        |          | CAN EIC     | 21.75         | 21.75        |
|                 |       |        |          | Dental Fam  | 59.38         | 59.38        |
|                 |       |        |          | CSB Canada  | 200.00        | 200.00       |
|                 |       |        |          | Taken/Avail |               | 6.40         |
| *Total Gross    | 80.00 |        | 1,500.00 | *Deductions | 532.88        | **Net 967.12 |
| *Taxable        |       |        | 1,000.00 |             |               |              |

Detach statement before Depositing

A Model Payroll Company  
700-1450 Creekside Drive  
Vancouver BC V6J 5B3

Cheque No. 1000

| Date     | AMOUNT        |
|----------|---------------|
| 06/30/98 | \$*****967.12 |

Pay 90704

Void if not cashed in 60 days

NINE HUNDRED SIXTY-SEVEN AND 12/100\*\*\*\*\*

To the Order Of: Anthony Holiday  
Box 360  
Lions Bay BC V0N 2E0

By DEMONSTRATION CHEQUE  
By NON NEGOTIABLE

Authorized Signatures

8. Review the cheques to verify that they printed correctly.
9. On Canadian Cheque Print Parameters, complete the following field:
  - Have All Cheques Been Printed

Enter N if you need to correct printer errors.

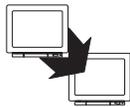
| Field                   | Explanation                                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |

| Field                                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |

**See Also**

- *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, paylips, 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 the Print Paycheques program to generate this 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 the 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 tape 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-deposit advice slips.

► **To print cheques and automatic-deposit advice slips**

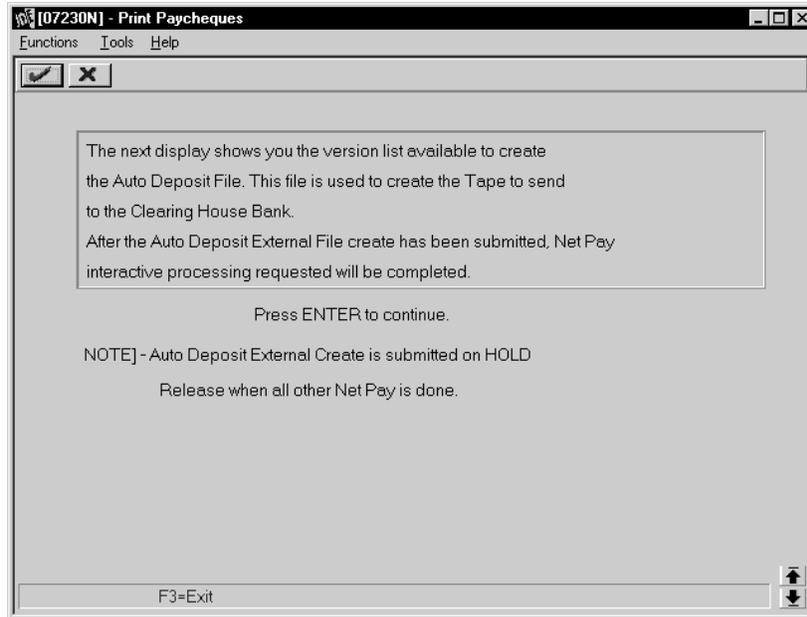
---

On the first Print Paycheques form

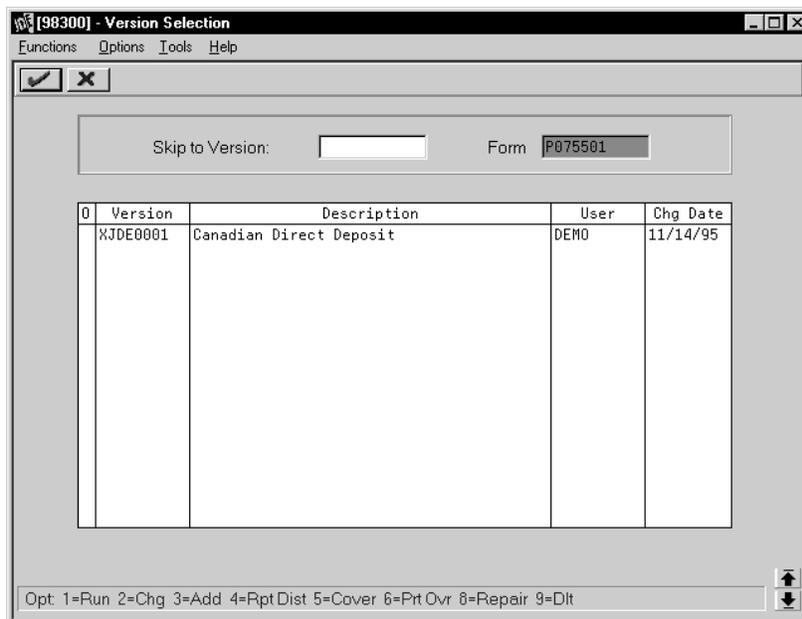
1. Complete the following field:
  - Payroll ID
2. Choose the Submit Job function.



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 form, run a version.
6. Update the processing options.
7. Press Enter to submit the version.
8. Exit from Version Selection.
9. On the first Print Cheques Parameters form, complete the steps for printing cheques.



After you complete the steps to print cheques, the system displays the Cheque Print Parameters form again with information for automatic deposits displayed. *Do not* exit from the program until you print the automatic-deposit advice slips.

10. Complete the steps for printing automatic-deposit advice slips. 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 automatic-deposit workfile build separately for Canadian payroll**

If you do not submit the automatic-deposit 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 for Canadian Auto Deposit File Creation

```

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 _____

```

## Correcting Printer Errors



From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Print Paycheques

After you print a type of payment, and before you either continue to the next type of payment or complete 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.

If you have completed the Print Paycheques program and need to reprint payments, you must reset the paycheque workfile before you can reprint the payments.

### ► To correct printer errors

On the first Canadian Cheque Print Parameters form

1. Complete the steps for printing cheques.
2. On the second Canadian Cheque Print Parameters form, enter an N in the following field:
  - Have All Checks been Printed (Y/N)?

07230-1 - Canadian Cheque Print Params

Functions Tools Help

Pre-Payroll ID 003 Canadian Pre-Payroll Processin

Payment Date 06/15/98

Beginning Cheque Number 1005 Last Cheque Printed 1004

Orig. Beg. Cheque # 1000

Cheque Message Key a cheque message here

FOR THIS RESTART:

Void Cheques Numbers Beginning With

Ending With

F6=Submit Job

3. On the third Canadian Cheque Print Parameters form, complete the following fields:
  - Void Cheque Numbers Beginning With
  - Ending With
4. Choose the Submit Job function.

| <b>Field</b>                         | <b>Explanation</b>                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Void Cheque Numbers Beginning With   | A range of check numbers may be entered to void when restarting the check run. The value entered in this field must be less than the beginning check number and represents the beginning of the range of check numbers to be voided.                                                                                         |
| Document Number – Ending Void Number | A range of document numbers may be entered to void when restarting one of the Net Pay runs. If this field is left blank, all documents processed after the beginning void document number will be voided. If this field is not blank, the number entered must be greater than the Beginning Void Document Number. (See VCB.) |

### 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)*

# Reviewing Payment Reports

Depending on the type of payments that 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.

Reviewing payment reports includes the following:

- Review the Payroll Cheque Register report
- Review the Canadian Direct Deposit report

## Reviewing the Payroll Cheque Register Report

When you print payments, the system prints a register report. Use this report to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

| 06238                       |  | J.D. Edwards & Company  |        |                                 |          |       | Page           | -             | 2       |             |
|-----------------------------|--|-------------------------|--------|---------------------------------|----------|-------|----------------|---------------|---------|-------------|
| Pay Cycle Code: BW Biweekly |  | PR Cheque Register      |        |                                 |          |       | Date           | -             | 6/25/98 |             |
| Employee Name/Address       |  | Number                  | Number | Check / Advice / Payslip Amount | Date     | Acct  | T Description. | Check Control | SB CN   | Check Route |
| Bellas, Debbie              |  | 7703                    | 2000   | 1,421.17                        | 04/17/98 | 18507 | A Auto Deposit | 171504        | 1       |             |
| Bellas, Debbie              |  | 7703                    | 2000   | 50.00                           | 04/17/98 | 18507 | A Auto Deposit | 171504        | 2       |             |
| Rivard, Jacques             |  | 7704                    | 2001   | 1,119.07                        | 04/17/98 | 18507 | A Auto Deposit | 171512        | 1       |             |
| Rivard, Jacques             |  | 7704                    | 2001   | 100.00                          | 04/17/98 | 18507 | A Auto Deposit | 171512        | 2       |             |
|                             |  | 4 Auto Deposits for     |        | 2,690.24                        |          |       |                |               |         |             |
| Bureau, Richard M.          |  | 7777                    | 1000   | 1,447.07                        | 04/17/98 | 72805 | C Computer Che | 171547        |         |             |
| Deveny, Cindy L.            |  | 7775                    | 1001   | 1,884.50                        | 04/17/98 | 72805 | C Computer Che | 171521        |         |             |
| Guerre, John M.             |  | 7776                    | 1002   | 1,148.89                        | 04/17/98 | 72805 | C Computer Che | 171539        |         |             |
| Klassen, Lisa M.            |  | 7778                    | 1003   | 1,282.55                        | 04/17/98 | 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-                       | 04/17/98 | 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

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                                           |           | J.D. Edwards & Company         |          |          |                     | Page - 2       |                 |           |                        |
|                                                  |           | Canadian Direct Deposit Report |          |          |                     | Date - 7/01/98 |                 |           |                        |
| Payroll ID Number . . . . . 003                  |           |                                |          |          |                     |                |                 |           |                        |
| File Header Information                          |           |                                |          |          |                     |                |                 |           |                        |
| -----                                            |           |                                |          |          |                     |                |                 |           |                        |
| Company Data Centre Account Number. . TLC1234567 |           |                                |          |          |                     |                |                 |           |                        |
| File Creation Number. . . . . 0012               |           |                                |          |          |                     |                |                 |           |                        |
| File Creation Date. . . . . 07/01/96             |           |                                |          |          |                     |                |                 |           |                        |
| 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    | 04/17/98 | 001 08870 443218505 |                | BELLAS, DEBBIE  | 00003001  | 001 12345 000123456789 |
|                                                  |           | 2                              | 534.99   | 04/17/98 | 001 08870 877844555 |                | BELLAS, DEBBIE  | 00003001  | 001 12345 000123456789 |
|                                                  |           | 3                              | 100.00   | 04/17/98 | 001 08870 5448777   |                | RIVARD, JACQUES | 00003002  | 001 12345 000123456789 |
|                                                  |           | 4                              | 1,115.53 | 04/17/98 | 001 08870 6547788   |                | RIVARD, JACQUES | 00003002  | 001 12345 000123456789 |
| Company/Batch Control Information                |           |                                |          |          |                     |                |                 |           |                        |
| -----                                            |           |                                |          |          |                     |                |                 |           |                        |
| Entry Count. . . . . 4                           |           |                                |          |          |                     |                |                 |           |                        |
| Total Deposit. . . . . 1,800.52                  |           |                                |          |          |                     |                |                 |           |                        |

## 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.

Resetting payroll-cycle steps includes the following:

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

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

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

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

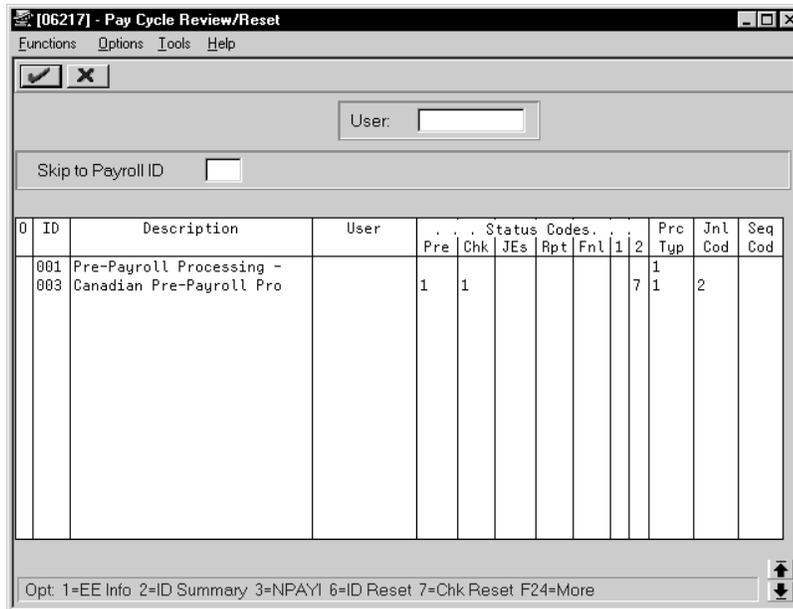
You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset.

You 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

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. Your security officer can use option 5 to grant authority to up to five users to process the payroll ID and perform a reset.

## Resetting Individual Employee Records



From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset

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

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

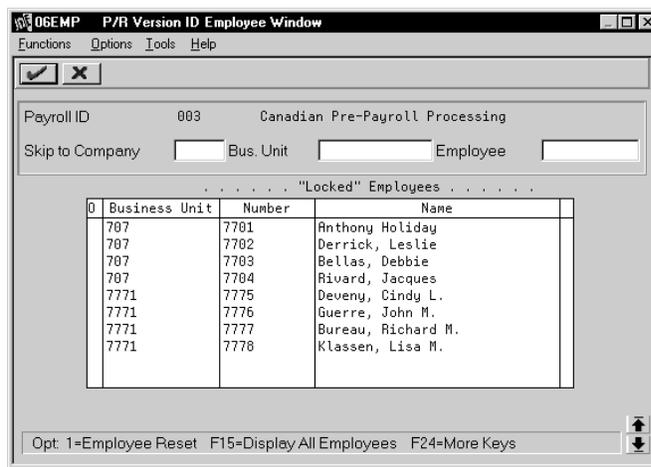
When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

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

► **To reset an individual employee record**

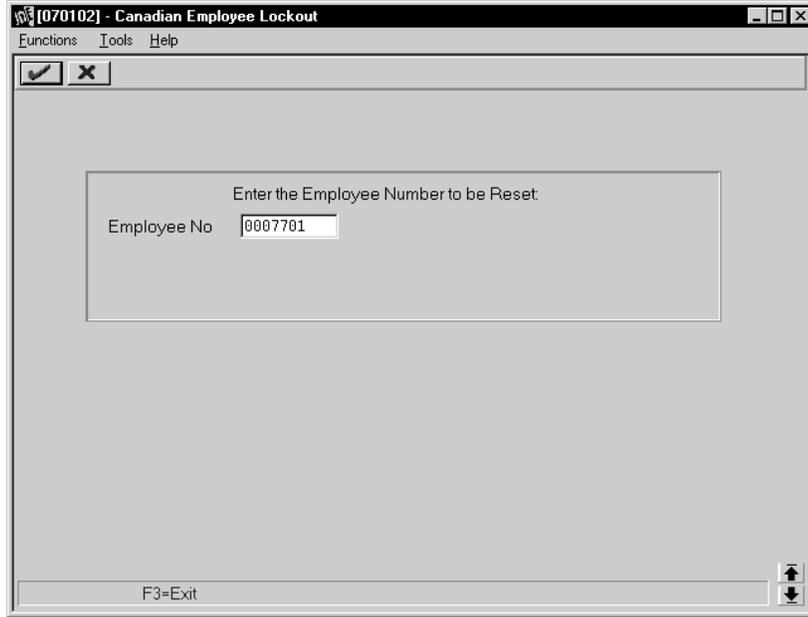
On Pay Cycle Review/Reset

1. Choose the Employee Information option for the payroll ID that includes the employee whom 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 form shows only those employees.

2. On Payroll Version ID Employee Window, choose the Employee Reset option for the employee whom you want to exclude from this payroll cycle.

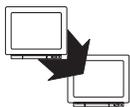


3. On Employee Lockout, press Enter to verify that you have chosen the correct employee.
4. Choose the Perform Lockout function.
5. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.

## 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 do any of the following:

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

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset.



The ID Reset program is based on the data selection criteria that 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 do any of the following:

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

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

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

### See Also

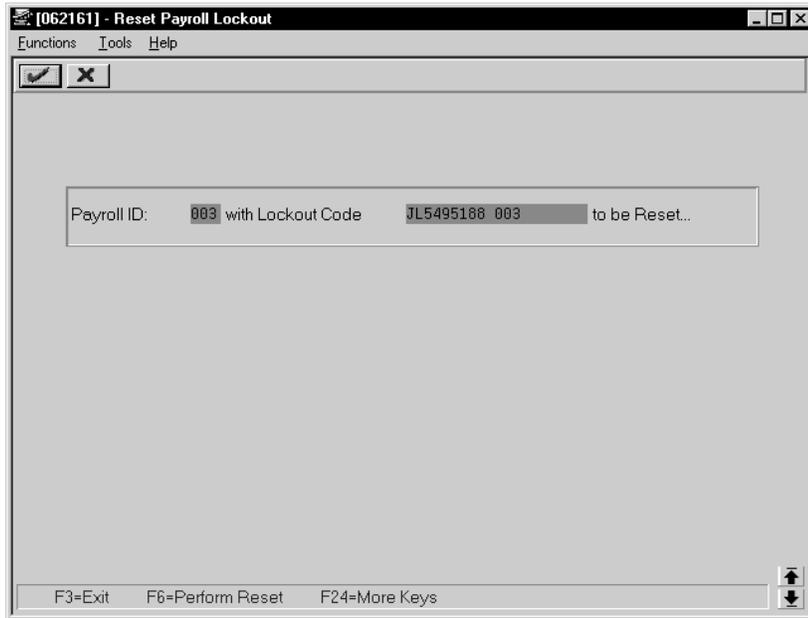
- *Resetting the Payment Workfile (P06217)* for information about reprinting payments without rerunning pre-payroll
- *Processing Changes-Only Pre-Payroll (P07210)* for information on rerunning pre-payroll when you change employee personal or salary information

▶ **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 that you entered on the Pre-Payroll Processing form (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 payroll ID again.

## Resetting the Payment Workfile



From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset

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 any of the following occurs:

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

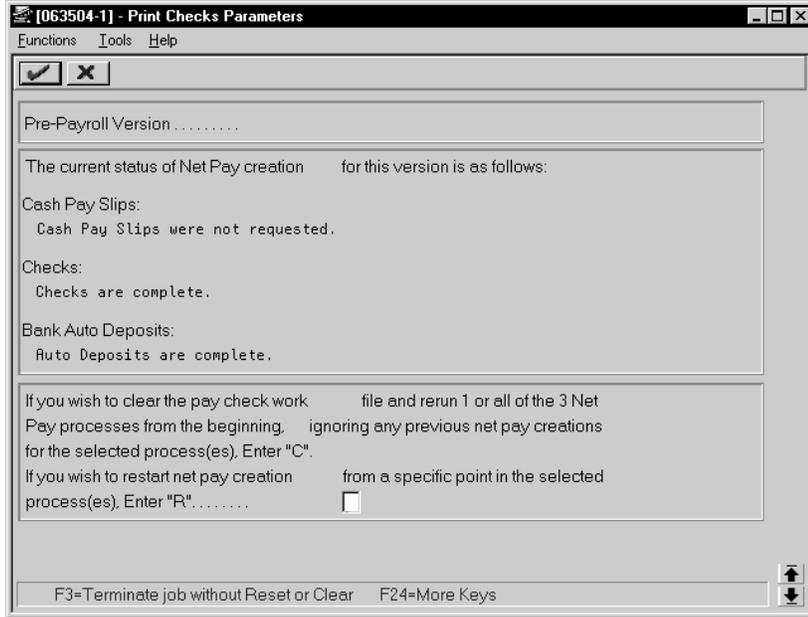
When you reset the payment workfile, the system does not create accounting offsets. Because the system has not yet created the journal entries, you cannot reset the payment workfile if you have processed the final update for a payroll cycle.

### ▶ **To reset the payment workfile**

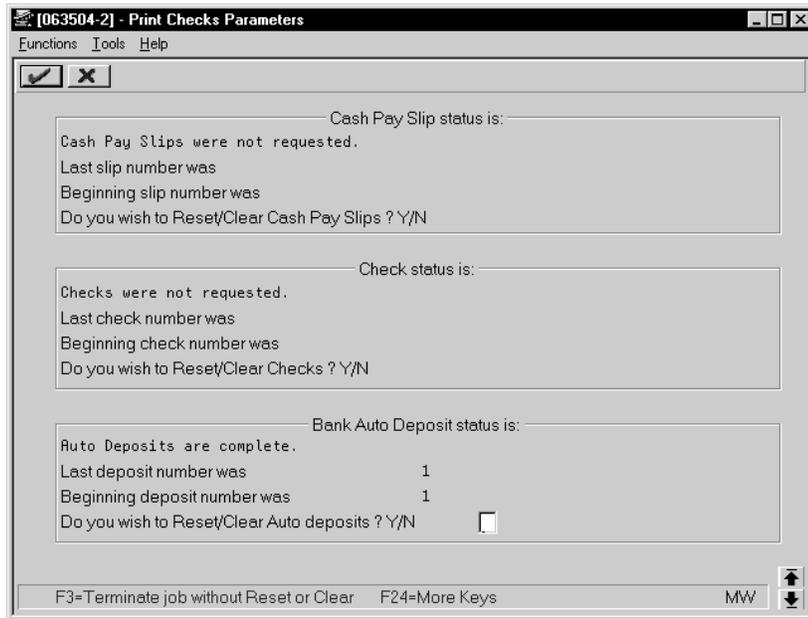
---

On Pay Cycle Review/Reset

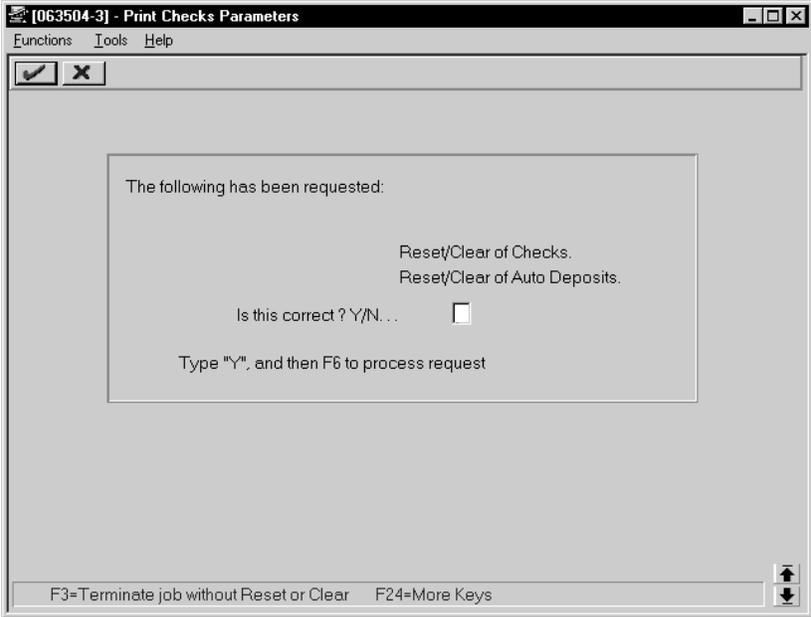
1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint checks.



2. On the first Print Checks Parameters form, enter the type of reset that you want to process.



3. On the second Print Checks Parameters form, complete any of the following fields that apply to the types of pay documents that 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?



4. On the third Print Checks 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 checks have printed successfully.<br>..... <i>Form-specific information</i> .....<br><br>When using this field to reset pre-payroll checks, the values are:<br>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.<br>R Restart Net Pay Creation from a specific point in the selected process. |

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

### ▶ To reset status codes

On Pay Cycle Review/Reset

1. Locate the payroll ID that corresponds to the payroll cycle that you are currently running.
2. Choose the Reset Control Parameters option.

| Status Codes:              |   |           |
|----------------------------|---|-----------|
| Pre-Payroll Processing     | 1 | Completed |
| Print Checks               | 1 | Completed |
| Journal Entries            |   |           |
| Reports Only               |   |           |
| Final Update               |   |           |
| Active Time Entry Sessions |   |           |

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 code. 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 code to Complete (1)**

You cannot change the status code to Complete for Pre-Payroll Processing, Print Checks, or Final Update. You can change the status code to Complete for Reports Only and Journal Entries.

### **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 code is Complete *and* you have not printed payments.

### **Printing payments**

You cannot change the status code of Print Checks on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.

## See Also

*Resetting the Payment Workfile (P06217)*



## Processing Pro Forma Journal Entries

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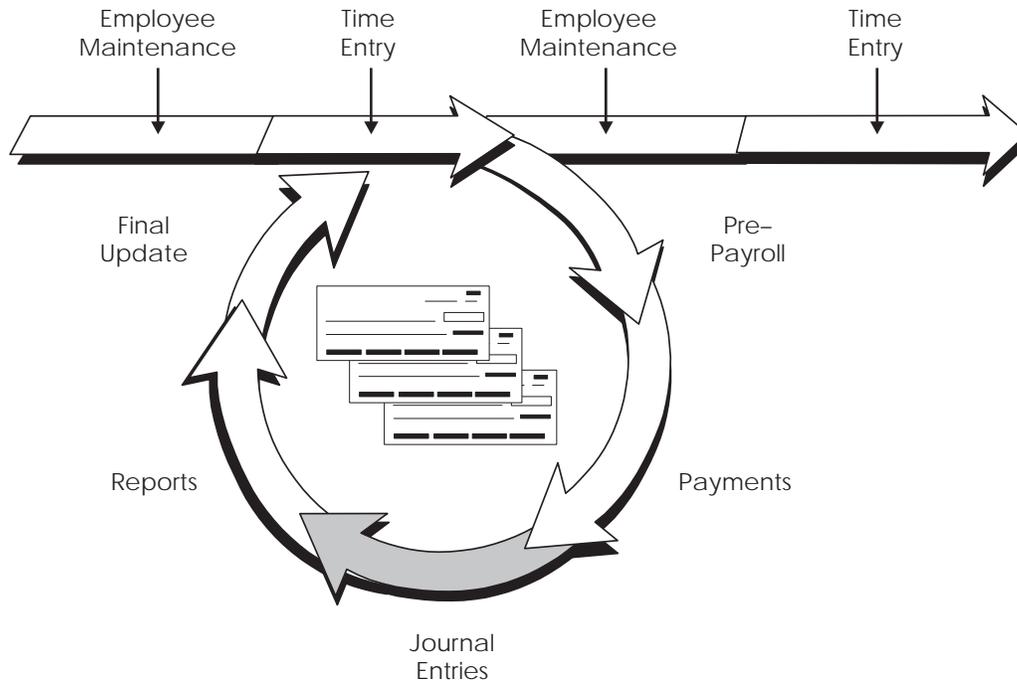
Pro forma journal entries are review-level entries that the system holds in the Summarized Journal Entry workfile (F06395) until you run the final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll-cycle information before the system posts the information to the general ledger. To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your Payroll system is integrated with the J.D. Edwards General Accounting system.

Processing pro forma journal entries includes the following tasks:

- Creating the workfile for pro forma journal entries
- Reviewing the Pay Period Journal Batch Proof report
- Rerunning the Pay Period Journal Batch Proof report

In the payroll company constants you can specify to post journal entries automatically to the general ledger. If your Payroll system is not integrated with the J.D. Edwards General Accounting system, you must use another method to enter the information on the Pay Period Journal Batch Proof report into your general ledger system.

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



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

### See Also

- *Appendix I — Technical Overview of the Payroll Cycle* for information about tables affected by processing pro forma journal entries
- *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 does the following:

- Creates pro forma vouchers, if your Payroll system is integrated with the J.D. Edwards 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-cycle processing, including the following:

- 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

[06220] - Payroll Journal Entries

Functions Tools Help

Pre-Payroll ID 003 Canadian Pre-Payroll Processin

Pay Period Ending Date 06/15/98  
Check Date 06/15/98

Pay Period Journals

Expense Distribution Code 2 Pay Period End  
Delete Previous Journals without Regeneration (Y/N) N  
Accrual Factor for Transition Period Expense Distr [ ]  
Override Accounting Date for All Journal Entries [ ]

Accounts Payable Integration

Accounts Payable Integration Requested 0 DBAs and Taxes  
Wage Attachment Invoice Date [ ]  
Separate batch for DBAs and taxes (Y/N) N  
Run Accounts Payable Integration ONLY (Y/N) N

F6=Submit F12=Previous Screen

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expense Distribution Code                           | <p>This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:</p> <ol style="list-style-type: none"> <li>1 Work Date. The G/L date is the timecard work date.</li> <li>2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</li> <li>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.</li> </ol> |
| 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> <ol style="list-style-type: none"> <li>N Delete the previous batch and create a new one (default).</li> <li>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.</li> </ol>       |
| Accrual Factor for Transition Period Expense Distr  | <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>                                                                                                                                                                                                                                          |
| Override Accounting Date for All Journal Entries    | <p>The date that the payroll accounting journals are created. This is the check date unless overridden</p> <p>..... <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 (labor, burden, and check 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>..... <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> |

### Processing Options for Payroll Journal Entries

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. \_\_\_\_\_

### 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 Summarized Journal Entry workfile. Use this report to review the accuracy of the payroll-cycle information before the system posts the information to the general ledger.

The Pay Period Journal Batch Proof 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:

- T1 – Payroll Disbursement Entries
- T2 – Payroll Labour Distribution
- T3 – Actual Burden Entries
- T4 – Labour Billing Distribution Journal Entries
- T5 – Equipment Distribution Journal Entries
- T6 – Payroll Accruals and Deferrals
- T7 – Payroll Voucher Journal Entries

The system creates document-type T7 journal entries only when your Payroll system is integrated with the J.D. Edwards Accounts Payable system.



If you find errors on the Pay Period Journal Batch Proof report, you must correct the errors and re-create the Summarized Journal Entry workfile. The following list contains examples of what might cause errors to appear on the Pay Period Journal Batch Proof report:

- Inaccurate AAIs.
- An account number not yet added to the chart of accounts.
- Incorrect setup of nontaxable 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 do the following:

- 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 changes-only pre-payroll
- Rerun the journal entries step

| 06229                         |    |    |    |       |                               |      |      |       |                          | J.D. Edwards & Company         |           |            | Page - | 2       |  |
|-------------------------------|----|----|----|-------|-------------------------------|------|------|-------|--------------------------|--------------------------------|-----------|------------|--------|---------|--|
| Payroll ID: 003 Batch 6068037 |    |    |    |       |                               |      |      |       |                          | Pay Period Journal Batch Proof |           |            | Date - | 6/25/98 |  |
| Co                            | FY | PN | DT | Refn2 | Employee                      | JBCD | JBST | Asset | G/L Account              | Subldg-Ty-Phase                | Debit     | Credit     | Units  | LT      |  |
| 00007                         | 98 | 04 | T1 |       | Payroll Disbursement Entries  |      |      |       |                          |                                |           |            |        |         |  |
|                               |    |    |    |       | AL041798                      |      |      |       | Miscellaneous            | 7.4327                         | 8.39      |            |        | AA      |  |
|                               |    |    |    |       | AW041798                      |      |      |       | Accrued Payroll          | 7.4205                         | 7,395.19  |            |        | AA      |  |
|                               |    |    |    |       | CF041798                      |      |      |       | Actual Burden Clearing A | 7.4333                         | 1,580.62  |            |        | AA      |  |
|                               |    |    |    |       | CT041798                      |      |      |       | Actual Burden Clearing A | 7.4333                         | 394.46    |            |        | AA      |  |
|                               |    |    |    |       | DP041798                      |      |      |       | Payroll Bank Account     | 7.1110                         |           | 5,763.01-  |        | AA      |  |
|                               |    |    |    |       |                               |      |      |       | Document/Period Total    |                                | 9,378.66  | 5,763.01-  |        |         |  |
| 00007                         | 98 | 04 | T2 |       | Payroll Labor Distribution    |      |      |       |                          |                                |           |            |        |         |  |
|                               |    |    |    |       | AW041198                      |      |      |       | Accrued Payroll          | 7.4205                         |           | 7,395.19-  |        | AA      |  |
|                               |    |    |    |       | LD041198                      |      |      |       | Regular Pay              | 701.8115                       | 2,615.38  |            | 80.00  | AA      |  |
|                               |    |    |    |       |                               |      |      |       | Regular                  |                                |           |            |        |         |  |
|                               |    |    |    |       | LD041198                      |      |      |       | Regular Pay              | 701.8115                       | 1,361.54  |            | 80.00  | AA      |  |
|                               |    |    |    |       |                               |      |      |       | Regular                  |                                |           |            |        |         |  |
|                               |    |    |    |       | LD041198                      |      |      |       | Regular Pay              | 701.8115                       | 1,826.92  |            | 80.00  | AA      |  |
|                               |    |    |    |       |                               |      |      |       | Regular                  |                                |           |            |        |         |  |
|                               |    |    |    |       | LD041198                      |      |      |       | Regular Pay              | 701.8115                       | 1,591.35  |            | 80.00  | AA      |  |
|                               |    |    |    |       |                               |      |      |       | Regular                  |                                |           |            |        |         |  |
|                               |    |    |    |       |                               |      |      |       | Document/Period Total    |                                | 7,395.19  | 7,395.19-  | 320.00 |         |  |
| 00007                         | 98 | 04 | T3 |       | Actual Burden Journal Entries |      |      |       |                          |                                |           |            |        |         |  |
|                               |    |    |    |       | CF041198                      |      |      |       | Actual Burden Clearing A | 7.4333                         |           | 1,580.62-  |        | AA      |  |
|                               |    |    |    |       | CT041198                      |      |      |       | Actual Burden Clearing A | 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) in General Accounting I Guide for common error messages associated with journal entries*

Processing Options for Journal Batch Proof

This option will submit a batch job to print the Journal Proof for the specified Journal Batch.

ENTER BATCH NUMBER TO PRINT \_\_\_\_\_

## Rerunning the Pay Period 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 Summarized Journal Entry workfile. The system prints the same proof report that was created during the last iteration of the workfile. You can print this report as many times as necessary before you run the final update. After you run the final update and the system has cleared the workfile, this report does not produce any information.



### Exercises

See the exercises for this chapter.



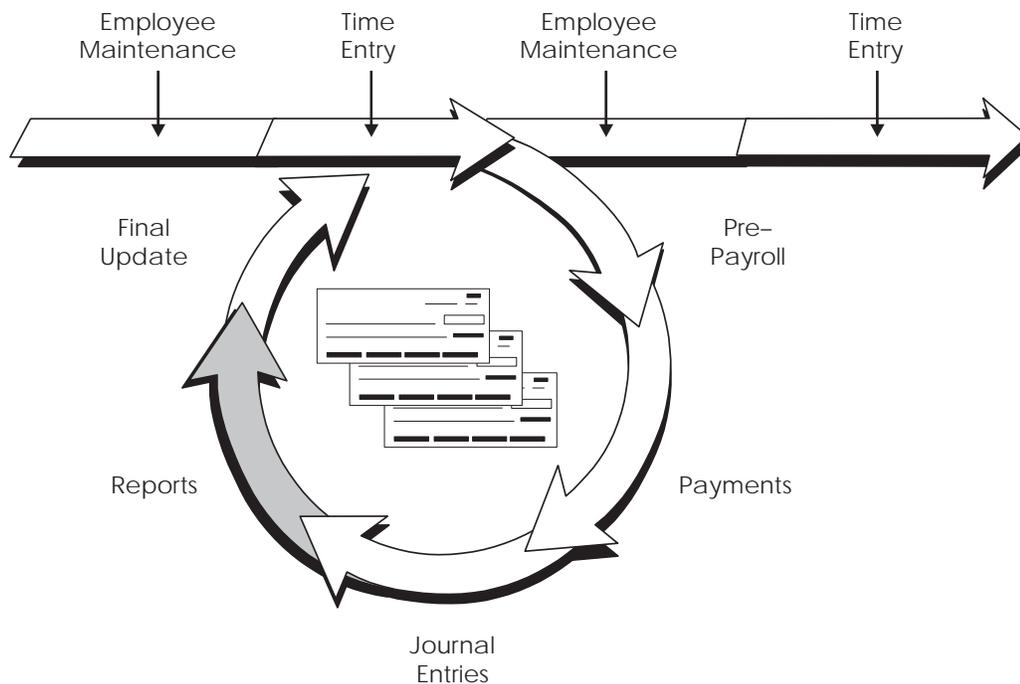
## Working with Payroll-Cycle Reports

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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:



Working with payroll-cycle reports includes the following tasks:

- Printing payroll-cycle reports
- Reviewing the DBA Register report
- Reviewing the Canadian Employment Insurance Register report

- 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

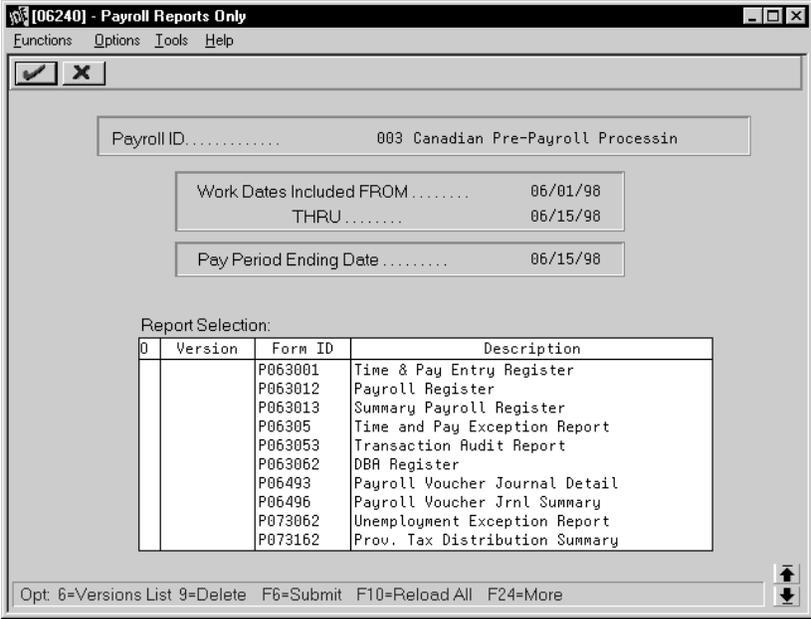
After you process pro forma journal entries, print any additional payroll-cycle reports that you need. The reports contain more detailed information when you print them after you print your cheques and create your journal entries. For example, even though the system automatically prints the Payroll Register report 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 form, for each report that 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.

**Choosing versions** Choose the Select Versions from Versions Window function to continuously move through each available report, and choose a version when desired.

## Reviewing the DBA Register Report

The DBA Register report prints the same information as the Transaction Audit report, but the DBA Register report lists all employees included in the pre-payroll processing by deduction, benefit, and accrual.

|                                      |                        |                       |                |
|--------------------------------------|------------------------|-----------------------|----------------|
| 063062                               | J.D. Edwards & Company |                       | Page - 3       |
|                                      | D/B/A - Register       |                       | Date - 7/08/98 |
| DBA Code . . . . . 7700              | RRSP                   | Pay Period - 04/11/98 |                |
| 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 Report

The Canadian Employment Insurance Register report lists the rates for employment insurance (EI). The report 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          | J.D. Edwards & Company        |                             | Page - 2             |
|                 | Canadian Employment Registers |                             | Date - 1/30/98       |
|                 |                               |                             | Period End- 06/15/98 |
| Company Number: | 77                            | A Model Canadian Payroll Co |                      |
| Tax Id. Number: | BIN162734154571               |                             |                      |
| EI Max. Base :  | 39,000.00                     |                             |                      |
| EI Rate-Emp. :  | .027000                       | Employer:                   | 1.244000             |
| * * * * *       | *Employee*                    | * * * * *                   |                      |
| SIN             | Name                          | Current Wages               | Excludable Wages     |
|                 |                               | Paid In Excess              | Taxable Wages        |
|                 |                               | Employee Current Tax        | Employer Current Tax |
| -----           | -----                         | -----                       | -----                |
| 184-56-0670     | Derrick, Leslie               | 2,083.33                    | 2,083.33             |
| 481-56-0670     | Bellas, Debbie                | 2,038.46                    | 2,038.46             |
| 652-13-6888     | Rivard, Jacques               | 1,692.31                    | 1,692.31             |
|                 |                               | -----                       | -----                |
|                 |                               | 5,814.10                    | 5,814.10             |
|                 |                               | -----                       | -----                |
|                 |                               | 5,814.10                    | 5,814.10             |
|                 |                               | -----                       | -----                |
|                 |                               | 81.34                       | 101.19               |
|                 |                               | -----                       | -----                |
|                 |                               | 81.34                       | 101.19               |

## 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                                       |                   | J.D. Edwards & Company<br>Quebec Tax Distribution |            |                                |            | Page - 2                  |                            |
|----------------------------------------------|-------------------|---------------------------------------------------|------------|--------------------------------|------------|---------------------------|----------------------------|
|                                              |                   |                                                   |            |                                |            | Date - 7/08/98            |                            |
|                                              |                   |                                                   |            |                                |            | Period End- 04/11/98      |                            |
| Company . . . 00077 A Model Canadian Payroll |                   |                                                   |            |                                |            |                           |                            |
| Prov . . . . 019                             |                   |                                                   |            |                                |            |                           |                            |
| Tax ID . . . 97789977880                     |                   |                                                   |            |                                |            |                           |                            |
| TT                                           | Tax Description   | Current Period<br>Taxable Wages                   | Tax Amount | Month-to-Date<br>Taxable Wages | Tax Amount | Qtr-to-Date<br>Tax Amount | Year-to-Date<br>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                            |   | J.D. Edwards & Company         |                        |                       |                       |                        |                      |                        |                        | Page No. . . . . 2     |
|----------------------------------|---|--------------------------------|------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|------------------------|------------------------|
|                                  |   | Interim Integrity Verification |                        |                       |                       |                        |                      |                        |                        | Date - . . . . 1/30/98 |
| Address Number . . . . . 7704    |   | Rivard, Jacques                |                        |                       |                       |                        |                      |                        |                        |                        |
| Company Name . . . . . 00077     |   | A Model Canadian Payroll Co    |                        |                       |                       |                        |                      |                        |                        |                        |
| Tax ID . . . . . WCX162734       |   |                                |                        |                       |                       |                        |                      |                        |                        |                        |
| 997788012125                     |   |                                |                        |                       |                       |                        |                      |                        |                        |                        |
| Interim Cheque Number            | T | Federal Gross/Tax              | CPP Employee Gross/Tax | EI Employee Gross/Tax | EI Employer Gross/Tax | CPP Employer Gross/Tax | Quebec Gross/Tax     | QPP Employee Gross/Tax | QPP Employer Gross/Tax |                        |
| 9216                             | H | 1,762.68-<br>185.03-           |                        | 1,816.37-<br>44.70-   | 1,816.37-<br>55.61-   |                        | 1,762.68-<br>238.01- | 1,816.37-<br>42.24-    | 1,816.37-<br>42.24-    |                        |
| Interim Totals (F0712I)          |   | 1,762.68-<br>185.03-           |                        | 1,816.37-<br>44.70-   | 1,816.37-<br>55.61-   |                        | 1,762.68-<br>238.01- | 1,816.37-<br>42.24-    | 1,816.37-<br>42.24-    |                        |
| Tax History Totals (F0713)       |   | 1,762.68-<br>185.03-           |                        | 1,816.37-<br>44.70-   | 1,816.37-<br>55.61-   |                        |                      |                        |                        |                        |
| Difference (F0712I - F0713)      |   |                                |                        |                       |                       |                        | 1,762.68-<br>238.01- | 1,816.37-<br>42.24-    | 1,816.37-<br>42.24-    |                        |
| ERROR: Interims out of synchron. |   |                                |                        |                       |                       |                        |                      |                        |                        |                        |

## 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 that you want to appear on the report, you might print these reports following different steps of the payroll cycle.

### **Time and Pay Entry Register report**

When you print this report from the Payroll Reports Only form, it includes the information for the current payroll cycle only. You can choose to include employee totals on the report. Processing options determine what data appears on the report.

See *Reviewing Time Entry Reports* for a sample report.

**Payroll Register report** You must print the Payroll Register report or the Summary Payroll Register report during pre-payroll processing. Use the Payroll Register report to verify that the system correctly calculated employees' gross-to-net amounts. You can review employee earnings for the current payroll cycle by pay type and deductions. The report lists the following information:

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

J.D. Edwards recommends printing this report after the print payments step. The report includes cheque numbers only after you have run the Print Paycheques program.

See *Reviewing Payroll Register Reports* for a sample report.

**Summary Payroll Register report**

The Summary Payroll Register report 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 report to review employees' gross-to-net earnings.

See *Reviewing Payroll Register Reports* for a sample report.

**Time and Pay Exception report**

The system prints the Time and Pay Exception report with the Time and Pay Entry Register report during pre-payroll processing if there are exceptions during processing. This report lists employees whose hours or payrates are more than the maximum or less than the minimum amounts that you specified in the processing options for the Time and Pay Exception report. Use the Time and Pay Exception report to identify employees whose timecards might contain errors.

See *Reviewing Payroll Register Reports* for a sample report.

**Federal Tax Distribution Summary report**

You use the information on the Federal Tax Distribution Summary report to determine the federal tax burden for the current payroll cycle. 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.

See *Reviewing Payroll Register Reports* for a sample report.

**Transaction (DBA) Audit report** You use the Transaction (DBA) Audit report to review deduction, benefit, and accrual information for all employees in the current 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.

See *Reviewing Transaction History* for a sample report.

**Payroll Voucher Journal Detail report** You can use the Payroll Voucher Journal Detail report to validate voucher journal entries before you run the final update.

See *Reviewing the Payroll Voucher Journal Entries* for a sample report.

**Payroll Voucher Journal Summary report** You can use the Payroll Voucher Journal Summary report to validate voucher journal entries, tax types, and account numbers before you run the final update.

See *Reviewing the Payroll Voucher Journal Entries* for a sample report.

**Workers Compensation Register report** The Workers Compensation Register report lists detailed workers compensation information for all employees who were included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, province, company, and grand totals.

See *Reviewing the Workers Compensation Register Report* for a sample report.



### Exercises

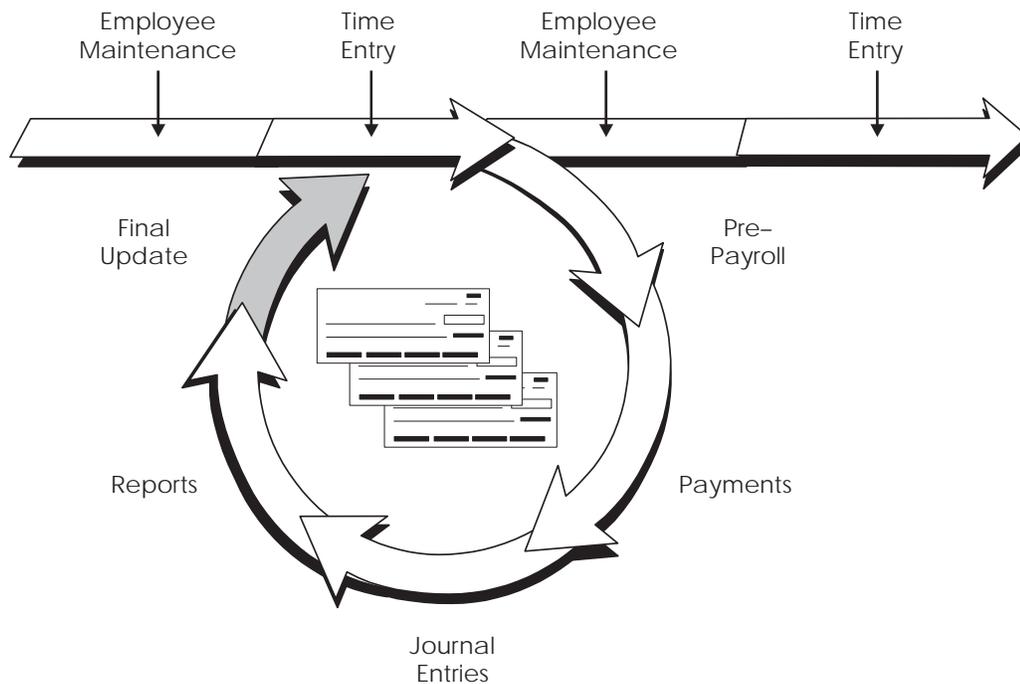
See the exercises for this chapter.

## 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, the final update also creates vouchers, voucher journal entries, and related reports.

The following graphic illustrates the steps in the payroll cycle:



Running the final update includes the following tasks:

- Running the final update
- Reviewing the Payroll Voucher Edit report (optional)

## 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 that payroll ID.

You use the final update to do the following:

- 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 forms to review the results of the final update.

### See Also

- *Working with Vouchers (P062201)* for information about creating vouchers
- *Appendix I — Technical Overview of the Payroll Cycle* for information about the tables affected by the final update
- *Reviewing Earnings and Tax Information History (P070920)* and *Reviewing Transaction History (P070910)* for information about viewing the tables affected by the final update

► **To run the final update**

On the first Final Update form

1. Complete the following field:

- Payroll ID

2. If your organization accumulates wages for employees on contract calendars, complete the following field:
  - Create Accrued Wages Timecards (Y/N)

This field appears only when you activate contract calendars in the payroll constants.

3. Choose the Submit Job function.

---

| <b>Field</b>                        | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create Accrued Wages Timecards? Y/N | <p>A flag that determines whether to create accrued wages during the Final Update.</p> <p>To generate timecards for accumulated wages, set this flag to Y (yes). The system will generate timecards for employees who have reached their contract end date and who require payment of their accumulated wages beginning with the next payroll. The system generates timecards for accumulated wages for each payroll for an amount up to the pay period gross amount until an employee has received payment for all accumulated wages.</p> <p>If you are using the contract calendar function, you should set the default value for this field to Y.</p> |

---

### 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 the final update.

*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 whom the 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 J.D. Edwards Customer Support for assistance.

### See Also

- *[Generating Timecards for Accumulated Wages \(P063910\)](#)*

## Reviewing the Payroll Voucher Edit Report

After you run the final update, if you have set up your Payroll system to integrate with the J.D. Edwards Accounts Payable system, you should review the Payroll Voucher Edit report to verify that no errors occurred during the final update. The report lists any vouchers that contain errors.

### See Also

- *Reviewing Voucher Posting Reports (P09800)*



### Exercises

See the exercises for this chapter.



## 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 also must post journal entries manually when the system could not automatically post a batch of journal entries 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 the batch before you post it, depending on the settings in the general accounting constants.

Working with journal entries includes the following tasks:

- 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 report

### Reviewing Batches of Payroll Journal Entries



From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose P/R Journal Batch Review

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 view 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 payroll-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 one batch type during the standard payroll cycle and a different batch type during a special timecard post.

The standard payroll cycle processes the following batch types:

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Batch type 4</b> | Pro forma journal entries that were 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.                                                                                                                                                                                                                       |
| <b>Batch type 7</b> | 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 journal entries might have been automatically posted during the final update. You also can manually post the journal entries after the final update. You can review detail records for this batch type.                                                                            |
| <b>Batch type #</b> | Journal entries integrated with the Accounts Payable system. When the Batch Description field value is JE (Journal Entry), the journal entries are for actual vouchers created during the final update. You can review detail records for these journal entries. When the Batch Description field value is Edit, the journal 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:

- |                     |                                                                                                                                                                                                                                                     |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Batch type 5</b> | Pro forma journal entries that were created when the system generated timecard journal entries during a special timecard post, but that were not yet updated to the general ledger. For this batch type, you can review summary information only.   |
| <b>Batch type P</b> | Actual journal entries that were created when the system posted journal entries to the general ledger. This batch type is equivalent to batch type 7 for standard payroll-cycle journal entries. You can review detail records for this batch type. |

► **To review batches of payroll journal entries**

On Payroll Journal Batch Review

The screenshot shows a window titled "[06260] - P/R Journal Batch Review". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are search filters: "User ID" (set to "DEMO"), "Batch Number", "Batch Status" (checkbox), "Batch Date From", and "Batch Date Thru". The main area contains a table with the following data:

| 0 | A | Number | Batch Typ | Desc | Date     | Difference Amount | Doc | Baln B | J | Status | User   |      |
|---|---|--------|-----------|------|----------|-------------------|-----|--------|---|--------|--------|------|
|   |   | 4085   | 7         | JE   | 10/26/93 | 2,593,486-        |     | 57-    | Y | Y      | Error  | DEMO |
|   |   | 4086   | 7         | JE   | 10/26/93 | 645,092-          |     | 28-    | N | Y      | Error  | DEMO |
|   |   | 13236  | #         | JE   | 12/13/94 | 191,417-          |     | 3-     | Y | Y      | Approv | DEMO |
|   |   | 74977  | #         | JE   | 03/01/95 | 31,115-           |     | 3-     | Y | Y      | Approv | DEMO |
|   |   | 74985  | #         | JE   | 03/01/95 | 37,082-           |     | 2-     | Y | Y      | Approv | DEMO |

At the bottom of the window, there is a status bar with "Opt: 1=Gen'l Journal Review" and "F24=More".

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

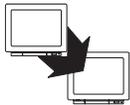
| Field        | Explanation                                                                                                                                                                                                                                                                                      |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 | <p>A user defined code (system 98/type IC) that indicates the posting status of a batch.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>blank Unposted batches that are pending approval or have a status of approved.</li> <li>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</li> <li>D Posted. The batch posted successfully.</li> <li>E Error. The batch is in error. You must correct the batch before it can post.</li> <li>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).</li> <li>U In use. The batch is temporarily unavailable because someone is working with it.</li> </ul> |

**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 choose 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.
2. For the batch that contains inaccurate journal entries, choose the General Journal Review option.

The screenshot shows a window titled "[09202] - General Ledger Batch Review". The window has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an 'X' icon. The main area contains a form with the following fields:

- Batch Number: 4085
- Batch Date: 10/26/93
- User ID: DEMO
- Mode(F): D

Below the form is a table with the following columns: Q, Ty, J.E. Number, Co., Explanation, Date, Amount, and Cur Cod. The table contains the following data:

| Q | Ty | J.E. Number | Co.   | Explanation             | Date     | Amount | Cur Cod |
|---|----|-------------|-------|-------------------------|----------|--------|---------|
| P | T1 | 203         | 00077 | Payroll Disbursement En | 04/03/98 |        | CAD     |
|   | T1 | 203         | 00077 | Payroll Disbursement En | 04/17/98 |        | CAD     |
|   | T2 | 204         | 00077 |                         | 04/11/98 |        | CAD     |
|   | T3 | 205         | 00077 |                         | 04/11/98 |        | CAD     |
|   |    |             |       | Total                   |          |        |         |

At the bottom of the window, there is an "Option:" field with the text "1=Individual Document Review" and "F24=More Keys". There are also up and down arrow icons on the right side of the window.

3. On General Ledger Batch Review, choose the Individual Document Review option for the journal entry that you want to revise.

Functions Tools Help  
 Mode (F) [D] Model (Y)   
 Reverse or Void (RV)   
 Base Co. Currency CAD

Document Type [T1]  
 Document Number/Co [203] [00077] Explanation [Payroll Disbursement Entries]  
 G/L Date [04/03/98] Batch Number [4085 Home BU]  
 Remaining Currency Code [CAD] Ref. 1  
 Exchange Rate  
 Skip to Line

| Account No. | Amount    | Explanation 2 | P |
|-------------|-----------|---------------|---|
| 77.4306     | 28.70     |               |   |
| 77.4310     | 53.64     |               |   |
| 77.4316     | 100.00    |               |   |
| 77.4317     | 374.36    |               |   |
| 77.4337     | 748.72    |               |   |
| 707.1111    | 410.00    |               |   |
| 707.1111    | 97.33     |               |   |
| 77.4211     | 1,040.38  |               |   |
| 77.4212     | 259.36    |               |   |
| 77.4214     | 95.59     |               |   |
| 77.4305.ON  | 17.49     |               |   |
| 77.4205     | 4,991.46- |               |   |

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

4. On Journal Entries, enter the necessary changes.
5. 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 the batch 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     | <p>A code that indicates whether a batch is ready for posting. Valid codes are:</p> <p style="margin-left: 20px;">A     Approved, ready for posting.</p> <p style="margin-left: 20px;">P     Pending approval. The batch will not post.</p> <p>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If the batch has an Error status, you must access each item and correct any errors. When you exit to Timecard Journal Batch Review, the system automatically assigns a status of Approved to the batch.</p> |

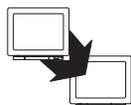
**What You Should Know About**

**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 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 batches of payroll journal entries 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 journal entries.
- Your system is set up to require manual posting of all batches.
- Your system is set up to automatically post during the final update step, but the system detects errors during the final update. The system does not post a batch of journal entries that contains errors.

If you do not specify a batch selection, the system 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 batches of journal entries automatically during the final update step of the payroll cycle.

## See Also

- *Setting Up Company Constants (P069091)*

## Processing Options for Manual Journal Entry Post

### BATCH SELECTION:

1. Enter Batch Number \_\_\_\_\_  
or Batch Date \_\_\_\_\_  
or Batch User ID \_\_\_\_\_

### PRINT SELECTION:

2. Identify how to print amount fields on Post Journal:  
'1' = to Millions (w/ commas) \_\_\_\_\_  
'2' = to Billions (w/o commas) \_\_\_\_\_  
Blank (Default) = No Journal Printed.
3. Identify which account number to print on report:  
'1' = Account Number \_\_\_\_\_  
'2' = Short Account ID \_\_\_\_\_  
'3' = Unstructured Account \_\_\_\_\_  
'4' = (Default) Number Entered During Input

### FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets. \_\_\_\_\_  
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.
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.) \_\_\_\_\_

CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) \_\_\_\_\_

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) \_\_\_\_\_

ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post. \_\_\_\_\_  
 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.

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018): \_\_\_\_\_

- '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.
- 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'.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. \_\_\_\_\_

- '1' = update VAT amount only
- '2' = update VAT amount, extended price and taxable amount

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'. \_\_\_\_\_

- '1' = update VAT amount only
- '2' = update VAT amount, extended price and taxable amount

PROPERTY MANAGEMENT:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//'.) \_\_\_\_\_

UPDATE OPTION:

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.) \_\_\_\_\_

REPORT FORMAT:

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.

DETAILED CURRENCY RESTATEMENT:

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.

16. Enter the version of the Detailed  
Currency Restatement (P11411) to  
execute. Default of blank will  
execute ZJDE0001.

RECONCILIATION FILE PROCESSING

17. Enter a '1' to update the  
Cross-Environment Reconciliation  
file. Blank will not update the  
reconciliation file.

Note: The Cross-Environment  
Reconciliation file can also be  
updated through the stand-alone  
Cross-Environment File Creation  
program.

BATCH TYPE SELECTION:

NOTE: This option should NOT be  
changed by User.

## 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 J.D. Edwards & Company Page 5  
General Ledger Post - Payroll Vouchers Date 7/23/96  
Posting Edit Report

Create Intercompany Settlements: D

| Batch<br>Number | Batch<br>Date | Account Number - Input<br>Account ID | G/L Date Do<br>Subldgr Ty | Document<br>Number | JE Line<br>Number | Error Messages                        |
|-----------------|---------------|--------------------------------------|---------------------------|--------------------|-------------------|---------------------------------------|
| 6068214         | 07/22/96      |                                      |                           |                    |                   | ***NO ERRORS*** Batch will post.<br>* |

## Reviewing the General Ledger Posting Journal Report

The General Ledger Posting Journal report 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 report includes the journal entry number, the 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                              | J.D. Edwards & Company |                                         |                              |                         | Page                                 | 1          |
| Batch Type                         | - 7                    | General Ledger Post - P/R Period Manual |                              |                         | Date                                 | 7/23/98    |
| Batch Number                       | - 6068213              |                                         |                              |                         |                                      |            |
| Batch Date                         | - 07/22/96             |                                         |                              |                         |                                      |            |
| Posting Journal                    |                        |                                         |                              |                         |                                      |            |
| Post Out of Balance :              |                        |                                         |                              |                         |                                      |            |
| Create Intercompany Settlements: D |                        |                                         |                              |                         |                                      |            |
| Do Document                        | G/L                    | Co                                      | Account Description          | G/L Account             | . . . . . Amounts . . . . . LT Units |            |
| Ty                                 | Date                   |                                         | Explanation                  | Subldgr-Ty/Asset Number | Debit                                | Credit     |
| -----                              |                        |                                         |                              |                         |                                      |            |
| T1                                 | 3530 08/14/98          | 00100                                   | Miscellaneous Revenue USD    | 90.9160                 |                                      | 10.00- AA  |
|                                    |                        |                                         | Payroll Disbursement Entries | 00007504 A              |                                      |            |
| T1                                 | 3530 08/14/98          | 00100                                   | Life Insurance USD           | 100.4310                |                                      | 145.10- AA |
|                                    |                        |                                         | Payroll Disbursement Entries |                         |                                      |            |

### See Also

- *Setting Up Journal Summarization Rules (P06914)*



## Correcting Errors in Pre-Payroll Processing

---

After you review pre-payroll reports, you might discover errors in the gross-to-net calculations.

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

- Correcting employees omitted from the payroll cycle
- Correcting DBA calculations

### Correcting Employees Omitted from the Payroll Cycle

Occasionally an employee who should be paid for the current 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 correct employees omitted from the payroll cycle, complete the following tasks:

- Correcting selection criteria
- Correcting pay-start and pay-stop dates
- Correcting missing timecard information

After you correct the problem, do one of the following:

- Reset the payroll ID and then process pre-payroll again.

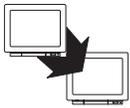
See *Resetting the Payroll ID (P06217)*.

- 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 *Entering Interim Cheques (P07053)*.

### Correcting Selection Criteria



From Canadian Payroll Master (G07), choose Employee Information

From Canadian Employee Information (G7711), choose Employee Entry

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the data selection for the pre-payroll program version.

#### ► To correct selection criteria

---

On Employee Entry

1. Locate the employee's record.
2. Verify that the employee's record is locked in pre-payroll.
3. If the employee's record is not locked in pre-payroll, change the selection criteria for the pre-payroll version so that the selection criteria include the employee.

See *Choosing an Existing Payroll ID*.

### Correcting Pay-Start and Pay-Stop Dates

When an employee's pay-start date is after the pay-period ending date or the pay-stop date is before the pay-period beginning date, the system does not include that employee in the payroll cycle. For example, if the pay-period dates are 4/26 – 5/09 and an employee's pay-start date is 5/10, the system does not include that employee in that payroll cycle.

Complete the following tasks:

- Correct a pay-start date
- Correct a pay-stop date

### ▶ **To correct a pay-start date**

---

On Employee Entry

1. Locate the employee.

See *Entering Employee Master Information (P060101 or P070101)*.

2. Review the following field:
  - Date Pay Starts
3. If the start date is outside the payroll cycle, change the erroneous date.

### ▶ **To correct a pay-stop date**

---

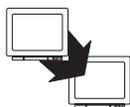
On Dates, Eligibility, and EEO

1. Locate the employee.

See *Entering Dates, Eligibility, and EEO/EOC Information (P060190)*.

2. Review the following field:
  - Date Pay Stops
3. If the stop date is outside the payroll cycle, change the erroneous date.

## Correcting Missing Timecard Information



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose by Employee

If the employee who was not included in pre-payroll is paid hourly, verify that you completed one of the following:

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

If the employee does not have a timecard for this pay period, enter one.

### ► **To correct missing timecard information**

---

On by Employee

1. Locate the employee.
2. Enter a timecard for the employee.

See *Entering Timecards by Employee*.

Alternatively, you can enter standard hours for the employee on the Pay and Tax Information form.

## Correcting DBA Calculations

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

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register report, 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 the Time Entry by Employee form to review current DBAs for individual employees.

Complete any of the following tasks:

- Correcting DBAs not calculated for any employee
- Correcting DBAs not calculated for any employee in a group plan
- Correcting DBAs calculated for only some employees



### Exercises

See the exercises for this chapter.

## Correcting DBAs Not Calculated for Any Employee

If a DBA did not calculate for any employees, verify the DBA setup and the pre-payroll processing parameters.

Complete the following tasks:

- Verify DBA setup
- Verify pre-payroll processing parameters

### ▶ **To verify DBA setup**

---

On DBA Setup

1. Locate the DBA that the system did not calculate.

See *Setting Up Simple DBAs (P069117)*.

2. Verify the information in the following fields and make any necessary corrections:
  - Calculate in Pre-Payroll
  - Beginning Effective Date
  - Ending Effective Date
  - Pay Period to Calculate
3. Choose the Basis of Calculations function.
4. On Basis of Calculations, verify the following and make any necessary corrections:
  - 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).

### ▶ **To verify pre-payroll processing parameters**

---

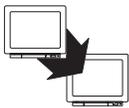
On Pre-Payroll Processing

1. Access the second Pre-Payroll Processing form.

See *Choosing an Existing Payroll ID (P06210)*.

2. On the second Pre-Payroll Processing form, verify the information in the following fields and make any necessary corrections:
  - Year  
  
The year must match the year that was entered for the master payroll cycle.
  - Period Number  
  
The period number must not be specified.
3. Choose the Pay Cycle Constants function.
4. On Master Pay Cycles, verify the information in the following field and make any necessary corrections:
  - Pay Periods to Calculate

### Correcting DBAs Not Calculated for Any Employee in a Group Plan



From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G7742), choose Group Plan DBA Setup

If you use group plans to assign DBAs to employees and the system did not calculate DBAs for any of the employees in that plan, do one of the following to 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 benefit plans.
- If you are using the Payroll system to assign DBAs to employees, verify the group plan setup.

#### ▶ **To verify the group plan setup**

---

On Group Plan DBA Setup

1. Locate the group plan in which the employees are included.
2. Verify the information in the following fields and make any necessary corrections:
  - Beginning Effective Date
  - Ending Effective Date
  - Withholding Period

## Correcting 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, review the Deductions Not Taken report and the Deduction Arrearage report to verify that the employees earned enough to cover their deductions.

If the employees earned enough to cover their deductions, complete the following tasks:

- Verify DBA instructions
- Verify DBA limits
- Verify the basis of calculations
- Verify one-time overrides
- Verify interim cheques

### ▶ **To verify DBA instructions**

---

On DBA Instructions

1. Locate an employee for whom the system did not calculate the DBA.

See *Assigning Deductions, Benefits, and Accruals (P060181 or P070181)*.

2. For the DBA that the system did not calculate, verify the information in the following fields and make any necessary corrections:
  - Start Date
  - Stop Date
  - Pay Periods to Calculate
  - Group Code
  - Union Code

### ▶ **To verify DBA limits**

---

On DBA Setup

1. Locate the DBA that the system did not calculate.

See *Setting Up Simple DBAs (P069117)*.

2. Choose the DBA Limits function.
3. On DBA Limit Window, determine whether the employee has reached the limit for this DBA.

### ▶ **To verify the basis of calculations**

---

On DBA Setup

1. Locate the DBA that the system did not calculate.

See *Setting Up Simple DBAs (P069117)*.

2. Choose the Basis of Calculations function.
3. On Basis of Calculations, review the information and make any necessary corrections.
4. If the DBA uses a calculation table, choose the Calculation Tables function.
5. On Calculation Tables, review the information and make any necessary corrections.

### ▶ **To verify one-time overrides**

---

On by Employee

1. Locate an employee for whom the system did not calculate the DBA.

See *Entering Essential Timecard Information by Employee (P0601121)*.

2. Choose the DBA Override option for the DBA that the system did not calculate.
3. On DBA One-Time Overrides, determine whether a one-time override exists for the DBA.

▶ **To verify interim cheques**

---

On Interim Cheque Parameters

1. Locate the interim cheque.

See *Changing an Interim Cheque (P060531)*.

2. On Interim Cheque Entry, determine whether an interim cheque was issued for the employee for this pay period.

If the DBA is set up to calculate once per pay period, and it is included on an interim cheque, the system does not calculate the DBA during pre-payroll.

**See Also**

- *Human Resources Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans
- *Appendix E — DBA Troubleshooting*





## Payroll History

Each time you process a payroll cycle, the system creates history records. Working with payroll history includes the following tasks:

- Reviewing earnings and tax information history
- Reviewing transaction history
- Reviewing other payroll history
- Working with payment history information
- Reviewing payroll history reports

Payroll-cycle history includes detail and summary information for the following:

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

You use this information for online inquiries and historical and government reporting.



You can review the payroll history at both summary and detail levels. The summary tables (in the left column) contain information from the detail tables (in the right column) as follows:

|                                                    |                                                                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Taxation Summary History (F0713)</b>            | Tax Ledger (F0716)                                                                                                                                            |
| <b>Payroll Month PDBA Summary History (F06146)</b> | Payroll Transaction History (F0618)                                                                                                                           |
|                                                    | DBA Detail History (F0619)                                                                                                                                    |
| <b>Fiscal/Anniversary Year History (F06147)</b>    | Payroll Transaction History (F0618)                                                                                                                           |
|                                                    | DBA Detail History (F0619)                                                                                                                                    |
| <b>Paycheque Summary (F06156)</b>                  | Tax Ledger (F0716)                                                                                                                                            |
|                                                    | Payroll Transaction History (F0618)                                                                                                                           |
|                                                    | Deduction, Benefits, and Accrual History (F0619)                                                                                                              |
| <b>Calendar Month DBA Summary History (F06145)</b> | DBA Detail History (F0619)                                                                                                                                    |
| <b>Historical Payroll Register (F063451)</b>       | 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 report. |

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

## What Are Calendar-Month and Payroll-Month History?

The system maintains transaction (PDBA) history both by payroll month, which is based on cheque dates, and by calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle crosses months, such as 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 J — Tables Used by Payroll* and the *World Writer Guide* for information that 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



## Reviewing Earnings and Tax Information History

---

To answer questions about an employee's earnings and tax information, you can review the payroll history for an individual employee. When you review an employee's payroll history, you can verify earnings balances for all tax areas and tax types. You can begin the review at either the summary or the detail level.

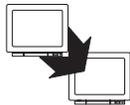
Reviewing earnings and tax information history includes the following tasks:

- Reviewing quarterly tax balances
- Reviewing monthly tax balances
- Reviewing the monthly tax ledger

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

Year 98 Quarter 1  
 TaxId \* RANGE  
 History Type  Standard T  
 Anthony Holiday  
 CAN FED  
 Canada Federal Income Tax  
 Employee No 7701  
 Tax Area FEDERAL  
 Tax Type CA  
 Home Company 00001 thru 80000 \* RANGE

| By Quarter                              | Gross Pay | Excludable | In Excess | Tax Amount |
|-----------------------------------------|-----------|------------|-----------|------------|
| 1st Qtr                                 | 6,955.14  | 44.00      |           | 1,267.27   |
| 2nd Qtr                                 | 3,354.00  |            |           | 468.43     |
| 3rd Qtr                                 |           |            |           |            |
| 4th Qtr                                 |           |            |           |            |
| Year to Date                            | 10,309.14 | 44.00      |           | 1,735.70   |
| <b>Current Quarter</b>                  |           |            |           |            |
| <input type="checkbox"/> January . . .  | 2,514.26  | 22.00      |           | 513.83     |
| <input type="checkbox"/> February . . . | 3,322.88  | 22.00      |           | 596.08     |
| <input type="checkbox"/> March . . . .  | 1,118.00  |            |           | 157.36     |

Opt: 1=Tax Ledger F5=Month Net/Cumulative F14=Next Qtr F20=Next Record

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                                                                                                              |
|---------------|--------------------------------------------------------------------------------------------------------------------------|
| 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 balances for either gross or taxable pay.

### ► To review monthly tax balances

On Monthly Net/Cumulative Taxes

| P | Month     | Net Posting |          | Cumulative |          |
|---|-----------|-------------|----------|------------|----------|
|   |           | Gross Pay   | Tax Paid | Gross Pay  | Tax Paid |
|   | January   | 2,514.26    | 513.83   | 2,514.26   | 513.83   |
|   | February  | 3,322.88    | 596.08   | 5,837.14   | 1,109.91 |
|   | March     | 1,118.00    | 157.36   | 6,955.14   | 1,267.27 |
|   | April     | 3,354.00    | 468.43   | 10,309.14  | 1,735.70 |
|   | May       |             |          |            |          |
|   | June      |             |          |            |          |
|   | July      |             |          |            |          |
|   | August    |             |          |            |          |
|   | September |             |          |            |          |
|   | October   |             |          |            |          |
|   | November  |             |          |            |          |
|   | December  |             |          |            |          |

Opt 1=Tax Ledger F10=Toggle Gross/Taxable F20=Next Record F24=More

1. Complete the following field:
  - Employee Number
2. 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 the gross pay for each payment.

### ▶ To review the monthly tax ledger

On Monthly Tax Ledger

**[070922] - Monthly Tax Ledger** Functions Tools Help

Employee No: 7701 Anthony Holiday      Month/Year: 01 98  
 Tax Area: FEDERAL CAN FED      History Type:   
 Tax Type: CA Canada Federal Income Tax Thru      From: 01/01/98  
 Home Company: 00077 A Model Canadian Payroll      To: 01/31/98

| Period End | EARNINGS |            |                | Tax Amount | Check Control |
|------------|----------|------------|----------------|------------|---------------|
|            | Gross    | Excludable | Paid In Excess |            |               |
| 01/03/98   | 1,222.25 | 22.00      |                | 274.83     | 5004          |
| 01/17/98   | 1,292.01 |            |                | 239.00     | 5047          |
| Total      | 2,514.26 | 22.00      |                | 513.83     |               |

F12=Previous Screen F13/14=Prev./Next Month F19/F20=Prev./Next F24=More

1. Complete the following field:
  - Employee Number
2. 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 Transaction History

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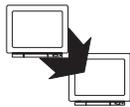
You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on cheque dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

Reviewing transaction history includes the following tasks:

- Reviewing quarterly PDBA balances by payroll month
- Reviewing quarterly DBA balances by calendar month
- Review monthly PDBA balances by payroll month
- Review monthly DBA balances by calendar month
- Reviewing the calendar transaction ledger
- Reviewing the monthly transaction ledger

### 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

Functions Tools Help

Employee No: 7701 Anthony Holiday  
 PDBA Code: 1 thru 9999 \* RANGE  
 Home Company: 00001 thru 00000 \* RANGE  
 Year: 98 Quarter: 1  
 Tax Id: \* RANGE

| By Quarter:   | .. Dollars .. | .. Hours .. | .. Pieces .. |
|---------------|---------------|-------------|--------------|
| 1st Qtr       | 10,371.04     | 589.00      |              |
| 2nd Qtr       | 2,178.15      | 980.00      |              |
| 3rd Qtr       |               |             |              |
| 4th Qtr       |               |             |              |
| Prior Year    |               |             |              |
| Begin Balance |               |             |              |
| Year TOTAL    | 12,549.19     | 1,569.00    |              |
| ITD Total     | 12,549.19     | 1,569.00    |              |

Current Quarter:

|                                         |          |        |
|-----------------------------------------|----------|--------|
| <input type="checkbox"/> January . . .  | 2,871.23 | 184.00 |
| <input type="checkbox"/> February . . . | 3,665.36 | 165.00 |
| <input type="checkbox"/> March . . . .  | 3,834.45 | 240.00 |

Remaining Balance: 200.00 Arrearage Due:

Opt: 1=Trans Ldgr F5=Month Net/Cumulative F18=Nxt Qtr F20=Nxt Rec F24=More

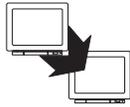
1. Complete the following field:
  - Employee Number
2. To review information for a period of time other than the current quarter, complete the following fields:
  - Year
  - Quarter
3. To limit the information that appears, complete any of the following fields:
  - History Type
  - PDBA Code
  - Home Company

## What You Should Know About

### **Reviewing detail transactions**

Choose the Transaction Ledger option on the Quarterly Balances/Payroll Month form to review the detail transactions for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form 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 table (F06145).

► **To review quarterly DBA balances by calendar month**

On Quarterly Balances/Calendar Month

The screenshot shows a software window titled "[070914] - Qtrly Balances/Calendar Month". It contains several input fields for employee and company information, and a table of quarterly balances.

Employee No: 7701  
 DBA Code: 4800 thru 9999 \* RANGE  
 Home Company: 00001 thru 80000 \* RANGE  
 Year: 98 Quarter: 1  
 Tax Id: \* RANGE

| By Quarter:             | .. Dollars .. | .. Basis .. | .. Pieces .. |
|-------------------------|---------------|-------------|--------------|
| 1st Qtr                 | 2,581.65      |             |              |
| 2nd Qtr                 | 1,278.15      | 900.00      |              |
| 3rd Qtr                 |               |             |              |
| 4th Qtr                 |               |             |              |
| Prior Year              |               |             |              |
| Begin Balance           |               |             |              |
| Year TOTAL              | 3,859.80      | 900.00      |              |
| ITD Total               | 3,859.80      | 900.00      |              |
| <u>Current Quarter:</u> |               |             |              |
| January . . .           | 1,047.05      |             |              |
| February . . .          | 778.30        |             |              |
| March . . . .           | 756.30        |             |              |

F5=Cal. Net/Cumulative F18=Next Qtr F20=Next Rec F24=More

1. Complete the following field:
  - Employee Number
2. To review information for a period of time other than the current quarter, complete the following fields:
  - Year
  - Quarter
3. To limit the information that appears, complete any of the following fields:
  - DBA Code
  - Home Company

## Reviewing Monthly PDBA Balances by Payroll Month



From Canadian Payroll Master (G77), choose History Inquiries

From History Inquiries G7714), choose Net Cumulative/Payroll Month

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which employees 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 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       | Net       |          | Cumulative |          |
|-------------|-----------|----------|------------|----------|
|             | Gross     | Hours    | Gross      | Hours    |
| January     | 2,871.23  | 1,667.96 | 2,871.23   | 1,667.96 |
| February    | 3,665.36  | 889.20   | 6,536.59   | 2,557.16 |
| March       | 3,834.45  | 1,282.05 | 10,371.04  | 3,839.21 |
| April       | 2,178.15  | 1,327.35 | 12,549.19  | 5,166.56 |
| May         |           |          |            |          |
| June        |           |          |            |          |
| July        |           |          |            |          |
| August      |           |          |            |          |
| September   |           |          |            |          |
| October     |           |          |            |          |
| November    |           |          |            |          |
| December    |           |          |            |          |
| Balance Fwd |           |          |            |          |
| ITD Total   | 12,549.19 | 5,166.56 |            |          |

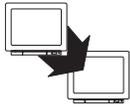
1. Complete the following field:
  - Employee Number
2. To review a year other than the current one, complete the following field:
  - Year
3. To limit the information that appears, complete any of the following fields:
  - PDBA Code
  - Company

## What You Should Know About

### **Reviewing detail transactions**

Choose the Transaction Ledger option on the Net-Cumulative/Payroll Month form to review the detail transaction for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form 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 employees 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      |          | Cumulative |          |
|-------------|----------|----------|------------|----------|
|             | Gross    | Basis    | Gross      | Basis    |
| January     | 1,047.05 | 1,838.81 | 1,047.05   | 1,838.81 |
| February    | 778.30   | 716.70   | 1,825.35   | 2,555.51 |
| March       | 756.30   | 694.70   | 2,581.65   | 3,250.21 |
| April       | 1,278.15 | 1,247.35 | 3,859.80   | 4,497.56 |
| May         |          |          |            |          |
| June        |          |          |            |          |
| July        |          |          |            |          |
| August      |          |          |            |          |
| September   |          |          |            |          |
| October     |          |          |            |          |
| November    |          |          |            |          |
| December    |          |          |            |          |
| Balance Fwd |          |          |            |          |
| ITD Total   | 3,859.80 | 4,497.56 |            |          |

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.

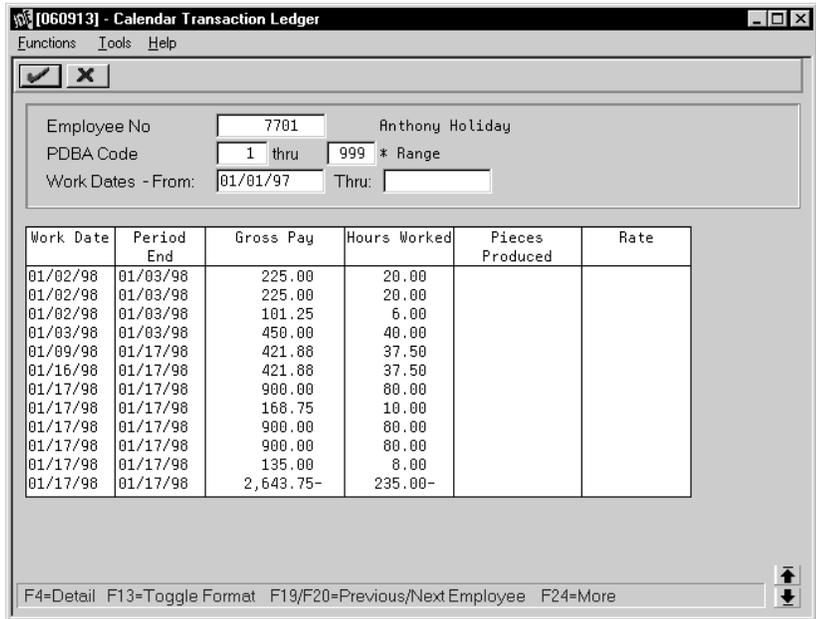
With the calendar transaction ledger, you can review one or a range of payment and DBA transactions for any date range.

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



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 for Calendar Transaction Ledger

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)

## 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, Benefits, 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   |
|-----------|------------|-----------|--------------|-----------------|--------|
| 01/02/98  | 01/03/98   | 225.00    | 20.00        |                 | 11.250 |
| 01/02/98  | 01/03/98   | 225.00    | 20.00        |                 | 11.250 |
| 01/03/98  | 01/03/98   | 450.00    | 40.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 2,643.75- | 235.00-      |                 | 11.250 |
| 01/09/98  | 01/17/98   | 421.88    | 37.50        |                 | 11.250 |
| 01/16/98  | 01/17/98   | 421.88    | 37.50        |                 | 11.250 |
| TOTAL:    |            | 1,800.01  | 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 fields:
  - PDBA Code
  - From Date
  - Through Date

**Processing Options for Monthly Transaction Ledger**

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)

## What You Should Know About Processing Options

### **Sorting criteria (1)**

For the Time Accounting system, the option to sort by cheque date is not applicable because the system recognizes only 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 the Quarterly Balances/Payroll Month form.



## Reviewing Other Payroll History

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The system provides various information about employee payroll history. You can review the following:

- Timecard history
- Benefits and accrual history, such as vacation time earned, taken, and available

Reviewing other payroll history includes the following tasks:

- Reviewing workers compensation and general liability history
- Reviewing time and pay history
- Reviewing benefits 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 to answer questions about workers compensation claims. You can also review the total amount of workers compensation and general liability insurance that an employee has for a specified work date.

The system retrieves information from the Payroll Transaction History table (F0618).

**To review workers compensation and general liability history**

On Workers Compensation

The screenshot shows a software window titled "[060942] - Workers Compensation". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar are search criteria fields: "Employee No" (7701), "W/C Code" (empty), "Work State/Province" (empty), "Business Unit" (empty), and "Work Dates - From" (01/01/98) Thru (07/09/98). The name "Anthony Holiday" is displayed. Below the search fields is a table with the following data:

| W/C Code | Wk ST | Pro | Work Date | Gross Pay | Hours   | Overtime | Reportable | Premium |
|----------|-------|-----|-----------|-----------|---------|----------|------------|---------|
| BC       | 70    | 003 | 01/02/98  | 225.00    | 20.00   |          | 225.00     | 2.01    |
| BC       | 70    | 003 | 01/02/98  | 225.00    | 20.00   |          | 225.00     | 2.01    |
| BC       | 70    | 003 | 01/02/98  | 101.25    | 6.00    | 33.75    | 67.50      | .60     |
| BC       | 70    | 003 | 01/03/98  | 450.00    | 40.00   |          | 450.00     | 4.03    |
| 0810     | 70    | 015 | 01/09/98  | 421.88    | 37.50   |          |            |         |
| 0810     | 70    | 015 | 01/16/98  | 421.88    | 37.50   |          |            |         |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 168.75    | 10.00   | 56.25    | 112.50     | 1.01    |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 135.00    | 8.00    | 45.00    | 90.00      | .81     |
| BC       | 70    | 003 | 01/17/98  | 2,643.75- | 235.00- |          | 2,643.75-  | 23.66-  |

At the bottom of the window, there are function keys: F4=Detail, F19=Previous Employee, F20=Next Employee, F24=More.

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields:
  - W/C Code
  - Work State/Province
  - Business Unit
  - Work Dates

## Reviewing Time and Pay History



From Canadian Payroll Master (G77), choose History Inquiries

From History Inquiries (G7714), choose Time and Pay Inquiry

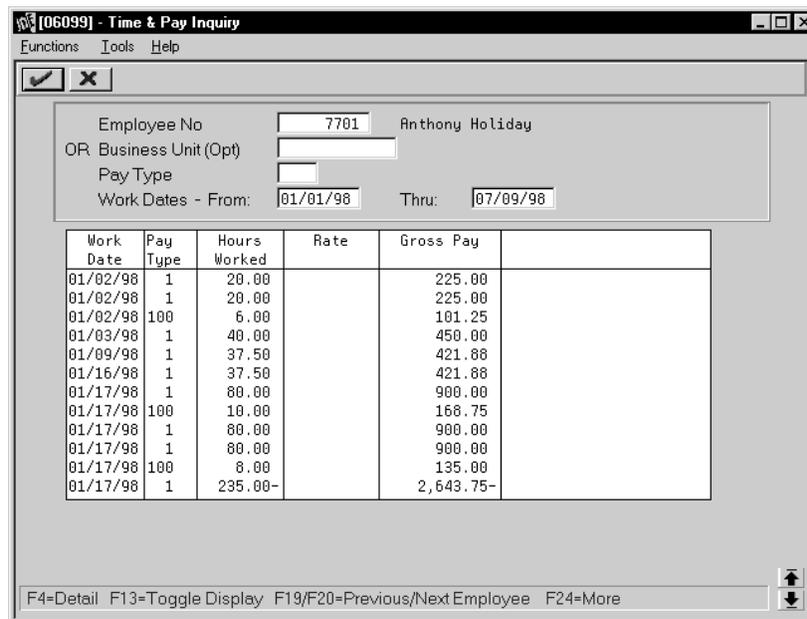
You can answer employees' questions about their timecard information for a specified time period or pay type. You can access detailed information for each employee, including the labor distribution account and control numbers.

You can review timecard information by employee or by business unit. When you review by employee, the system shows totals for hours worked and gross pay. When you review by business unit, the system shows 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 table (F0618).

► **To review time and pay history by employee**

On Time and Pay Inquiry



1. Complete one of the following fields:
  - Employee Number
  - Business Unit
2. 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 for Time and Pay Inquiry

Select the following to Display:

- '1' - to display Gross Pay (Wages) \*
- '2' - to display the Recharge Amounts

(\* - Default Value)

### Reviewing Benefits 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 benefits 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

The system retrieves information from the following tables:

- Payroll Month PDBA Summary History (F06146)
- Fiscal/Anniversary Year History (F06147)

► **To review benefits and accrual history**

On Benefit/Accrual Inquiry

Employee No: 7704      Rivard, Jacques  
 Bnft/Accrual Type: S      Sick Accruals  
 Home Company: 00001 thru 99900 \* Range  
 Available DBA: 8004 thru 8005 \* Range  
 Accrued DBA:      thru     

|                     | Hours | Days  |
|---------------------|-------|-------|
| Beginning Balance   |       |       |
| Additions This Year |       |       |
| Taken (Earnings)    | 8.00  | 1.07  |
|                     | ----- | ----- |
| Available Balance   | 8.00- | 1.07- |
| Accrued Balance     |       |       |

\*Days Based on Standard Hours/Day of

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
3. Review the following fields:
  - Additions This Year – Hours
  - Additions This Year – Days
  - Taken (Earnings) – Hours
  - Taken (Earnings) – Days
  - Available Balance – Hours
  - Available Balance – Days

| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additions This Year | <p>The total number of hours worked (Pay Types), or the basis (Deductions, Benefits, and Accruals) for the 2nd month in your Payroll Year.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The number of hours added this year.</p> <p>You might have one of two scenarios for vacation. Vacation is either available immediately or it is not. If vacation is immediately available you set up one DBA to accrue vacation. A single DBA represents both the earned and available. The system displays information in the Additions This Year–Hours field only for DBAs that represent vacation that is immediately available.</p> |
| Additions This Year | <p>The number of days added this year.</p> <p>..... <i>Form-specific information</i> .....</p> <p>You might have one of two scenarios for vacation. Vacation is either available immediately or it is not. If vacation is immediately available you set up one DBA to accrue vacation. A single DBA represents both the earned and available. The system displays information in the Additions This Year–Days field only for DBAs that represent vacation that is immediately available.</p>                                                                                                                                                  |
| Taken (Earnings)    | <p>The total number of hours worked (Pay Types), or the basis (Deductions, Benefits, and Accruals) for the 3rd month in your Payroll Year.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The number of hours taken this year.</p>                                                                                                                                                                                                                                                                                                                                                                                                |
| Taken (Earnings)    | <p>The number of days taken this year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Available Balance   | <p>The total number of hours worked (Pay Types), or the basis (Deductions, Benefits, and Accruals) for the 4th month in your Payroll Year.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The number of hours remaining or available.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| Available Balance   | <p>The number of days remaining this year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

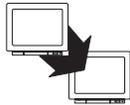
## Processing Options for Benefit/Accrual Inquiry

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). \_\_\_\_\_  
 Enter a 'blank' to display Fiscal or Anniversary history (F06147).

## What You Should Know About Processing Options

**Dollar amounts (2)**      The dollars column is not applicable for an accrual that calculates hours only.

## 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 earned only 20 hours. On the employee's next payment, you would 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

Address Number  Richman, Sarah L.  
 Company - Home  General Fund  
 Date - YR

\*\*\* Leave Taken \*\*\*

| Pay Type | Description | Hours | Amount |
|----------|-------------|-------|--------|
|          |             |       |        |

\*\*\* Available Balance \*\*\*

| Accrual | Description  | Hours |
|---------|--------------|-------|
| 8032    | Sch Dst Bank | 20.00 |
|         | Total....    | 20.00 |

F24=More Keys

1. Complete the following field:
  - Address Number
2. Complete the following optional fields:
  - Company
  - Year

**Processing Options for Available Leave Inquiry**

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).

## Working with Payment-History Information

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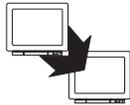
You can review and void employee payment information. You can also assign a new check number to employee payment information. Working with payment-history information includes the following tasks:

- Voiding payments
- Assigning a new cheque number and date

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 Paycheck Summary table (F06156) when you review, void, or reissue employee payment information.

### 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 that 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

| 0 | Pay Prd. | Date     | Cheque Number | C | Total Earnings | Total Deductions | Net Pay | R |
|---|----------|----------|---------------|---|----------------|------------------|---------|---|
|   | 01/03/98 | 01/09/98 | 55438         | C | 1,109.25       | 458.34           | 650.91  |   |
|   | 01/17/98 | 01/23/98 | 5445          | C | 1,210.51       | 418.16           | 792.35  |   |
|   | 01/31/98 | 02/06/98 | 544           | C | 1,092.38       | 352.98           | 739.40  |   |
|   | 02/14/98 | 02/20/98 | 87665         | C | 1,000.00       | 317.10           | 682.90  |   |
|   | 02/14/98 | 02/20/98 | 87666         | C | 1,000.00       | 343.28           | 664.72  |   |
|   | 02/28/98 | 03/06/98 | 64487         | C | 1,000.00       | 327.13           | 680.87  |   |
|   | 03/14/98 | 03/20/98 | 369           | X | 1,000.00       | 343.28           | 664.72  |   |
|   | 03/28/98 | 03/20/98 | 369           | V | 1,000.00-      | 343.28-          | 664.72- |   |
|   | 03/28/98 | 04/03/98 | 7777          | C | 1,000.00       | 300.24           | 707.76  |   |
|   | 03/28/98 | 04/03/98 | 7778          | C | 1,000.00       | 327.13           | 680.87  |   |
|   | 04/11/98 | 04/17/98 | 3454          | C | 1,000.00       | 326.79           | 681.21  |   |
|   | 06/15/98 | 06/15/98 | 2             | R | 900.00         |                  | 75.00   |   |

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 that you need to void.

**[07060] - Paycheque Inquiry and Void**

Functions Options Tools Help

Employee No 7701 Anthony Holiday  
 Cheque Date 01/09/98 Cheque Control No 5004  
 Cheque Number 55438

..... 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  |        |

..... Earnings Detail .....

| Type | Hours | Rate | Gross Amt | Tax Area | Account Number  |
|------|-------|------|-----------|----------|-----------------|
| 1    | 20.00 |      | 225.00    | 70003    | 707.8115 .      |
| 1    | 20.00 |      | 225.00    | 70003    | 777.1341 .02600 |
| 1    | 46.00 |      | 450.00    | 70003    | 707.8115 .      |

..... Tax Detail .....

| Tax Area | Ta | Description        | Sta | C/E | Taxable Gross | Tax Amount |
|----------|----|--------------------|-----|-----|---------------|------------|
| FEDERAL  | CA | CAN FED            |     | E   | 1,200.25      | 274.83     |
| FEDERAL  | CB | CAN CPP - Employee |     | E   | 1,222.25      | 27.86      |
| FEDERAL  | CC | CAN EI - Employee  |     | E   | 710.00        | 21.30      |

F6=Void Cheque F12=Previous F15=Ded/Ben - Tax Detail

- On Paycheque Inquiry and Void, choose the Void Cheque function.

If the payment that you are voiding is an automatic deposit, the system displays a caution message. Read the message and then choose the Void Auto Deposit function.

**V06VR1 Void Check Window**

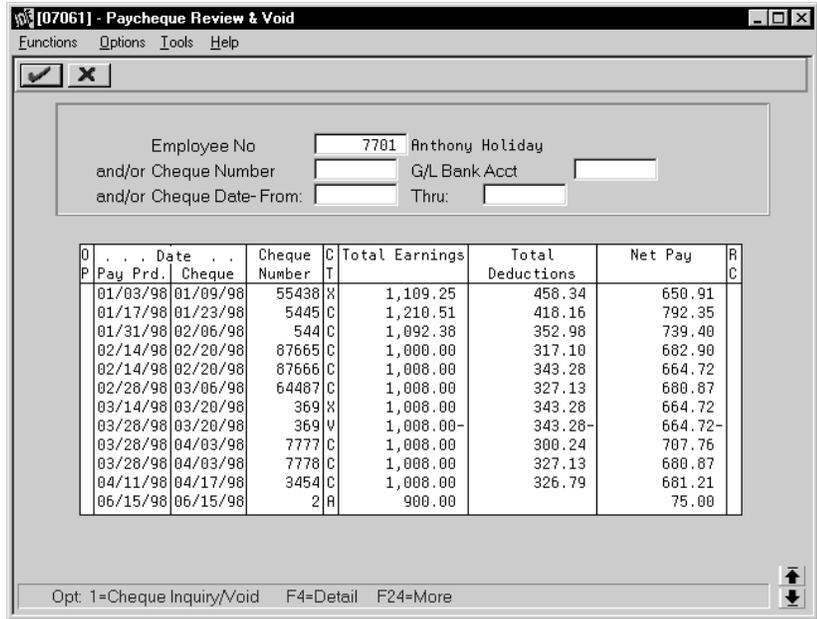
Functions Tools Help

Void Check Information

Check Date 01/23/98  
 T/E date 01/23/98

F3=Exit F6=Update File F24=More

- On Void Check Window, complete the following fields:
  - Check Date
  - Time Entry Date
- Choose the Update File function.



## What You Should Know About

### Reversing general ledger entries

When you void a payment on the Void Check Window form, 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 the Paycheque Review and Void form to review detail payment history, including tax and DBA information for an employee.

### Voiding a cheque

On the Paycheque Inquiry and Void form, choose the Void Cheque function to access the Void Check Window form. The system uses the cheque date as the general ledger 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 general ledger date for reversing entries associated with timecards, such as labor 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 do the following:

- 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.

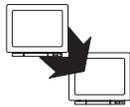
### **Undoing a cheque voided in error**

On the Paycheque Inquiry and Void form, you can “undo” a voided cheque. Choose the Undo function only for the following situations:

- When the system has not yet updated the voided cheque to history
- When you need to undo cheques and automatic-deposit advices and not cash payments

If you choose the Undo function following pre-payroll for an employee who is currently locked, you must run a changes-only pre-payroll.

## 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 the history includes the number and date of the replacement cheque.

You cannot assign a new cheque number for a reconciled or voided cheque, or for a payslip or automatic-deposit advice slip.

### **▶ To assign a new cheque number and date**

---

On Reissue Paycheque

| P | Cheque Number | C | Reissue Number | Dates          | Bank Account | Number | Employee Name   |
|---|---------------|---|----------------|----------------|--------------|--------|-----------------|
|   |               | T |                | Cheque Reissue |              |        |                 |
|   | 55437         | C |                | 01/09/98       | 18507        | 7704   | Rivard, Jacques |
|   | 55438         | C |                | 01/09/98       | 18507        | 7701   | Anthony Holiday |
|   | 55439         | C |                | 01/09/98       | 18507        | 7703   | Bellas, Debbie  |
|   | 55440         | C |                | 01/09/98       | 18507        | 7702   | Derrick, Leslie |
|   | 5444          | C |                | 01/23/98       | 18507        | 7704   | Rivard, Jacques |
|   | 5445          | C |                | 01/23/98       | 18507        | 7701   | Anthony Holiday |
|   | 5446          | C |                | 01/23/98       | 18507        | 7703   | Bellas, Debbie  |
|   | 5447          | C |                | 01/23/98       | 18507        | 7702   | Derrick, Leslie |
|   | 544           | C |                | 02/06/98       | 18507        | 7701   | Anthony Holiday |
|   | 545           | C |                | 02/06/98       | 18507        | 7702   | Derrick, Leslie |
|   | 6446          | A |                | 02/06/98       | 18507        | 7704   | Rivard, Jacques |
|   | 6447          | A |                | 02/06/98       | 18507        | 7704   | Rivard, Jacques |

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 that 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.



### Exercises

See the exercises for this chapter.

## Reviewing Payroll History Reports

---

You can print payroll history reports to have the information that 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
- Benefits and accrual history

To review payroll history, complete the following tasks:

- Review the Tax History by Company report
- Review the Tax History by Employee report
- Review the Employee Pay and Tax Register report
- Review DBA history summary reports
- Review the DBA Audit report
- Review the Time and Pay Entry Register report
- Review the PDBA History by Company report
- Review the PDBA History by Employee report
- Review the Paycheque History Detail report
- Review the Analysis of Hours report
- Review the Benefits and Accrual Roster report
- Review the Historical Payroll Register report
- Review the Available Leave 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 printer that can print 15 characters per inch.

The Canadian Payroll system retrieves information from the Taxation Summary History table (F0713) for the earnings and tax history reports.

# Tax History by Company Report

| 07416               |          | J.D. Edwards & Company<br>Tax History by Company |          |       |       |     |      |      |        |           |         |          | Page: 2       |                   |
|---------------------|----------|--------------------------------------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|---------------|-------------------|
| Company . . . 00077 |          | A Model Canadian Payroll Co                      |          |       |       |     |      |      |        |           |         |          | Date: 7/09/98 |                   |
| Tax Area            | Ty Desc. | 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      | 339.34                                           |          |       |       |     |      |      |        |           |         |          |               | 339.34            |
| FEDERAL             | CC Gross | 18,211.32                                        |          |       |       |     |      |      |        |           |         |          |               | 18,211.32         |
|                     | Excess   | 8,323.18                                         |          |       |       |     |      |      |        |           |         |          |               | 8,323.18          |
|                     | Tax      | 294.36                                           |          |       |       |     |      |      |        |           |         |          |               | 294.36            |
| 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 for Tax History by Company Report

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 100 million dollars. '0' is the default and will print format for amounts less than 100 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.

## 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.

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

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.

The Canadian Payroll system retrieves information from the Taxation Summary History table (F0713) for the earnings and tax history reports.

# Tax History by Employee Report

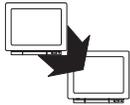
| 074161                                         |                       | J.D. Edwards & Company  |          |       |       |     |      |      |        |           |         | Page: 2       |          |           |          |
|------------------------------------------------|-----------------------|-------------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|---------------|----------|-----------|----------|
| Home Company 00077 A Model Canadian Payroll Co |                       | Tax History by Employee |          |       |       |     |      |      |        |           |         | Date: 7/09/98 |          |           |          |
| Fiscal Year 98                                 |                       |                         |          |       |       |     |      |      |        |           |         | Quarter: 1    |          |           |          |
| Employee #                                     | Employee Name         | January                 | February | March | April | May | June | July | August | September | October | November      | December | QTD       | YTD      |
| -----                                          |                       |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| 7701 Anthony Holiday                           |                       |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| FEDERAL                                        | CA CAN FED            |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 2,514.26                |          |       |       |     |      |      |        |           |         |               |          | 6,955.14  | 2,514.26 |
| Tax                                            |                       | 513.83                  |          |       |       |     |      |      |        |           |         |               |          | 1,267.27  | 513.83   |
| Excl                                           |                       | 22.00                   |          |       |       |     |      |      |        |           |         |               |          | 44.00     | 22.00    |
| FEDERAL                                        | CB CAN CPP - Employee |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 2,514.26                |          |       |       |     |      |      |        |           |         |               |          | 6,955.14  | 2,514.26 |
| Tax                                            |                       | 55.91                   |          |       |       |     |      |      |        |           |         |               |          | 150.68    | 55.91    |
| FEDERAL                                        | CC CAN EI - Employee  |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 2,514.26                |          |       |       |     |      |      |        |           |         |               |          | 6,955.14  | 2,514.26 |
| Tax                                            |                       | 60.06                   |          |       |       |     |      |      |        |           |         |               |          | 193.29    | 60.06    |
| Excess                                         |                       | 512.25                  |          |       |       |     |      |      |        |           |         |               |          | 1,210.25  | 512.25   |
| FEDERAL                                        | CD CAN EI - Company   |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 2,514.26                |          |       |       |     |      |      |        |           |         |               |          | 6,955.14  | 2,514.26 |
| Tax                                            |                       | 84.08                   |          |       |       |     |      |      |        |           |         |               |          | 270.61    | 84.08    |
| Excess                                         |                       | 512.25                  |          |       |       |     |      |      |        |           |         |               |          | 1,210.25  | 512.25   |
| FEDERAL                                        | CE CAN CPP - Company  |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 2,514.26                |          |       |       |     |      |      |        |           |         |               |          | 6,955.14  | 2,514.26 |
| Tax                                            |                       | 55.91                   |          |       |       |     |      |      |        |           |         |               |          | 150.68    | 55.91    |
| 7702 Derrick, Leslie                           |                       |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| FEDERAL                                        | CA CAN FED            |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 6,780.00                |          |       |       |     |      |      |        |           |         |               |          | 18,012.50 | 6,780.00 |
| Tax                                            |                       | 2,263.49                |          |       |       |     |      |      |        |           |         |               |          | 5,822.09  | 2,263.49 |
| FEDERAL                                        | CB CAN CPP - Employee |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 6,780.00                |          |       |       |     |      |      |        |           |         |               |          | 18,012.50 | 6,780.00 |
| Tax                                            |                       | 158.29                  |          |       |       |     |      |      |        |           |         |               |          | 416.07    | 158.29   |
| FEDERAL                                        | CC CAN EI - Employee  |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 6,780.00                |          |       |       |     |      |      |        |           |         |               |          | 18,012.50 | 6,780.00 |
| Tax                                            |                       | 63.90                   |          |       |       |     |      |      |        |           |         |               |          | 206.70    | 63.90    |
| Excess                                         |                       | 4,650.00                |          |       |       |     |      |      |        |           |         |               |          | 11,622.50 | 4,650.00 |
| FEDERAL                                        | CD CAN EI - Company   |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 6,780.00                |          |       |       |     |      |      |        |           |         |               |          | 18,012.50 | 6,780.00 |
| Tax                                            |                       | 79.49                   |          |       |       |     |      |      |        |           |         |               |          | 257.12    | 79.49    |
| Excess                                         |                       | 4,650.00                |          |       |       |     |      |      |        |           |         |               |          | 11,622.50 | 4,650.00 |
| FEDERAL                                        | CE CAN CPP - Company  |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 6,780.00                |          |       |       |     |      |      |        |           |         |               |          | 18,012.50 | 6,780.00 |
| Tax                                            |                       | 158.29                  |          |       |       |     |      |      |        |           |         |               |          | 416.07    | 158.29   |
| 7703 Bellas, Debbie                            |                       |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| FEDERAL                                        | CA CAN FED            |                         |          |       |       |     |      |      |        |           |         |               |          |           |          |
| Gross                                          |                       | 5,511.34                |          |       |       |     |      |      |        |           |         |               |          | 18,042.72 | 5,511.34 |

## Processing Options for Tax History by Employee Report

1. Enter Calendar Year. \_\_\_\_\_
2. Enter Thru Period Number. \_\_\_\_\_
3. 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.

## Reviewing the Employee Pay and Tax Register Report



From Canadian Payroll Master (G77), choose History Reports

From History Reports (G7715), choose Employee Pay & Tax Register

Use the Employee Pay and Tax Register report to review individual employees' taxes and the pay amounts on which those taxes are based. This report summarizes information on the Tax History by Employee report. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

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

The Canadian Payroll system retrieves information from the Taxation Summary History table (F0713) for the earnings and tax history reports. Additionally, the system retrieves information from the Tax Ledger table (F0716) when you print the Employee Pay and Tax Register report.

Company . . . . . 77 A Model Canadian Payroll Co.

Employee Number and Name

| 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 EI - Employee  |            | JAN | 2,514.26  |            | 512.25         | 2,002.01      | 60.06  |
| -----                |    |     |                    |            |     |           |            |                |               |        |
| FEDERAL              | CC |     | CAN EI - Employee  |            |     | 2,514.26  |            | 512.25         | 2,002.01      | 60.06  |
| FEDERAL              | CD |     | CAN EI - Company   |            | JAN | 2,514.26  |            | 512.25         | 2,002.01      | 84.08  |
| -----                |    |     |                    |            |     |           |            |                |               |        |
| FEDERAL              | CD |     | CAN EI - 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  |
| -----                |    |     |                    |            |     |           |            |                |               |        |

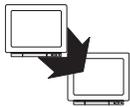
## Processing Options for Employee Pay and Tax Register

- 1) Enter the type of employee number to print. . . . . : \_\_\_\_\_  
 A = Address Book Number (Default)  
 S = Social Security Number  
 O = Third Employee Number
  - 2) Enter date for the end period(MMDDYY) \_\_\_\_\_
  - 3) Enter the type of history to print \_\_\_\_\_  
 = Month-to-Date  
 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
  - 4) Print detailed transactions associated with each balance \_\_\_\_\_  
 (Y/N)
  - 5) Enter '1' to print multiple employees per page. Enter '0' to print one employee per page. (Default = '0') \_\_\_\_\_
- NOTE: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.
- 6) Enter '1' to print company totals. \_\_\_\_\_  
 A blank is the default and will print detail information and company.

## Processing Options for State and Local Taxation History Report

1. Enter the type of employee number to print.  
A = Address Book Number (Default)  
S = Social Security Number  
O = Third Employee Number
2. If only one company is going to be used for this report, enter the company number. The default is blank and all companies will be used.

## 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 report
- 401(k) or RRSP report
- 401(k) or RRSP Investment Detail report

You can print these reports together or separately. You use the processing options to specify a version for each report that you want to print. The version number of the Deduction Benefit Register report 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 report to review individual employees' DBA information for the period that you specify. You can review month-to-date, quarter-to-date, and year-to-date totals.

Use the 401(k) report to review employee and company contributions to individual employees' RRSP plans. You can also review total contributions by company.

Use the 401(k) Detail Investment report to review the percentages of their investments that each RRSP participant allocates to fixed investments and the percentages that they allocate to equity investments. You can also review total investment amounts by company. You can use the J.D. Edwards Human Resources system to allocate percentages of RRSP investments.

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 (F06136 for U.S. payroll or F0713 for Canadian payroll)

### Before You Begin

- Create a version for each of the DBA history reports (form IDs P063102, P063221, and P063251).

| 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       |

# Canadian Payroll

| 063221                      | J.D. Edwards & Company |        | Page                        | -     | 2        |               |               |               |               |
|-----------------------------|------------------------|--------|-----------------------------|-------|----------|---------------|---------------|---------------|---------------|
|                             | 401K Report            |        | Date                        | -     | 7/19/98  |               |               |               |               |
| A Model Financial Co (Trng) |                        |        | Period From                 | -     | 03/01/98 |               |               |               |               |
|                             |                        |        | Period Thru                 | -     | 03/31/98 |               |               |               |               |
|                             |                        |        | . . . Current Amounts . . . |       |          |               |               |               |               |
|                             |                        |        | . . . Year to Date . . .    |       |          |               |               |               |               |
| Employee #                  | Employee Name          | P<br>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                      | J.D. Edwards & Company |            | Page        | -                   | 3        |                 |          |                  |                                              |                          |        |
|-----------------------------|------------------------|------------|-------------|---------------------|----------|-----------------|----------|------------------|----------------------------------------------|--------------------------|--------|
|                             | Investment Report      |            | Date        | -                   | 7/19/98  |                 |          |                  |                                              |                          |        |
| A Model Financial Co (Trng) |                        |            | Period From | -                   | 03/01/98 |                 |          |                  |                                              |                          |        |
|                             |                        |            | Period From | -                   | 03/31/98 |                 |          |                  |                                              |                          |        |
| Employee Number             | Employee Name          | Birth Date | Start Date  | Qualifying Earnings | Def %    | Invest. Fixed % | Equity % | Employer Basic % | Employee Withheld                            | Employer Matching        |        |
| 2006                        | Walters, Annette       | 09/18/50   | 06/03/96    | 130.26-             | 4.00     | 50.00           | 50.00    | 65.14            | Fixed 48.85<br>Equity 146.55                 | 48.85<br>146.55          |        |
| 2129                        | Jackson, John          | 06/15/47   | 03/15/88    | 83.34-              | 2.00     | 25.00           | 75.00    | 41.68            | Totals 195.40<br>Fixed 31.26<br>Equity 93.76 | 195.40<br>31.26<br>93.76 |        |
| A Model Financial Co (Trng) |                        |            |             |                     |          |                 |          |                  | 213.60-                                      | 320.42                   | 320.42 |

## See Also

- *Working with 401(k) Fund Allocations in the Human Resources Benefits Administration Guide*

## Processing Options for DBA History Summary Report

1. Enter current period from date \_\_\_\_\_  
thru date \_\_\_\_\_
2. Enter '1' to produce:
 

|                          |   |         |       |
|--------------------------|---|---------|-------|
| Deduction/Benefit Report | - | P063102 | _____ |
| 401-K Report             | - | P063221 | _____ |
| Investment Report        | - | P063251 | _____ |
3. Enter Version Number for:
 

|                          |   |         |       |
|--------------------------|---|---------|-------|
| Deduction/Benefit Report | - | P063102 | _____ |
| 401-K Report             | - | P063221 | _____ |
| Investment Report        | - | P063251 | _____ |
4. Enter Company No. to be processed : \_\_\_\_\_

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## 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 that are assigned to individual employees. You can review by pay period all DBA transactions for each employee. The report prints arrearage amounts as well as totals for each employee and DBA.

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

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

# Canadian Payroll

| J.D. Edwards & Company |                 |   |          |          |        |     |          |           |      |      |        | Page | 2       |
|------------------------|-----------------|---|----------|----------|--------|-----|----------|-----------|------|------|--------|------|---------|
| DBA Audit Report       |                 |   |          |          |        |     |          |           |      |      |        | Date | 7/09/98 |
| Employee #             | Employee Name   | T | Work     | Pay Per  | DBA    | DBA | DBA      | Union     | Job  | Step | Arrear |      |         |
| DBA                    | DBA Description | T | Date     | Date     | Basis  | M   | Rate     | Amount    |      |      | Amount |      |         |
| 063054                 |                 |   |          |          |        |     |          |           |      |      |        |      |         |
| 7701                   | Anthony Holiday |   |          |          |        |     |          |           |      |      |        |      |         |
| 7706                   | Dental Fam      | D | 01/03/98 | 01/03/98 | 12.35  | \$  | 12.3500  | 12.35     | 7700 |      |        |      |         |
| 7710                   | Union-Canada    | D | 01/03/98 | 01/03/98 | 22.00  | \$  | 22.0000  | 22.00     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 34.35  |      |         |
| 7720                   | H&W - Canada    | B | 01/03/98 | 01/03/98 | 86.00  | H   | 0.5000   | 43.00     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 43.00  |      |         |
| 7730                   | CSB Canada      | D | 01/03/98 | 01/03/98 | 100.00 | \$  | 100.0000 | 100.00    |      |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 100.00 |      |         |
| 7735                   | Ext Health      | B | 01/03/98 | 01/03/98 | 45.00  | \$  | 45.0000  | 45.00     | 7700 |      |        |      |         |
| 7760                   | GST - Canada    | B | 01/03/98 | 01/03/98 | 43.00  | %   | 0.0700   | 3.01      |      |      |        |      |         |
| 7770                   | BC Medical      | B | 01/03/98 | 01/03/98 | 70.00  | \$  | 70.0000  | 70.00     |      |      |        |      |         |
| 7780                   | Vacation Pay    | B | 01/03/98 | 01/03/98 |        | 2   |          | 108.00    | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 226.01 |      |         |
| 7706                   | Dental Fam      | D | 01/17/98 | 01/17/98 | 12.35  | \$  | 12.3500  | 12.35     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 12.35  |      |         |
| 7720                   | H&W - Canada    | B | 01/17/98 | 01/17/98 | 23.00  | H   | 0.5000   | 11.50     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 11.50  |      |         |
| 7730                   | CSB Canada      | D | 01/17/98 | 01/17/98 | 29.91  | \$  | 100.0000 | 29.91     |      |      |        |      |         |
| 7730                   | CSB Canada      | D | 01/17/98 | 01/17/98 | 70.09  | \$  | 100.0000 | 70.09     |      |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 100.00 |      |         |
| 7735                   | Ext Health      | B | 01/17/98 | 01/17/98 | 45.00  | \$  | 45.0000  | 45.00     | 7700 |      |        |      |         |
| 7750                   | EHT - Canada    | B | 01/17/98 | 01/17/98 | 843.76 | %   | 0.0195   | 16.45     |      |      |        |      |         |
| 7760                   | GST - Canada    | B | 01/17/98 | 01/17/98 | 11.50  | %   | 0.0700   | 0.81      |      |      |        |      |         |
| 7770                   | BC Medical      | B | 01/17/98 | 01/17/98 | 20.94  | \$  | 70.0000  | 20.94     |      |      |        |      |         |
| 7770                   | BC Medical      | B | 01/17/98 | 01/17/98 | 49.06  | \$  | 70.0000  | 49.06     |      |      |        |      |         |
| 7780                   | Vacation Pay    | B | 01/17/98 | 01/17/98 |        | 2   |          | 6.75      | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 139.01 |      |         |
| 7706                   | Dental Fam      | D | 01/31/98 | 01/31/98 | 12.35  | \$  | 12.3500  | 12.35     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 12.35  |      |         |
| 7720                   | H&W - Canada    | B | 01/31/98 | 01/31/98 | 85.00  | H   | 0.5000   | 42.50     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 42.50  |      |         |
| 7730                   | CSB Canada      | D | 01/31/98 | 01/31/98 | 100.00 | \$  | 100.0000 | 100.00    |      |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 100.00 |      |         |
| 7735                   | Ext Health      | B | 01/31/98 | 01/31/98 | 45.00  | \$  | 45.0000  | 45.00     | 7700 |      |        |      |         |
| 7760                   | GST - Canada    | B | 01/31/98 | 01/31/98 | 42.50  | %   | 0.0700   | 2.98      |      |      |        |      |         |
| 7770                   | BC Medical      | B | 01/31/98 | 01/31/98 | 70.00  | \$  | 70.0000  | 70.00     |      |      |        |      |         |
| 7780                   | Vacation Pay    | B | 01/31/98 | 01/31/98 |        | 2   |          | 108.00    | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - B |      |      | 225.98 |      |         |
| 7706                   | Dental Fam      | D | 02/14/98 | 02/14/98 | 12.35  | \$  | 12.3500  | 12.35     | 7700 |      |        |      |         |
| 7710                   | Union-Canada    | D | 02/14/98 | 02/14/98 | 22.00  | \$  | 22.0000  | 22.00     | 7700 |      |        |      |         |
|                        |                 |   |          |          |        |     |          | Total - D |      |      | 34.35  |      |         |

## Reviewing the Time and Pay Entry Register Report



From Canadian Payroll Master (G77), choose History Reports

From History Reports (G7715), choose Time & Pay History Detail

Use the Time and Pay Entry Register (Time and Pay History Detail) report to review timecard information for individual employees. You can review information for labour, recharge (billing), or equipment. You can review timecards for each employee by business unit and the general ledger account numbers for each pay type. Supervisors can use this report to analyze their labour and equipment costs and to verify employee payment information.

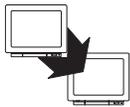
To compile the report, the system retrieves information from the Payroll Transaction History table (F0618).

| 063002    |                 | Corporate Administration |         |         |                |             | 707 |        | J.D. Edwards & Company            |             |  |  | Page | 2       |
|-----------|-----------------|--------------------------|---------|---------|----------------|-------------|-----|--------|-----------------------------------|-------------|--|--|------|---------|
|           |                 |                          |         |         |                |             |     |        | Time & Pay Entry Register - Labor |             |  |  | Date | 7/09/98 |
| Work Date | Employee Number | Employee Name            | Pay Typ | Hours   | Account Number | Hourly Rate | S h | Sh.Dif | Gross                             | Flat Burden |  |  |      |         |
| 01/02/98  | 7701            | Anthony Holiday          | 1       | 20.00   | 707.8115       |             |     |        | 225.00                            |             |  |  |      |         |
| 01/03/98  | 7701            | Anthony Holiday          | 1       | 40.00   | 707.8115       |             |     |        | 450.00                            |             |  |  |      |         |
| 01/02/98  | 7702            | Derrick, Leslie          | 1       | 40.00   | 707.8115       |             |     |        | 1,500.00                          |             |  |  |      |         |
| 01/03/98  | 7702            | Derrick, Leslie          | 1       | 40.00   | 707.8115       |             |     |        | 1,500.00                          |             |  |  |      |         |
| 01/03/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 01/03/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 01/17/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 01/17/98  | 7701            | Anthony Holiday          | 1       | 235.00- | 707.8115       |             |     |        | 2,643.75-                         |             |  |  |      |         |
| 01/09/98  | 7701            | Anthony Holiday          | 1       | 37.50   | 707.8115       |             |     |        | 421.88                            |             |  |  |      |         |
| 01/16/98  | 7701            | Anthony Holiday          | 1       | 37.50   | 707.8115       |             |     |        | 421.88                            |             |  |  |      |         |
| 01/17/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 01/17/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 01/17/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 01/17/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 01/31/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 01/31/98  | 7702            | Derrick, Leslie          | 100     | 7.00    | 707.8116       |             |     |        | 393.75                            |             |  |  |      |         |
| 01/31/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 01/31/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 01/21/98  | 7704            | Rivard, Jacques          | 300     | 8.00    | 707.8191       |             |     |        | 178.95                            |             |  |  |      |         |
| 01/31/98  | 7704            | Rivard, Jacques          | 1       | 72.00   | 707.8115       |             |     |        | 1,498.74                          |             |  |  |      |         |
| 02/14/98  | 7701            | Anthony Holiday          | 710     |         | 707.8118       |             |     |        | 1,000.00                          |             |  |  |      |         |
| 02/14/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 02/14/98  | 7702            | Derrick, Leslie          | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 02/14/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 02/14/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 02/14/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 02/14/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 02/28/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 02/28/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 02/28/98  | 7702            | Derrick, Leslie          | 100     | 3.00    | 707.8116       |             |     |        | 168.75                            |             |  |  |      |         |
| 02/28/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 02/28/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 02/28/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 03/14/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 03/14/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 03/06/98  | 7703            | Bellas, Debbie           | 801     | 24.00   | 707.8192       |             |     |        | 652.30                            |             |  |  |      |         |
| 03/14/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 03/14/98  | 7703            | Bellas, Debbie           | 1       | 56.00   | 707.8115       |             |     |        | 1,386.16                          |             |  |  |      |         |
| 03/01/98  | 7704            | Rivard, Jacques          | 730     |         | 707.8118       |             |     |        | 5,200.00                          |             |  |  |      |         |
| 03/14/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 03/14/98  | 7701            | Anthony Holiday          | 1       | 80.00-  | 707.8115       |             |     |        | 900.00-                           |             |  |  |      |         |
| 03/01/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 03/28/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       |             |     |        | 900.00                            |             |  |  |      |         |
| 03/14/98  | 7702            | Derrick, Leslie          | 1       | 80.00-  | 707.8115       |             |     |        | 3,000.00-                         |             |  |  |      |         |
| 03/01/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 03/28/98  | 7702            | Derrick, Leslie          | 1       | 80.00   | 707.8115       |             |     |        | 3,000.00                          |             |  |  |      |         |
| 03/28/98  | 7702            | Derrick, Leslie          | 100     | 5.00    | 707.8116       |             |     |        | 281.25                            |             |  |  |      |         |
| 03/14/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 03/28/98  | 7703            | Bellas, Debbie           | 710     |         | 707.8118       |             |     |        | 500.00                            |             |  |  |      |         |
| 03/28/98  | 7703            | Bellas, Debbie           | 720     |         | 707.8118       |             |     |        | 2,453.00                          |             |  |  |      |         |
| 03/28/98  | 7703            | Bellas, Debbie           | 1       | 80.00   | 707.8115       |             |     |        | 2,038.46                          |             |  |  |      |         |
| 03/28/98  | 7704            | Rivard, Jacques          | 1       | 80.00   | 707.8115       |             |     |        | 1,677.69                          |             |  |  |      |         |
| 04/11/98  | 7701            | Anthony Holiday          | 1       | 80.00   | 707.8115       | 11.250      |     |        | 900.00                            |             |  |  |      |         |

## Processing Options for Time and Pay Entry Register Report

- 1) Enter type of Time Cards that you wish to print: \_\_\_\_\_  
L = Labor Time Cards  
R = Recharge Time Cards  
E = Equipment Time Cards
  
- 2) If 'L', enter Employee Number you wish to print: \_\_\_\_\_  
A = Address Book Number  
S = Social Security Number  
O = Third Employee Number
  
- 3) Print the General Ledgers Account Number: (Y/N) \_\_\_\_\_

## 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 list 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 table (F06146).

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.

# PDBA History by Company Report

| 06415         |           | J.D. Edwards & Company      |       |       |     |      |      |        |           |         |          |          |           | Page:         | 2 |
|---------------|-----------|-----------------------------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-----------|---------------|---|
| Company 00077 |           | A Model Canadian Payroll Co |       |       |     |      |      |        |           |         |          |          |           | Date: 7/09/98 |   |
| Fiscal Year   |           | PDBA History by Company     |       |       |     |      |      |        |           |         |          |          |           | 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        |   |
| 300 P         |           | 178.95                      |       |       |     |      |      |        |           |         |          |          | 178.95    | 178.95        |   |
| 710 P         | 500.00    | 2,500.00                    |       |       |     |      |      |        |           |         |          |          | 5,000.00  | 3,000.00      |   |
| 7700 D        | 329.50    | 349.13                      |       |       |     |      |      |        |           |         |          |          | 1,300.42  | 678.63        |   |
| 7701 B        | 164.76    | 174.57                      |       |       |     |      |      |        |           |         |          |          | 650.25    | 339.33        |   |
| 7705 B        | 17.28     | 17.28                       |       |       |     |      |      |        |           |         |          |          | 60.48     | 34.56         |   |
| 7706 D        | 49.40     | 49.40                       |       |       |     |      |      |        |           |         |          |          | 172.90    | 98.80         |   |
| 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    | 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 for PDBA History by Company Report

- 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.

## 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 also use it to verify the information that prints on your balancing reports.

To compile the report, the system retrieves information from the Payroll Month PDBA Summary History table (F06146).

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.

# PDBA History by Employee Report

| 064151                                         |                 | J.D. Edwards & Company   |          |          |       |     |      |      |        |           |         |          |          | Page: 2       |
|------------------------------------------------|-----------------|--------------------------|----------|----------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------------|
|                                                |                 | PDBA History by Employee |          |          |       |     |      |      |        |           |         |          |          | Date: 7/09/98 |
| Home Company 00077 A Model Canadian Payroll Co |                 |                          |          |          |       |     |      |      |        |           |         |          |          | Quarter: 1    |
| Employee #                                     | Employee Name   | January                  | February | March    | April | May | June | July | August | September | October | November | December | QTD           |
| PDBA                                           | Typ \$/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 \$            | 405.00                   | 84.38    |          |       |     |      |      |        |           |         |          |          | 489.38        |
|                                                | H               | 24.00                    | 5.00     |          |       |     |      |      |        |           |         |          |          | 29.00         |
| 710                                            | P \$            |                          | 1,000.00 |          |       |     |      |      |        |           |         |          |          | 1,000.00      |
|                                                | 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 for PDBA History by Employee Report

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.

## 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.

To compile the report, the system retrieves information from the Paycheck Summary table (F06156).

073181

J.D. Edwards & Company  
Paycheque History Detail

Page - 9  
Date - 7/09/98  
Beginning - 01/01/98  
Period End - 03/31/98

| Cheque Number             | Date     | Total Hours | Total Earnings         | Federal Inc. Tax | All Other Fed Tax W/H | Provincial Taxes | Other Deductions | Total Deductions | Net Pay |
|---------------------------|----------|-------------|------------------------|------------------|-----------------------|------------------|------------------|------------------|---------|
| Employee Number and Name: |          |             | 7701 - Anthony Holiday |                  |                       |                  |                  |                  |         |
| 55438                     | 01/09/98 | 86.00       | 1109.25                | 274.83           | 49.16                 |                  | 134.35           | 458.34           | 650.91  |
| 5445                      | 01/23/98 | 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                       | 02/06/98 | 85.00       | 1092.38                | 178.52           | 62.11                 |                  | 112.35           | 352.98           | 739.40  |
| 87665                     | 02/20/98 |             | 1000.00                | 266.05           | 51.05                 |                  |                  | 317.10           | 682.90  |
| 87666                     | 02/20/98 | 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                     | 03/06/98 | 80.00       | 1008.00                | 157.36           | 57.42                 |                  | 112.35           | 327.13           | 680.87  |
| 369                       | 03/20/98 | 80.00       | 1008.00                | 151.51           | 57.42                 |                  | 134.35           | 343.28           |         |
| 369                       | 03/20/98 | 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 for Paycheque History Detail Report

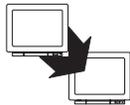
Enter the type of number you wish to print. \_\_\_\_\_

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. \_\_\_\_\_

## 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.

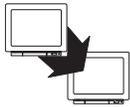
To compile the report, the system retrieves information from the Payroll Month PDDBA Summary History table (F06146).

|                  |                          |      |              |        |               |          |              |        |         |          |       |
|------------------|--------------------------|------|--------------|--------|---------------|----------|--------------|--------|---------|----------|-------|
| 063271           | J.D. Edwards & Company   |      |              |        |               |          | Page         | -      | 8       |          |       |
|                  | Analysis of Hours Report |      |              |        |               |          | Date         | -      | 7/09/98 |          |       |
| 00007701         | Holiday, Anthony         |      | Pay          |        | Month to Date |          | Month        | -      | 01      |          |       |
|                  | Employee                 |      | Hours        |        | Earnings      |          | Year to Date |        |         |          |       |
| Number           | Name                     | Type | 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 |
|                  |                          |      |              | 184.00 |               |          |              | 184.00 |         |          |       |

### Processing Options for Analysis of Hours Report

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

### Reviewing the Benefits and Accrual Roster Report



- From Canadian Payroll Master (G77), choose History Reports
- From History Reports (G7715), choose Benefit Accrual Roster

Use the Benefits and Accrual Roster report to review benefits and accrual information, such as employees' sick and vacation time accrued, for a specified time period. You can also review totals of all benefits and accruals. You can choose to print hours, dollars, or both.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

To compile the report, the system retrieves information from the Payroll Month PDDBA Summary History table (F06146) and the Fiscal/Anniversary Year History table (F06147).

Company - Home . . . 00050            A Model Construction Mgmt Co  
Supervisor . . . . . 00007550        Morrell, Jason

| 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 for Benefits and Accrual Roster Report

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. \_\_\_\_\_
  4. Select the Employee Number to print: \_\_\_\_\_  
A = Address Book  
S = Social Security  
O = Third Employee
  5. Enter a '1' to process vacation and sick benefits/accruals ONLY. \_\_\_\_\_
  6. Enter a '1' to have vacation and sick dollar amounts printed on the report. \_\_\_\_\_
- 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.
7. Enter a '1' to print the amount lost. \_\_\_\_\_
  8. Enter the DBA codes to process or leave blank to process all.
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_
    4. \_\_\_\_\_
    5. \_\_\_\_\_
    6. \_\_\_\_\_
    7. \_\_\_\_\_
    8. \_\_\_\_\_
    9. \_\_\_\_\_
    10. \_\_\_\_\_
  9. Enter a '1' to print current dollars or leave this processing option blank ( ' ' ) to print historical dollars. \_\_\_\_\_

### What You Should Know About Processing Options

#### **Rolling over dollar amounts (7)**

The system does not roll over dollars for DBAs that use the following table methods, regardless of the value that you enter in this processing option:

- OB - Amount x Rate/Basis = Months (0\$)
- LB - Amount x Rate/Basis = Months (0\$)
- PI - Hours Worked/Basis = Months (0\$)
- PB - Amount x Rate/Basis = Months (0\$)
- SB - Amount x Rate/Basis = Months (0\$)

### Reviewing the Historical Payroll Register Report



From Canadian Payroll Master (G77), choose History Reports

From History Reports (G7715), choose Historical Payroll Register

Use the Historical Payroll Register report 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 the following different formats:

- Full detail by cheque
- Summary per pay period
- Summary per month
- Summary per quarter
- Summary per year

To review periods that are meaningful to you, you can cross payroll-cycle boundaries by choosing dates and employees outside a payroll cycle. However, you cannot specify a date range that includes more than one calendar year. For example, you cannot print a report to include the period 10/98 through 10/99.

When you run the Historical Payroll Register report, 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 report. One version builds the historical paycheque workfiles (Form ID P07345), and the other prints the report (Form 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 that enter on the Historical Payroll Register form.

### **To review the Historical Payroll Register report**

---

On the first Historical Payroll Register form

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.

---

| <b>Field</b>           | <b>Explanation</b>                                                                                                  |
|------------------------|---------------------------------------------------------------------------------------------------------------------|
| Check Date . . . From: | This is the beginning Check Date for this report.                                                                   |
| Thru:                  | This is the ending Check 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. |

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| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 Form ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of Form P06346.</p> <p>Canadian DREAM Writer Form ID = P07346</p> |
| Report Only(Y/N)    | <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"> <li>• 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)</li> <li>• Stage 2: Prints the register from information in the workfiles. Uses the sequence criteria from Historical Payroll Register (P06345).</li> </ul>                    |

## What You Should Know About

|                            |                                                                                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deleting workfiles</b>  | <p>The workfiles for the Historical Payroll Register report can be very large and require a lot of disk space. J.D. Edwards recommends that you promptly delete any obsolete versions.</p> |
| <b>Submitting versions</b> | <p>You cannot submit the Historical Payroll Register report from the version list. You must use the Historical Payroll Register form.</p>                                                  |

# Historical Payroll Register Report

| 07346                                                                                                          |                       | J.D. Edwards & Company<br>Historical Payroll Register |      |          |                                                                           | Page - . . . . 2<br>Date - . . . . 7/09/98<br>From Date. . 01/01/98<br>Through Date 03/31/98 |      |                   |          |          |          |          |
|----------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------|------|----------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------|-------------------|----------|----------|----------|----------|
| Home Company . . . . . 77 A Model Canadian Payroll Co<br>Home Bus. Unit . . . . . 707 Corporate Administration |                       | Current                                               | Rate | Dollars  | YTD                                                                       | YTD                                                                                          | PDBA | Description       | Current  | YTD      | Federal  | Taxable  |
| Code                                                                                                           | Description           | Hours                                                 |      |          | Dollars                                                                   | Hours                                                                                        | Code |                   | Amount   | Amount   | Tax      | 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 EIC           | 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   |          |          |
|                                                                                                                |                       |                                                       |      | Gross:   |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                |                       |                                                       |      | Taxabl:  | 2,492.26                                                                  | 2,492.26                                                                                     |      | ***               | Net Pay  | 1,443.26 |          |          |
|                                                                                                                | Ck Cntrl #:           |                                                       |      | -        |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                | Monthly Summarization |                                                       |      | ----->   | The Payroll Register has been summarized to the following date : 01/31/98 |                                                                                              |      |                   |          |          |          |          |
| 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 |          |          |
| 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   | 6,780.00 | 6,780.00 |
|                                                                                                                |                       |                                                       |      |          |                                                                           |                                                                                              |      | CAN EIC           | 63.90    | 63.90    | 2,130.00 | 2,130.00 |
|                                                                                                                |                       |                                                       |      |          |                                                                           |                                                                                              |      | 7730 CSB Canada   | 200.00   | 200.00   |          |          |
| ***                                                                                                            | Total:                | 160.00                                                |      | 6,780.00 | 6,780.00                                                                  | 160.00                                                                                       | ***  | Total Ded's       | 2,685.68 | 2,685.68 |          |          |
|                                                                                                                |                       |                                                       |      | Gross:   |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                |                       |                                                       |      | Taxabl:  |                                                                           |                                                                                              |      | ***               | Net Pay  | 4,094.32 |          |          |
|                                                                                                                | Ck Cntrl #:           |                                                       |      | -        |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                | Monthly Summarization |                                                       |      | ----->   | The Payroll Register has been summarized to the following date : 01/31/98 |                                                                                              |      |                   |          |          |          |          |
| 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 |          |          |
| 710                                                                                                            | Bonus Pay             |                                                       |      | 500.00   | 500.00                                                                    |                                                                                              |      | CAN FED           | 975.63   | 975.63   | 5,282.50 | 5,282.50 |
| 7701                                                                                                           | RRSP Co.              |                                                       |      | 114.42   | 114.42                                                                    |                                                                                              |      | CAN CPP           | 125.14   | 125.14   | 5,511.34 | 5,511.34 |
| 7705                                                                                                           | Dental/Co.            |                                                       |      | 17.28    | 17.28                                                                     |                                                                                              |      | CAN EIC           | 85.20    | 85.20    | 2,890.96 | 2,890.96 |
| 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 |          |          |
|                                                                                                                |                       |                                                       |      | Gross:   |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                |                       |                                                       |      | Taxabl:  | 5,282.50                                                                  | 5,282.50                                                                                     |      | ***               | Net Pay  | 2,962.11 |          |          |
|                                                                                                                |                       |                                                       |      |          |                                                                           |                                                                                              |      | 7785 Salary Vac   | 686.54   | 686.54   |          |          |
|                                                                                                                | Ck Cntrl #:           |                                                       |      | -        |                                                                           |                                                                                              |      |                   |          |          |          |          |
|                                                                                                                | Monthly Summarization |                                                       |      | ----->   | The Payroll Register has been summarized to the following date : 01/31/98 |                                                                                              |      |                   |          |          |          |          |

## Reviewing the Available-Leave Report



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 earned only 20 hours. On the employee's next payment, you would 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 that employees have used and the amount of leave that employees have available.

|                               |             |                   |                      |
|-------------------------------|-------------|-------------------|----------------------|
| 064502                        |             |                   | Page - . . . 2       |
|                               |             |                   | Date - . . . 1/30/98 |
| Company - Home . . .          | 2000        | nd                |                      |
| Supervisor . . . . .          |             |                   |                      |
| Employee . . . . .            | 00003062    | Richman, Sarah L. |                      |
| Date - YR. . . . .            | 98          |                   |                      |
| * * * Leave Taken * * *       |             |                   |                      |
| Pay Type                      | Description | Hours             | Amount               |
| -----                         |             |                   |                      |
| * * * Available Balance * * * |             |                   |                      |
| Accrual                       | Description | Hours             |                      |
| -----                         |             |                   |                      |
| 8030                          | Sick Leave  | 12.00             |                      |
|                               | Total....   | 12.00             |                      |
|                               |             | -----             |                      |

### Processing Options for YTD Balances – Leave with Dock Pay Report

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. \_\_\_\_\_
  
2. Enter Year for Report \_\_\_\_\_  
 Enter Current YR for Payroll Month \_\_\_\_\_  
 Enter End YR for Fiscal/Ann \_\_\_\_\_



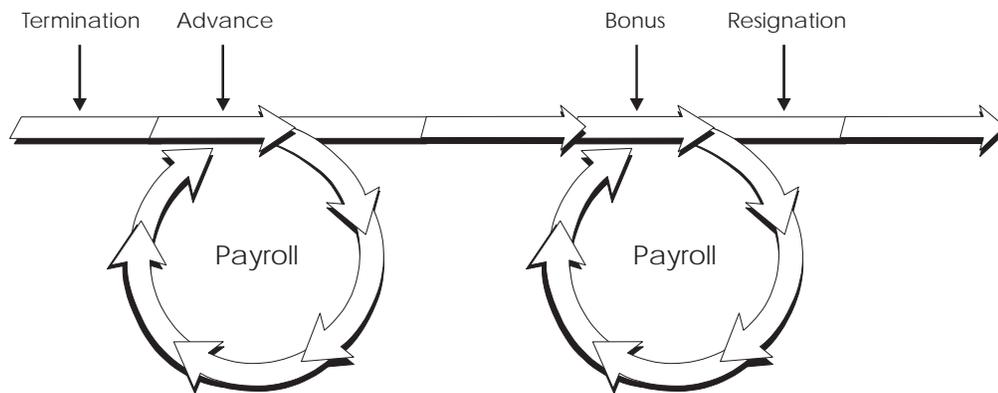
Periodic



## 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, or vacation pay.

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



Processing interim cheques consists of the following tasks:

- 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 by processing pre-payroll for each cheque.

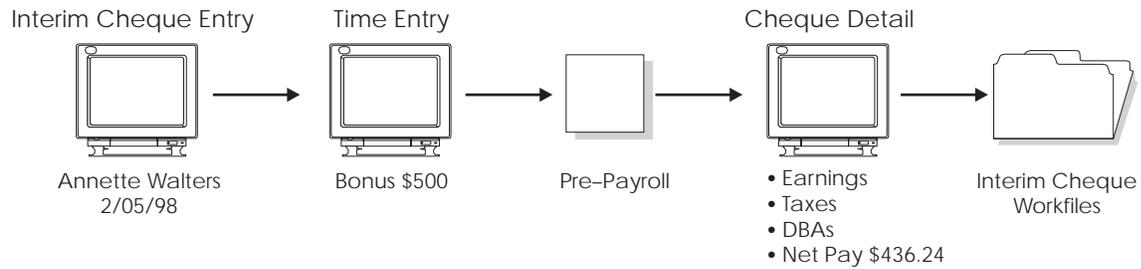
Entering interim cheques includes the following tasks:

- Entering cheque parameters
- Entering time or using previously entered timecard information



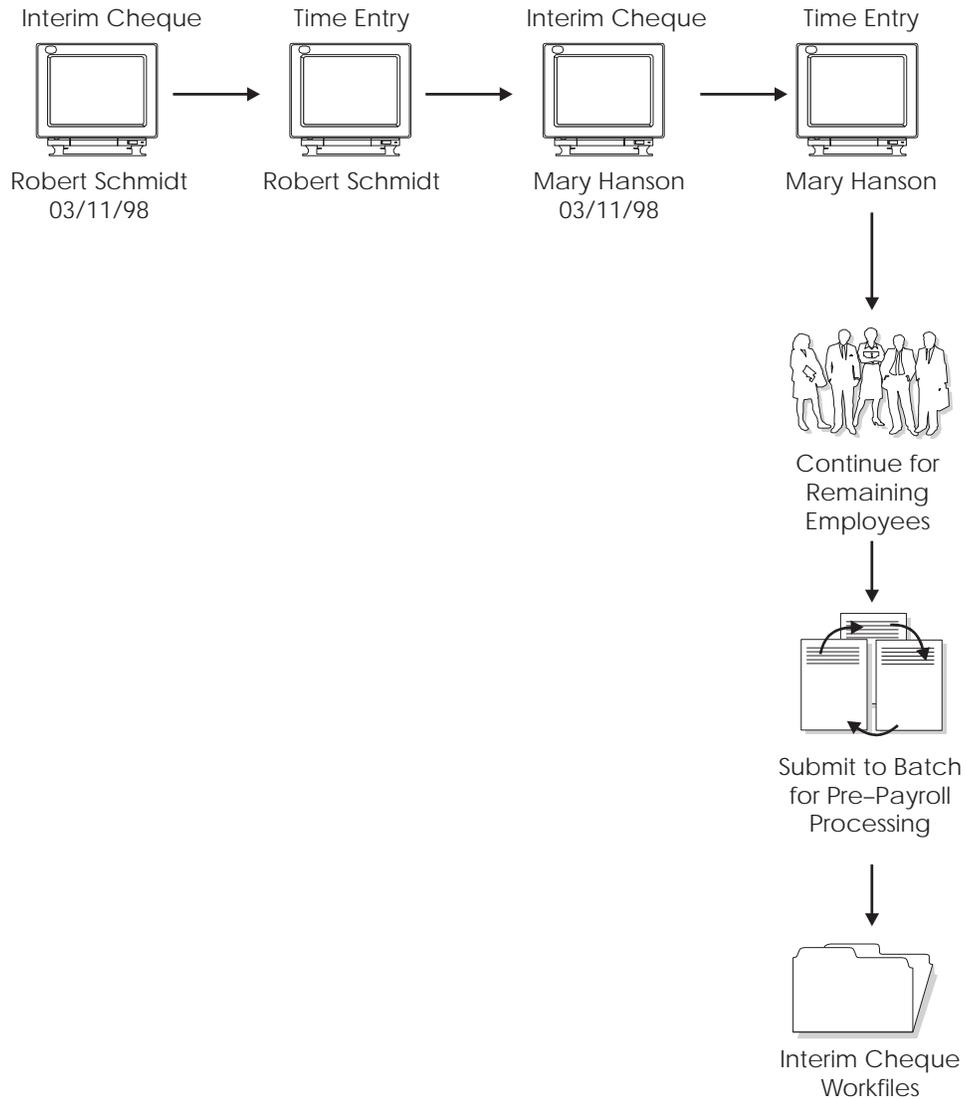
- Calculating all cheque details, including earnings, taxes, DBAs, and net pay

The system can calculate interim cheques interactively. When you use interactive processing, the system displays the detail for each cheque one at a time, as shown in the following illustration.



---

Alternatively, as shown in the following illustration, you can enter several cheques at a time and the system calculates them as a batch job.



The system generates a Payroll Register report for both interactive and batch processing. The system stores all 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 the following alternatives for printing and updating interim cheques:

**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 does the following:

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

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## What Are the Purposes of Interim Cheques?

You can use interim cheques to accomplish the following tasks:

### **Calculate gross to net from timecards**

Interim cheques allow you to calculate earnings, tax, and deduction detail. You can use the resulting calculations in one of these four ways:

- **Save/No Cheque** – To view the resulting cheque information and save the information but write the cheque manually. You might create a termination interim cheque this way.
- **Save/Print Cheque** – To view the resulting cheque information, save the information, and print a computer cheque. You might use this method to create a bonus cheque for which you enter the information in advance and print the cheque during the next payroll cycle.
- **Display/Advance** – To view the resulting cheque information in detail but save only the net amount as an advance. The system treats the advance as a deduction. When you process the next normal payroll cycle, the system reduces the employee's gross pay for this amount. You might use this method to create an interim cheque to pay an employee an advance on earnings-to-date.
- **Display Only** – To view the resulting cheque information but not retain it. You might use this method for "what-if" calculations. Note, however, that the Tax Calculator program is designed to calculate tax amounts, so you might prefer to use Tax Calculator from the Interim Cheques and Special Post menu.

### **Enter information from manual cheques (typewritten or handwritten)**

You can record information from typewritten or handwritten manual cheques including earnings, tax, and deduction details. Normally, the system merges this information into payroll history when you complete the next payroll cycle.

### **Adjust historical data for an employee**

You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim 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-cycle processing.

**Convert payroll history** Interim cheques can also be used to load historical data for conversion purposes and to provide an audit trail for future reference.

## Entering Interim Cheques

---

You enter interim cheques when you need to prepare paycheques outside the normal payroll cycle or to record manual calculations.

The following tasks represent some of the uses for interim cheques. You can do any of the following:

- Enter a standard interim cheque
- Change an interim cheque
- Enter an interim cheque for a termination
- Enter an interim cheque to record manual calculations
- Enter an interim cheque for a flat dollar advance
- Delete an interim cheque
- Enter an interim cheque for a net advance

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

- Computer – The system calculates and prints the payment on the computer printer.
- Hand manual – You manually calculate the information and write or type the payment.
- 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 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.

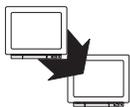
### Before You Begin

- 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 form 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

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.

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:
  - Specify the Work Dates to Process – From
  - Specify the Work Dates 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: | <p>The date that the payroll period starts.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them.</p>                                                                                                                                                             |
| - To :                                   | <p>Pay-period date to be used to include timecards up to and including this date.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The ending work date, which represents the pay period ending date and the check date for all computer interim checks. You can override the check data at a later point in the process.</p>                                                                        |
| Computer or Manual Checks (C/M)          | <p>Specifies the type of check you want to produce. Valid codes are:</p> <ul style="list-style-type: none"> <li>C Produce computer checks during this session of interim check processing</li> <li>M Produce or enter data for manual checks</li> </ul> <p>All checks that you enter during one session of interim check processing must have the same type code.</p>                                          |
| Batch/Interactive Indicator              | <p>A code indicating how you want to process interim checks. Valid codes are:</p> <ul style="list-style-type: none"> <li>B Process all interim checks entered during this session when you exit from Interim Check Entry.</li> <li>I Process each check entered individually in an interactive mode.</li> </ul> <p>NOTE: You cannot use the Batch mode when processing advances. This is a required field.</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>                                                                                                                                                                                                                  |

| Field                                    | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"> <li>• the preferred BU/Object/Subsidiary</li> <li>• the 25-digit unstructured number,</li> <li>• the 8 digit short account ID number</li> </ul> <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> <ul style="list-style-type: none"> <li>/ may represent the short account ID number</li> <li>* may represent the long, unstructured, 25-digit, account number</li> <li>blank may represent the standard business unit-object-subsidiary number</li> </ul> <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 J.D. Edwards style of account coding.</p> <p>IMPORTANT: SEE SPEED CODING (G0516).</p> <p>..... <i>Form-specific information</i> .....</p> <p>The override bank account number against which the system drafts the interim checks. If you leave this field blank, the system determines the bank account number from the payroll accounting rules table.</p> |
| Create VERTEX Before/After Report (Y/N)? | <p>A code that indicates whether 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 check stub only. This field is optional.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Field   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Format: | <p>A code that indicates the format for interim checks. Valid values are:</p> <ul style="list-style-type: none"> <li>1 To process a standard interim check</li> <li>2 To either;                             <ul style="list-style-type: none"> <li>Calculate an interim check for advance pay</li> <li>Estimate an interim check for advance pay</li> <li>Enter advance pay with no time entry records attached</li> </ul> </li> </ul> <p>Note: You can only use interactive processing with format 2. You cannot use batch processing for format 2.</p> |

**► To enter interim-cheque information**

After you enter the interim-cheque parameters, you can enter interim-cheque information.

1. On Interim Cheque Entry, complete the following field:
  - Employee Number
2. Complete the following optional fields:
  - Net Pay Instructions
  - Enter company if different from 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 Time Entry form appears.

| Pay | Hours | Account Number | Ovr/Rt | LS Amt | Subldgr | T O |
|-----|-------|----------------|--------|--------|---------|-----|
| 500 |       |                |        | 500.00 |         |     |

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 pre-payroll for all of the cheques in the batch when you exit Interim Cheque Entry.

For interactive processing, the system processes the pre-payroll for this cheque and then displays Interim Cheque Inquiry.

| Field                                                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Net Pay Inst                                            | <p>A code that specifies the type of net pay instructions that the system uses for interim cheque processing. Valid values are:</p> <ul style="list-style-type: none"> <li>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.</li> <li>1 The system will override all net pay instructions to produce a cheque.</li> </ul> <p>NOTE: You cannot create an auto deposit for a manual interim cheque. You must process auto-deposit interims cheques through a payroll cycle. The system will not process an auto deposit through the interactive print and update steps of interim-cheque processing.</p> |
| Do you wish to include time data already entered (Y/N)? | <p>A Yes/No field that indicates the timecards that the system will process. Valid values are:</p> <ul style="list-style-type: none"> <li>blank or N – The system will only include the timecards you enter during this session.</li> <li>Y – The system include all unprocessed timecards that meet the range of dates you enter in the date range fields.</li> </ul> <p>If you enter Y, the timecard dates you enter must be within the date range you entered on the Interim Processing Parameters form.</p> <p>You can enter Y and still restrict prior timecards. To do this, enter values for the home company, payroll-cycle group, and business unit.</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>..... <i>Form-specific information</i> .....</p> <p>The number of the check, if you are entering manual check information. Leave this field blank if you are processing computer checks.</p>                                                                                                                                                                                                                                                                                                                                    |

| Field         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check Date    | <p>This is the check or item date.</p> <p>..... <i>Form-specific information</i> .....</p> <p>For manual checks, the date of the check.</p> <p>For computer checks, the To date in the processing parameters.</p> <p>The system does not use this date to update history or print on the check. Instead, it uses the check date you enter on Print Interim Checks for these purposes.</p>                                                                                                                                                                                                            |
| 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 check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions.</p> <p>The check control number is not the actual check number.</p> |

### What You Should Know About

**Employee locked in an active payroll cycle**

If the work dates included in the interim payment are earlier than the pay-period ending date for the active payroll cycle, you must run a changes-only pre-payroll.

The system displays a warning when any one of the following occurs, but you are not required to run a changes-only pre-payroll:

- You enter an interim cheque with a cheque date earlier than the cheque date of the active payroll cycle
- You enter an interim cheque with work dates later than the pay-period ending date
- You enter an interim cheque with work dates and payment dates later than the active payroll cycle

**Interim cheques merged into the payroll cycle**

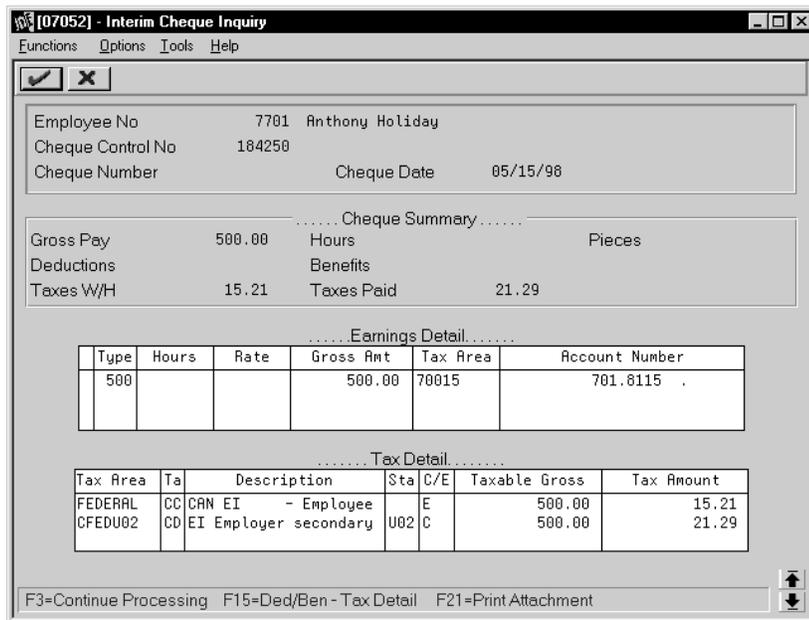
When you include interim cheques in a payroll cycle, the system merges outstanding interim cheques based on the cheque date. If the cheque date is the same as or earlier than the cheque date of the payroll run, the system merges the interim cheques into the payroll cycle.

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.



1. On Interim Cheque Inquiry, 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 Detail 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 for Interim Cheque Entry

1. Enter your Job Queue name. \_\_\_\_\_
2. Enter your Deduction number for Advances. (NOTE: This deduction MUST have the declining balance flag set to 'Y'.) \_\_\_\_\_
3. Enter your Version Name or Number for Payroll Register (P063012). \_\_\_\_\_
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 Information
5. Enter a '1' to verify the information entered on the Interim Check Entry screen. \_\_\_\_\_  
 '0' is the default and will bypass the redisplay of this screen and will take you directly to Time Entry.

## 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 is terminated 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

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:
  - Termination Date
  - Change Reason
  - Pay Status
4. Complete the remaining steps for entering a standard interim cheque.

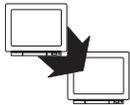
| Field            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Termination Date | <p>The date that the employee was terminated, if applicable.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If you enter a date, you must enter an alphabetical code in the Change Reason field.</p>                                                                                                                                                                                                                                                                                                 |
| Change Reason    | <p>A user defined code (07/T) that indicates:</p> <ul style="list-style-type: none"> <li>• The reason that an active employee's record was changed.</li> <li>• The reason that an employee was terminated.</li> <li>• 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.</li> </ul> <p>Note: The default reason code for new hires is the default value for the Change Reason data item.</p> |

| <b>Field</b>        | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 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> |

### See Also

- *Entering a Standard Interim Cheque (P060531)*

## Entering an Interim Cheque to Record Manual Calculations



From Canadian Payroll Master (G77), choose Interims and Special Post

From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry

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.

### ► **To enter an interim cheque to record manual calculations**

---

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 (Manual) 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

The screenshot shows the 'Interim Cheque Entry' window with the following data:

Cheque Cont: 184399      Net Pay Inst: 1

Employee No: 7701      Anthony Holiday

Cheque No(Manual): 3450      Cheque Date: 01/23/98

Advance Pay Amt:      Bank Account: 18507      Payroll Bank Account:

\*\*\*\*\*Tax Overrides\*\*\*\*\*

| Tax Area  | TT | Amount | A%F | O/S Tax | Description          |
|-----------|----|--------|-----|---------|----------------------|
| 700030000 | CA | 50.00  | F   |         | BC - For JE use only |

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 =all) .      From:      Thru:     

Home Company: 00077      A Model Canadian Payroll Co

Pay Cycle Group Code:     

Business Unit:     

If a termination cheque, enter

Termination Date:     

Termination Reason: 010      Database correction

Pay Status: 0      Active

F5=Add'l Para. F15=Cheque Inquiry F19/F20=Previous/Next F24=More

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   | Based on the value of this field the corresponding additional/flat amount field has one of the following functions: <ul style="list-style-type: none"><li>% A percentage to replace the tax rate from the table.</li><li>A An amount to be added to the tax computed from the table.</li><li>F An amount to replace the tax computed from the table.</li><li>X An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay.</li><li>Y An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.</li></ul> |

### See Also

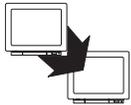
- *Entering a Standard Interim Cheque (P060531)*



### Exercises

See the exercises for this chapter.

## 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 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 the amount from the employee's next payroll cheque.

The system does not calculate or 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

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

\*\*\*\*\*Tax Overrides\*\*\*\*\*

| Tax Area | TT | Amount | R:F | O/S Tax | Description |
|----------|----|--------|-----|---------|-------------|
|          |    |        |     |         |             |

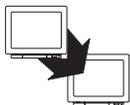
3. On Interim Cheque Entry, complete the following fields and use the Add action:
  - Employee Number
  - Advance Pay Amount
4. On Interim Cheque Inquiry, review the cheque detail and exit.

| Field           | Explanation                                                                                                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advance Pay Amt | <p>This amount represents an advance on the employee's future pay.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry form later in the interim check entry process.</p> |

**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

If the system has not yet merged an interim cheque into a payroll cycle, you can delete the interim cheque. However, you cannot delete an interim cheque if the system is currently in the process of printing the cheque or if you have already printed the cheque.

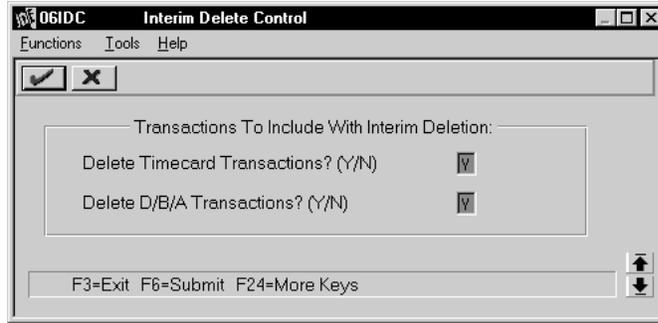
You should not confuse the process of deleting an interim cheque with voiding a historical paycheque. The system stores voided cheques in the interim-cheque workfiles, but you cannot change or delete cheques.

**▶ To delete an interim cheque**

---

On Interim Cheque Entry

1. Locate the interim cheque that 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) | A code that allows you to delete timecard transactions.<br>Valid values are:<br>Y Delete all timecard transactions (default)<br>N Do not delete timecard transactions |
| Delete D/B/A Transactions? (Y/N)    | A code that allows you to delete D/B/A transactions.<br>Valid values are:<br>Y or blank – Delete DBA transactions<br>N – Do not delete DBA transactions               |

## What You Should Know About

### Posted timecards

When you delete an interim cheque and its associated timecards, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.

### Timecard status code

When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payroll cycles.

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 payroll cycles.

### Special timecard post

When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payroll cycles.

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.



### Exercises

See the exercises for this chapter.

## Entering an Interim Cheque for a Net Advance



From Canadian Payroll Master (G77), choose Interims and Special Post

From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry

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 that amount 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 an 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 interim cheque for a net advance

---

On Interim Check Parameters

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

The screenshot shows a software window titled "[070533] - Advance Payoff Parameters". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains the following fields:

- Address Number: 7701
- Cheque Date: 07/15/98
- Cheque Number: [empty]
- Cheque Control No: [empty]
- Advance: [empty]
- Do you wish to include time already entered? (Y/N): [checkbox]
- From: [empty]
- Thru: [empty]
- Home Company: [empty]
- Pay Cycle Group: [empty]
- Cost Centre: [empty]
- If this is a termination enter:
  - Date: [empty]
  - Reason: [empty]
  - Pay Status: [checkbox]

At the bottom of the window, there is a status bar with the text: "F5=Interim Cheque Parm 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 then press Enter:
- Cheque Number (Manual)

[061121] - Time Entry By Individual

Functions Options Tools Help

Batch Added  
LS Amount  
Hours

Anthony Holiday  
Employee/Date/Batch 7701 07/15/98 2

| Pay | Hours | Account Number | Ovr/Rt | LS Amnt | Subldgr | T | 0 |
|-----|-------|----------------|--------|---------|---------|---|---|
| 1   | 15    |                |        |         |         |   |   |

Opt: 2=OTO 9=Dlt F4=Detail F11=EmpMst F13=N/Btch F16=B/Tot F24=More

6. On the time entry form, complete the steps for entering timecard information.
7. Press Enter and then exit the time entry form.
8. On Interim Cheque Inquiry, review the calculations.
9. Exit Interim Cheque Inquiry.

[070533] - Advance Payoff Parameters

Functions Tools Help

Address Number 7701 Anthony Holiday

Cheque Date 07/15/98  
Cheque Number Cheque Control No 184436

Advance 162.87

Do you wish to include time already entered? (Y/N) N  
From: Thru:

Home Company  
Pay Cycle Group  
Cost Centre

If this is a termination enter:  
Date  
Reason 010 Database correction  
Pay Status 0 Active

F5=Interim Cheque Params F6=Update Results F15=Interim Cheque Inquiry

10. To save the net amount as an advance deduction, choose the Update Results function on Advance Payoff Parameters.

## 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 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 the Pay Type Setup form to define a pay type for estimated pay.

See *Setting Up Pay Types*.

**Multicheque processing** Multicheque 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 whether 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. Multicheque processing uses tax limits but not DBA limits.

## See Also

- *Entering Timecards by Employee (P061121), by Piecework (P061161), or with Equipment (P061171)*

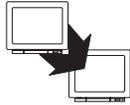


## Exercises

See the exercises for this chapter.

## Printing Interim Cheques

---

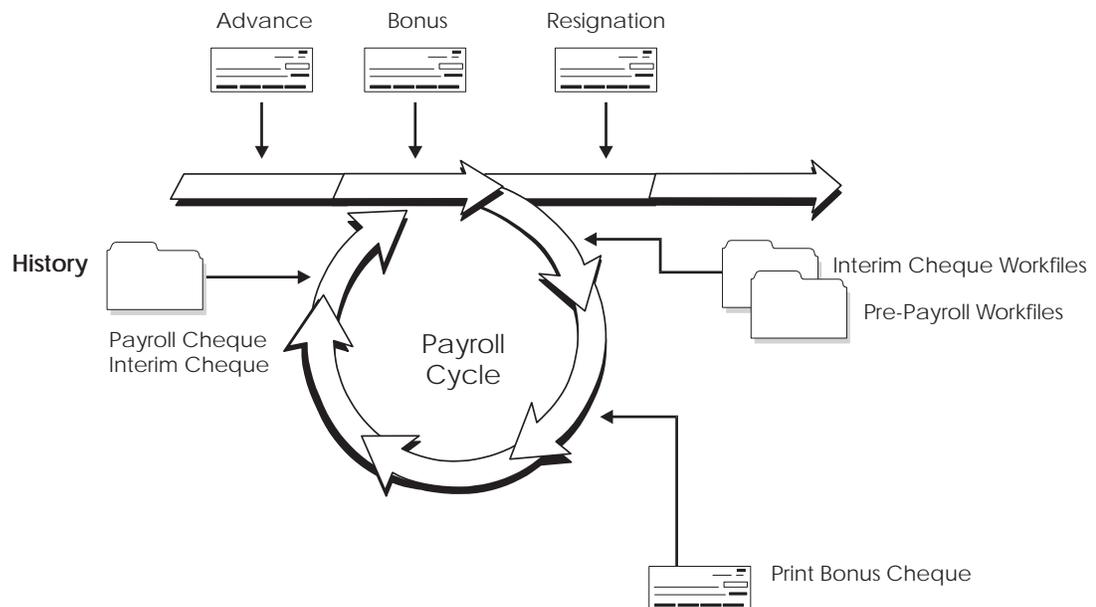


From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Print Paycheques

You must print interim cheques within a payroll cycle. You can print interim cheques either by computer or manually (handwritten or typed). You can print interim cheques in a regular payroll cycle or in a payroll cycle for interims only.

The following graphic illustrates how the system processes interim cheques during a payroll cycle.



To print interim cheques, you can do the following:

- Run a regular payroll cycle that includes interim cheques. The system prints the computer interim cheques along with the payroll cheques.
- Run a payroll cycle for interim cheques only. The system prints computer interim cheques only.

When you print interim cheques, the system also does the following:

- 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:

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cheque dates</b>                 | If the cheque date is the same as or earlier than the cheque date of the payroll cycle, the system merges the interim cheques in the payroll cycle.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Pre-payroll processing types</b> | Pre-payroll processing types control when interim cheques are merged, as follows: <ul style="list-style-type: none"><li>• Type 1 – Full Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID.</li><li>• Type 3 – No Interim Pre-Payroll. The system does not merge interim cheques.</li><li>• Type 5 – No Autopay Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID.</li><li>• Type I – Interims Only Pre-Payroll. The system processes only interim cheques based on the cheque date for the payroll ID.</li></ul> |

## What You Should Know About

|                        |                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Printed cheques</b> | You cannot change or delete records of printed cheques.                                                                                                                                                                                                                                                                                                         |
| <b>Locked records</b>  | The system locks an employee's interim cheque for any of the following reasons: <ul style="list-style-type: none"><li>• The employee's interim cheque is currently merged in a payroll cycle and therefore cannot be printed or updated interactively.</li><li>• You have voided the interim cheque.</li><li>• The cheque is a manual interim cheque.</li></ul> |

## See Also

- *Running a Regular Payroll Cycle That Includes Interim Cheques (P07210)*
- *Running a Payroll Cycle for Interim Cheques (P07210)*
- *Printing Payments (P07230P)*



## Updating Interim Cheques

---

When you update interim cheques, the system does the following:

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

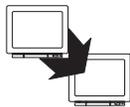
Updating interim cheques includes the following tasks:

- 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.

---

| <b>Field</b>       | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Processing | <p>A code that indicates the type of pre-payroll processing that you want to submit. The system verifies the value of this field against the hard-coded Processing Type Codes user defined code list (07/ST).</p> <p>After you run a regular pre-payroll (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively). If you subsequently run a changes only pre-payroll, this field is set correctly. If you reset payroll processing, you must change this field.</p> |

---

**See Also**

- *Processing Pre-Payroll (P06210) or (P07210)*
- *Working with Payments (P06230P) or (P07230)*
- *Processing Pro Forma Journal Entries (P06220)*
- *Processing the 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 that include only interim-cheque information. If your organization processes a high volume of interim cheques, you might find this alternative the most efficient.

The system prints the Payroll Register report when you run a payroll cycle. Review the report to verify that you entered the correct information and that the system included the interim cheques in the payroll cycle. The report lists the number of interim computer cheques, interim manual cheques, and voided cheques.

### ▶ **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)*

# Canadian Payroll

063012

J.D. Edwards & Company  
Payroll Register

Page - 11  
Date - 7/10/98  
Period - 08/15/98

Company -  
BU -

Payroll ID- 055

| Total Report    |               | Hours                | Current Amount | YTD Amount | Type | Deduction     | Current Amount | YTD Amount |
|-----------------|---------------|----------------------|----------------|------------|------|---------------|----------------|------------|
| Type            | Earnings      |                      |                |            |      |               |                |            |
| 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 | FMed100-EE+1  | 129.59         | 1,036.72   |
|                 |               |                      |                |            | 1521 | FMed100-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     |
|                 |               |                      |                |            | *    | Sum Ded's W/H | 9.22           | 9.22       |
| ** Totals **    |               | 781.33               | 18,138.20      |            |      | Total Ded's   | 6,285.40       |            |
|                 | Taxbl:        |                      | 16,600.97      |            |      |               |                |            |
| 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          |      |               |                |            |



## Payment Reconciliation

To ensure that the information in the Payroll system is consistent with your bank records, you periodically need to reconcile payments. You can either reconcile payments manually or run a program that reconciles payments automatically.

When you reconcile payments manually, you can review the status of individual payments, reopen an item previously marked as reconciled, or mark a cheque as unclaimed.

When you reconcile payments automatically, the system compares your payroll history to the information that you receive from the bank.

To help you reconcile payments, you can review the Payroll Bank Reconciliation Register report. You use this report primarily to identify outstanding payments.





# Reconciling Payments

---

You reconcile payments to make your information consistent with your bank records. You can reconcile your payment history manually or automatically.

Reconciling payments consists of the following tasks:

- Reviewing payment reconciliation status
- Changing payment reconciliation status manually
- Reconciling payment history automatically
- Reviewing the Payroll Bank Reconciliation Register report

## Reviewing Payment Reconciliation Status



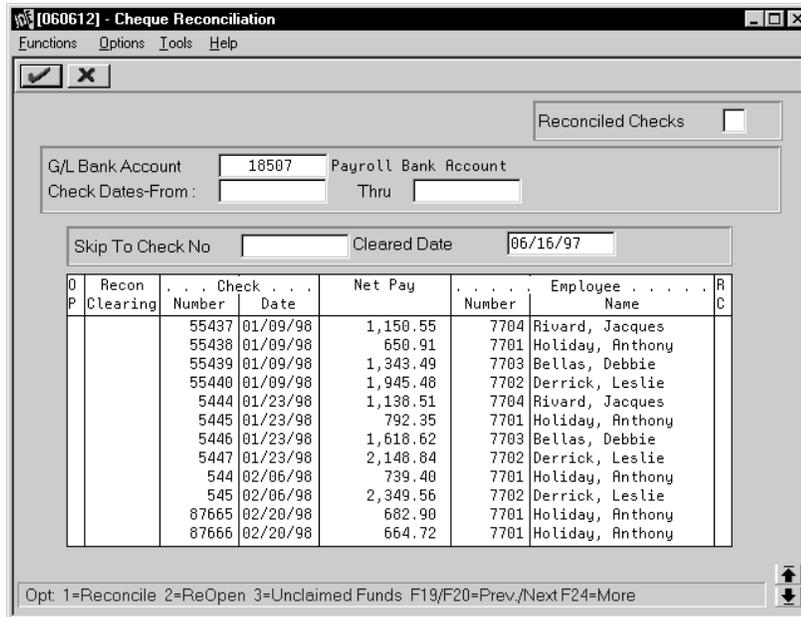
From Canadian Payroll Master (G77), choose Paycheque Reconciliation

From Paycheque Reconciliation (G7722), choose Cheque Reconciliation

You review the status of payments to determine whether you need to reconcile outstanding payments, reopen 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 amounts as well as the name and employee number of the employee to whom the payment was issued.

► **To review payment reconciliation status**

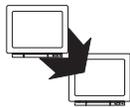
On Cheque Reconciliation



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"> <li>• Standard account number (business unit, object, subsidiary or flexible format)</li> <li>• Third G/L number (maximum of 25 digits)</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <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>..... <i>Form-specific information</i> .....</p> <p>The short ID number of the bank account for which you want to see outstanding checks.</p> |
| Reconciled Checks  | <p>A value that lets you limit your inquiry. Values are:</p> <p>blank All checks<br/> R Reconciled checks only<br/> C Unclaimed checks only<br/> U Unreconciled checks only</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## 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 that you receive from the bank and compares that type to the payment history. The system then reconciles matching entries and generates a report that 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 amounts per cheque
- Reconciliation indicator

### Before You Begin

- Complete the steps for processing automated reconciliation tapes.
- Set up the G/L Bank Account Number to G/L Account Number UDC table (07/BK) with the short account ID in the Code field and the bank account number in the Description field.

065613

J.D. Edwards & Company  
Check Reconciliation - Update History

Page - 7  
Date - 4/17/98

| Employee       |        |             |          | Check  |   | Check    |           |
|----------------|--------|-------------|----------|--------|---|----------|-----------|
| Name           | Number | Soc-Sec-Num | Date     | Number | S | Amount   | Control T |
| Eason, Walter  | 7051   | 705-10-9101 | 01/02/98 | 1      | C | 1,317.29 | 750 R     |
| Eason, Walter  | 7051   | 705-10-9101 | 01/09/98 | 11     | C | 164.65   | 2538 R    |
| Eason, Walter  | 7051   | 705-10-9101 | 01/16/98 | 111    | M | 658.64   | 4236 R    |
| Eason, Walter  | 7051   | 705-10-9101 | 01/23/98 | 128    | C | 3,684.72 | 2096 R    |
| Eason, Walter  | 7051   | 705-10-9101 | 01/30/98 | 658    | C | 4,207.22 | 2103 R    |
| Eason, Walter  | 7051   | 705-10-9101 | 02/06/98 | 1020   | C | 681.23   | 455 R     |
| Eason, Walter  |        |             | 02/13/98 | 1156   |   | 800.00   | *         |
| East, Jane     | 9004   | 101-10-8104 | 02/06/98 | 1021   | C | 622.77   | 483 R     |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/02/98 | 2      | C | 1,605.29 | 750 R     |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/09/98 | 12     | C | 88.00    | 576 R     |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/16/98 | 112    | C | 1,396.04 | 716 R     |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/23/98 | 129    | C | 318.63   | 945 R     |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/30/98 | 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 Report



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 report 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 for Bank Reconciliation Register Report

Print employees names and number on  
the report. (Y or N) \_\_\_\_\_

Select employee number to print: \_\_\_\_\_

A = Address Book Number  
S = Social Security Number  
O = Third Employee Number

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.

### Data Selection for Bank Reconciliation Register Report

You can use the data selection to limit the reporting period and reduce the length of the report.



## 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 government 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.

Producing periodic reports consists of the following tasks:

- Working with governmental reports
- Working with job, trust, and union reports





## Working with Governmental Reports

---

You run report versions to print governmental reports to satisfy Quebec provincial, Statistics Canada, and federal reporting requirements.

Working with governmental reports includes the following tasks:

- Reviewing the Federal Tax Distribution Summary report
- Reviewing the Workers Compensation Register report
- Reviewing the Survey of Employment, Payroll, and Hours report
- Reviewing the Report on Hirings
- Reviewing the Quebec Parity report
- Reviewing the Provincial Tax Distribution Summary report
- Creating the CCQ workfile
- Printing the CCQ 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 that is required by the government:

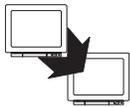
- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for federal taxes, pension deductions, and unemployment insurance
- Year-to-date federal deposit information including the total amount withheld and the total amount due to the federal government

|                                            |                                 |                       |            |                     |             |                      |            |
|--------------------------------------------|---------------------------------|-----------------------|------------|---------------------|-------------|----------------------|------------|
| 073171                                     | J.D. Edwards & Company          |                       |            |                     | Page        | -                    | 2          |
|                                            | Federal Tax Dist. Summary       |                       |            |                     | Date        | -                    | 1/30/98    |
|                                            |                                 |                       |            |                     | Period End- | 03/31/98             |            |
| 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       | 18,350.12             | 3,471.27   | 50,469.17           | 11,005.14   | 50,469.17            | 11,005.14  |
| CB                                         | Canadian Pension Plan - empee   | 10,066.29             | 229.78     | 36,055.22           | 827.19      | 36,055.22            | 827.19     |
| CE                                         | Canadian Pension Plan - empl'yr | 10,066.29             | 229.78     | 36,055.22           | 827.19      | 36,055.22            | 827.19     |
| CC                                         | Canada Employ Ins. - empl'ee    | 7,100.00              | 213.00     | 23,506.13           | 717.90      | 23,506.13            | 717.90     |
| CD                                         | Canada Employ Ins. - empl'er    | 7,100.00              | 264.95     | 23,506.13           | 893.00      | 23,506.13            | 893.00     |
| Total FEDERAL                              |                                 |                       | 4,408.78   |                     |             |                      | 14,270.42  |
| Federal YTD Deposit Information:           |                                 |                       |            |                     |             |                      |            |
| Income Tax Withheld                        |                                 |                       | 11,005.14  |                     |             |                      |            |
| Total Canadian Pension                     |                                 |                       | 1,654.38   |                     |             |                      |            |
| Total Unemployment Insurance               |                                 |                       | 1,610.90   |                     |             |                      |            |
| Total Deposit Due                          |                                 |                       | 14,270.42  |                     |             |                      |            |

### Processing Options for Federal Tax Distribution Summary

Enter the period ending date to be processed . . . . . \_\_\_\_\_

### Reviewing the Workers Compensation Register Report



From Canadian Payroll Master (G77), choose Governmental Reports

From Governmental Reports (G7724), choose Workers Compensation Register

You can print the Workers Compensation Register report to review workers compensation insurance amounts.

The Workers Compensation Register report 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 either of the following:

- 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                                      |                 | J.D. Edwards & Company<br>Workers Comp/Gen Lib Report - Canada |     |               |             |           |                   | Page -           | 3                 |                   |
|--------------------------------------------|-----------------|----------------------------------------------------------------|-----|---------------|-------------|-----------|-------------------|------------------|-------------------|-------------------|
| Company. 00077 A Model Canadian Payroll Co |                 |                                                                |     |               |             |           |                   | Date -           | 7/08/98           |                   |
| State. . . 70 Canada                       |                 |                                                                |     |               |             |           |                   | From -           | 01/01/98          |                   |
| . . . . . Employee. . . . .                |                 |                                                                |     |               |             |           |                   | Thru -           | 01/31/98          |                   |
| Number                                     | Name            | WCI Code                                                       | F C | Job Type/Step | Total Hours | Gross Pay | Excludable Amount | O/T Prem. Amount | Reportable Amount | Wrkrs Comp 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 for Workers Compensation Register

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 \_\_\_\_\_

## 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*.



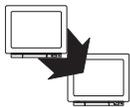
## Processing Options for Survey of Employment, Payroll and Hours

Process for Pay Period  
 (Please make sure that these dates are  
 consistent with your DATA SELECTION  
 date range)

1. Starting Date. . . . . \_\_\_\_\_
2. Ending Date. . . . . \_\_\_\_\_

NOTE: UDC Tables 07/VH (Overtime Pay)  
 and 07/VI (Irregular Pay Types)  
 must be set up before running  
 this report.

## Reviewing the Report on Hirings



From Canadian Payroll Master (G77), choose Governmental Reports

From Governmental Reports (G7724), choose Report on Hirings

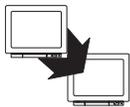
The Report on Hirings for Statistics Canada lists all new employees hired during the month.

| J.D. Edwards & Company            |             |              |          |                 |           | Page | - | 3       |
|-----------------------------------|-------------|--------------|----------|-----------------|-----------|------|---|---------|
| Statistics Canada New Hire Report |             |              |          |                 |           | Date | - | 6/28/96 |
| Tax ID                            | S. I. N.    | BusinessUnit | Emp. No. | Employee Name   | Hire Date |      |   |         |
| WCX162734                         | 652-136-888 | 707          | 7704     | Rivard, Jacques | 08/25/82  |      |   |         |
| WCX162734                         | 481-560-670 | 707          | 7703     | Bellas, Debbie  | 03/15/87  |      |   |         |
| WCX162734                         | 184-560-670 | 707          | 7702     | Derrick, Leslie | 12/10/90  |      |   |         |
| 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

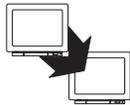
The Quebec provincial reports are similar to the federal reports but satisfy the requirements of the Quebec provincial government for parity reporting. You can run the Quebec Parity report to review hours and gross wages for specific pay periods.

| 07843             |         | J.D. Edwards & Company<br>Quebec Parity Monthly Report |          |          |               |              | Page - 2       | Date - 7/08/98 |
|-------------------|---------|--------------------------------------------------------|----------|----------|---------------|--------------|----------------|----------------|
| Shop #            | Payroll | Employee Name                                          | Pay Rate | Pay Peri | Pay Type Desc | Hours Worked | Amount - Gross | Assess Amt     |
| 707               | 7704    | Rivard, Jacques                                        | 22.564   | 01/03/98 | Regular       | 80.00        | 1,677.69       |                |
|                   |         |                                                        |          | 01/17/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          | 01/31/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          | 01/31/98 | Sick Pay      | 72.00        | 1,498.74       |                |
|                   |         |                                                        |          |          |               | 8.00         | 178.95         |                |
|                   |         |                                                        |          | 02/14/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          | 02/28/98 | Regular       | 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 for Quebec Parity

- 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 \_\_\_\_\_

### 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                                     | J.D. Edwards & Company<br>Provincial Tax Distribution Summary |                                        |            |                                      | Page - 2             |                                       |            |
|                                            |                                                               |                                        |            |                                      | Date - 7/08/98       |                                       |            |
|                                            |                                                               |                                        |            |                                      | Period End- 04/11/98 |                                       |            |
| Company . . 00077 A Model Canadian Payroll |                                                               |                                        |            |                                      |                      |                                       |            |
| Tax ID . . 97789977880                     |                                                               |                                        |            |                                      |                      |                                       |            |
| TT                                         | Tax Description                                               | *** Month-To-Date ***<br>Taxable Wages | Tax Amount | *** Qtr-To-Date ***<br>Taxable Wages | Tax Amount           | *** Year-To-Date ***<br>Taxable Wages | Tax Amount |
| CF                                         | Provincial Income Tax                                         | 3,415.21                               | 439.57     | 3,415.21                             | 439.57               | 18,533.07                             | 2,638.35   |
| CG                                         | Quebec Provincial Plan EE                                     | 3,519.23                               | 80.15      | 3,519.23                             | 80.15                | 18,933.70                             | 431.75     |
| CH                                         | Quebec Provincial Pension CO.                                 | 3,519.23                               | 80.15      | 3,519.23                             | 80.15                | 18,933.70                             | 431.75     |
| Total FEDERAL                              |                                                               |                                        | 599.87     | 599.87                               |                      | 3,501.85                              |            |
| Provincial YTD Deposit Information:        |                                                               |                                        |            |                                      |                      |                                       |            |
| Income Tax Withheld                        |                                                               |                                        | 2,638.35   |                                      |                      |                                       |            |
| Total Quebec Pension                       |                                                               |                                        | 863.50     |                                      |                      |                                       |            |
| Total Deposit Due                          |                                                               |                                        | 3,501.85   |                                      |                      |                                       |            |

### Processing Options for Provincial Tax Distribution Summary

Enter the period ending date to be processed . . . . . \_\_\_\_\_

### 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) report 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 using a separate program.

---

## Before You Begin

- Set up your CCQ Reporting Codes in user defined code table 77/CC. The reporting 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 *Setting Up DBAs*.
- 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 for Create CCQ Workfile

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. \_\_\_\_\_
7. Enter the number of the DBA category code (2-10) that contains the CCQ reporting code. \_\_\_\_\_
8. Enter the DBA category code for vacation and holiday pay. \_\_\_\_\_
9. Enter the DBA category code for union and field dues. \_\_\_\_\_
10. Enter the DBA category code for pension deductions and contributions \_\_\_\_\_
11. Calculate assessable earnings as either the vacation/holiday pay DBA's basis of calculation OR accumulate pay types within the the category codes entered in the next processing option.  
( B = Basis of calculation  
C = Category codes ) \_\_\_\_\_
12. Enter the applicable pay type category codes if the preceeding processing option is a 'C'.  
  
Pay type category code: \_\_\_\_\_  
Pay type category code: \_\_\_\_\_

## Reviewing 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, and pension contributions made, along with job type, job step, and union affiliation. The report also shows totals for each category.

| 07110               |                    | J.D. Edwards & Company                  |         |        |       |           |           |              |         |                   |              | Page - . . .            |                  |
|---------------------|--------------------|-----------------------------------------|---------|--------|-------|-----------|-----------|--------------|---------|-------------------|--------------|-------------------------|------------------|
|                     |                    | A L'Office De La Construction Du Quebec |         |        |       |           |           |              |         |                   |              | Date - . . . 7/08/98    |                  |
|                     |                    | -----                                   |         |        |       |           |           |              |         |                   |              |                         |                  |
|                     |                    | Periode De Travail: 01/01/98 - 01/31/98 |         |        |       |           |           |              |         |                   |              | Employeur #:            |                  |
|                     |                    |                                         |         |        |       |           |           |              |         |                   |              | 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 Avantage 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    |        |       | 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 for Print CCQ Report

1. Enter the DREAM Writer version for the CCQ work file build.



## Working with Job, Trust, and Union Reports

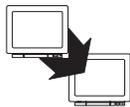
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You use job, trust, and union reports to satisfy government and union reporting requirements. Job billing reports provide information about the costs billed under a contract to an owner or outside agency.

Reviewing job, trust, and union reports includes the following tasks:

- Creating the Job Billing Register workfile
- Reviewing the Job Billing Detail Register report
- Reviewing the Job Billing Summary Register report
- Reviewing the Job Billing Health and Welfare Detail report
- Reviewing the Job Billing Health and Welfare Summary report
- Reviewing the Job Billing Workers Compensation by Job report
- Reviewing the Job Billing General Liability by Job report
- Reviewing the Union Distribution report
- Reviewing the Health and Welfare by Employee report
- Reviewing the Health and Welfare by Payee and Employee report
- Reviewing the Health and Welfare by Payee and Union report

### Creating the Job Billing Register Workfile



From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports

From Job, Trust, & Union Reports (G7716), choose Job Billing Register

You must create the Job Billing Register workfile (T063200) before you can print job billing reports. When you run this program, identify which job billing reports you want to print.

The job billing reports provide detailed backup for costs billed under a contract to an owner or outside agency. You can run the job billing reports at any time.



## Reviewing the Job Billing Detail Register Report

The Job Billing Detail Register report lists each employee's hours and labour distribution amount. The report provides totals by business unit or job for the following items:

- Hours
- Distributed amount
- Burden amount

This report corresponds to the entry that you make for form ID number P063201 when you create the job billing workfile.

| Bus. Unit |                 | 707 Corporate Administration |       | Corporate Administration      |              | 5481.00          | 136,051.89 |         |               |               |
|-----------|-----------------|------------------------------|-------|-------------------------------|--------------|------------------|------------|---------|---------------|---------------|
| 063201    |                 |                              |       | J.D. Edwards & Company        |              |                  | Page       | -       | 11            |               |
|           |                 |                              |       | Job Billing Register - Detail |              |                  | Date       | -       | 7/07/98       |               |
|           |                 |                              |       |                               |              |                  | From Date  | -       | 01/01/98      |               |
|           |                 |                              |       |                               |              |                  | Thru Date  | -       | 04/30/98      |               |
| Bus. Unit | Employee        | Job                          | Craft | Step                          | Type         | Description      | Rate       | Hours   | Distr. Amount | Actual Burden |
| 7704      | Rivard, Jacques |                              | 3P-1  | 1                             | Regular      |                  | 22.369     | 80.00   | 1,677.69      |               |
| 7701      | Anthony Holiday |                              | 5J-4  | 1                             | Regular      | Rivard, Jacques  | 11.250     | 80.00   | 1,677.69      |               |
|           |                 |                              |       |                               |              | Holiday, Anthony |            | 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      | Bellas, Debbie   | 37.500     | 80.00   | 2,038.46      |               |
|           |                 |                              |       |                               |              | Derrick, Leslie  |            | 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      | Rivard, Jacques  | 11.250     | 80.00   | 1,677.69      |               |
|           |                 |                              | 5J-4  | 1                             | Regular      |                  | 11.250     | 75.00   | 843.76        |               |
|           |                 |                              |       |                               |              |                  |            | 155.00- | 1,743.75-     |               |
| 7703      | Bellas, Debbie  |                              | 0A-3  | 710                           | Bonus Pay    | Holiday, Anthony |            | 80.00-  | 899.99-       |               |
|           |                 |                              |       | 1                             | Regular      |                  | 27.179     | 80.00   | 500.00        | 149.43        |
|           |                 |                              |       |                               |              | Bellas, Debbie   |            | 80.00   | 2,538.46      |               |
| 7702      | Derrick, Leslie |                              | 0A-3  | 1                             | Regular      |                  | 37.500     | 80.00   | 3,000.00      | 149.43        |
|           |                 |                              |       |                               |              | Derrick, Leslie  |            | 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    | Rivard, Jacques  |            | 80.00   | 1,677.69      | 126.72        |
|           |                 |                              |       | 1                             | Regular      |                  | 27.179     | 80.00   | 500.00        | 95.80         |
|           |                 |                              |       |                               |              | Bellas, Debbie   |            | 80.00   | 2,538.46      |               |
| 7702      | Derrick, Leslie |                              | 0A-3  | 1                             | Regular      |                  | 37.500     | 80.00   | 3,000.00      | 95.80         |
|           |                 |                              |       | 100                           | Overtime 1.5 |                  | 56.250     | 7.00    | 393.75        |               |
| 7704      | Rivard, Jacques |                              | 3P-1  | 1                             | Regular      | Derrick, Leslie  | 22.369     | 87.00   | 3,393.75      |               |
|           |                 |                              |       |                               |              |                  |            | 80.00   | 1,677.69      | 28.95         |
| 7701      | Anthony Holiday |                              | 5J-4  | 710                           | Bonus Pay    | Rivard, Jacques  |            | 80.00   | 1,677.69      | 28.95         |
|           |                 |                              |       |                               |              |                  |            |         | 1,000.00      | 30.88         |



| 063211                       | J.D. Edwards & Company            |         |           |         |              |             |            |               |        |    | 5                    |
|------------------------------|-----------------------------------|---------|-----------|---------|--------------|-------------|------------|---------------|--------|----|----------------------|
|                              | Job Billing Register - Summary    |         |           |         |              |             |            |               |        |    | Date - 7/07/98       |
|                              |                                   |         |           |         |              |             |            |               |        |    | From Date - 01/01/98 |
|                              |                                   |         |           |         |              |             |            |               |        |    | Thru Date - 04/30/98 |
| 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 for Job Billing Summary Register Report

- 1) Include payroll burden costs:
  - ' ' = No
  - '1' = Yes

NOTE: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.

- 2) Summarize benefits:
  - ' ' = Do not summarize
  - '1' = Summarize by benefit
  - '2' = Summarize all benefits

### Data Selection for Job Billing Summary Register Report

You can change the data selection for this report.

### Data Sequence Job Billing Summary Register Report

Do not change the data sequence for this report.

## Reviewing the Job Billing Health and Welfare Detail Report

The Job Billing Health and Welfare Detail report lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The report 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 that you make for form ID number P063121 when you create the job billing workfile.

# Canadian Payroll

| 063121                                           |      | J.D. Edwards & Company     |        |                          |              | Page - 8        |           |              |        |    |        |
|--------------------------------------------------|------|----------------------------|--------|--------------------------|--------------|-----------------|-----------|--------------|--------|----|--------|
|                                                  |      | Job Billing H & W - Detail |        |                          |              | Date - 7/07/98  |           |              |        |    |        |
|                                                  |      |                            |        |                          |              | From - 01/01/98 |           |              |        |    |        |
|                                                  |      |                            |        |                          |              | Thru - 04/30/98 |           |              |        |    |        |
| 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   |
|                                                  |      |                            |        | Bellas, Debbie           |              | 720.00          | 24,570.86 |              |        |    |        |
|                                                  | 0A-3 |                            | 7702   | 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 |              |        |    |        |
|                                                  |      |                            |        | Financial Analyst        |              | 1375.00         | 49,914.61 |              |        |    |        |
|                                                  | 3P-1 |                            | 7704   | 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 |              |        |    |        |
|                                                  |      |                            |        | Payroll Manager          |              | 640.00          | 18,733.35 |              |        |    |        |
|                                                  | 4A-2 |                            | 7701   | 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          |        |                          |              |                 |           |              |        |    |        |
|                                                  |      | 5J-4                       | 7701   | Anthony Holiday          | Regular      | 305.00          | 3,431.25  | Vacation     | 1.000  | 2  | 1.97   |
|                                                  |      |                            |        |                          | 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 for Job Billing Health and Welfare Detail Report

- 1) Select employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number
  
- 2) Include payroll burden costs: \_\_\_\_\_  
 ' ' = No  
 '1' = Flat Burden  
 '2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED  
 BURDEN RECORDS (F0624) TO REPORT ACTUAL.

### Data Selection for the Job Billing Health and Welfare Detail Report

You can change the data selection for this report.

### Data Sequence for the Job Billing Health and Welfare Detail Report

Do not change the data sequence for this report.

## Reviewing the Job Billing Health and Welfare Summary Report

The Job Billing Health and Welfare Summary report 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 that you make for form ID number P063122 when you create the job billing workfile.

| 063122        |                          | J.D. Edwards & Company      |                             |              |         | Page      | -            |        | 6        |        |
|---------------|--------------------------|-----------------------------|-----------------------------|--------------|---------|-----------|--------------|--------|----------|--------|
|               |                          | Job Billing H & W - Summary |                             |              |         | Date      | -            |        | 7/07/98  |        |
|               |                          |                             |                             |              |         | From      | -            |        | 01/01/98 |        |
|               |                          |                             |                             |              |         | Thru      | -            |        | 04/30/98 |        |
| 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 for Job Billing Health and Welfare Summary Report

- 1) Select employee number to print: \_\_\_\_\_  
A = Address Book Number  
S = Social Security Number  
O = Third Employee Number
- 2) Include payroll burden costs: \_\_\_\_\_  
' ' = No  
'1' = Flat Burden  
'2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED  
BURDEN RECORDS (F0624) TO REPORT ACTUAL.

## Data Selection for the Job Billing Health and Welfare Summary Report

You can change the data selection for this report.

## Data Sequence for the Job Billing Health and Welfare Summary Report

Do not change the data sequence for this report.

## Reviewing the Job Billing Workers Compensation by Job Report

The Job Billing Workers Compensation by Job report 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 report 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 that you make for form ID number P063301 when you create the job billing workfile.

| 063301                                     |                          | J.D. Edwards & Company<br>Job Billing - W/C by Job |             |             |                         | Page -             | 5                  |           |     |                   |
|--------------------------------------------|--------------------------|----------------------------------------------------|-------------|-------------|-------------------------|--------------------|--------------------|-----------|-----|-------------------|
|                                            |                          |                                                    |             |             |                         | Date -             | 7/07/98            |           |     |                   |
|                                            |                          |                                                    |             |             |                         | From -             | 01/01/98           |           |     |                   |
|                                            |                          |                                                    |             |             |                         | Thru -             | 04/30/98           |           |     |                   |
| Job . . . . . 707 Corporate Administration |                          |                                                    |             |             |                         |                    |                    |           |     |                   |
| Sub C1                                     |                          |                                                    |             |             |                         |                    |                    |           |     |                   |
| Worker Comp Code                           | Employee Name            | Empl. 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<br>Regular   |                    |                    | .00000    |     |                   |
|                                            |                          |                                                    |             |             | Bonus Pay<br>Commission |                    |                    |           |     |                   |
|                                            | Derrick, Leslie          | 7702                                               | 655.00      | 25,343.75   | Total Excl<br>Regular   | 281.25             |                    | .00000    |     |                   |
|                                            |                          |                                                    |             |             | O/T Premium             | 187.50             |                    |           |     |                   |
|                                            |                          |                                                    |             |             | O/T Premium             | 93.75              |                    |           |     |                   |
|                                            | Ontario                  |                                                    | 1455.00     | 50,814.61   |                         | 1,181.25           |                    |           |     |                   |
| QUE                                        | Quebec Province          |                                                    |             |             |                         |                    |                    |           |     |                   |
|                                            | Rivard, Jacques          | 7704                                               | 640.00      | 18,733.35   | Total Excl<br>Regular   |                    |                    | .00000    |     |                   |
|                                            |                          |                                                    |             |             | Lump Sum                |                    |                    |           |     |                   |
|                                            | 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 for Job Billing Workers Compensation by Job Report**

1. Select employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number
  
2. Include payroll burden costs: \_\_\_\_\_  
 ' ' = No  
 '1' = Flat Burden  
 '2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

**Data Selection for the Job Billing Workers Compensation by Job Report**

You can change the data selection for this report.

**Data Sequence for the Job Billing Workers Compensation by Job Report**

Do not change the data sequence for this report.

## Reviewing the Job Billing General Liability by Job Report

The Job Billing General Liability by Job report 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 report 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 that you make for form ID number P063302 when you create the job billing workfile.

|                          |                              |                              |             |                        |                    |                    |           |                      |          |
|--------------------------|------------------------------|------------------------------|-------------|------------------------|--------------------|--------------------|-----------|----------------------|----------|
| 063302                   |                              | J.D. Edwards & Company       |             |                        |                    |                    | Page      | -                    | 5        |
|                          |                              | Job Billing - PL & PD by Job |             |                        |                    |                    | Date      | -                    | 7/07/98  |
|                          |                              |                              |             |                        |                    |                    | From      | -                    | 01/01/98 |
|                          |                              |                              |             |                        |                    |                    | Thru      | -                    | 04/30/98 |
| 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             |                    |                    | .00000    |                      |          |
|                          |                              |                              |             | Regular                |                    |                    |           |                      |          |
|                          |                              |                              |             | Bonus Pay              |                    |                    |           |                      |          |
|                          |                              |                              |             | Commission             |                    |                    |           |                      |          |
| Derrick, Leslie          | 7702                         | 655.00                       | 25,343.75   | Total Excl             | 281.25             |                    | .00000    |                      |          |
|                          |                              |                              |             | Regular                |                    |                    |           |                      |          |
|                          |                              |                              |             | O/T Premium            | 187.50             |                    |           |                      |          |
|                          |                              |                              |             | O/T Premium            | 93.75              |                    |           |                      |          |
| Rivard, Jacques          | 7704                         | 640.00                       | 18,733.35   | Total Excl             |                    |                    | .00000    |                      |          |
|                          |                              |                              |             | Regular                |                    |                    |           |                      |          |
|                          |                              |                              |             | 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 for Job Billing General Liability by Job Report

1. Select employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number
  2. Include payroll burden costs: \_\_\_\_\_  
 ' ' = No  
 '1' = Flat Burden  
 '2' = Actual Burden
- NOTE: YOU MUST HAVE CREATED DETAILED  
 BURDEN RECORDS (F0624) TO REPORT ACTUAL.
3. General Liability set up as 'GENL'  
 on Worker's Comp Table: '1' = Yes \_\_\_\_\_

## What You Should Know About Processing Options

- General liability (3)** If you set up the Workers Compensation Insurance code (user defined code 00/W) as GENL, enter 1 in this processing option. If you did not set up this code as GENL, this processing option should be blank.

## Data Selection for the Job Billing General Liability by Job Report

You can change the data selection for this report.

## Data Sequence for the Job Billing General Liability by Job Report

Do not change the data sequence for this report.

## Reviewing the Union Distribution Report



From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports

From Job, Trust, & 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.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month

- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

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

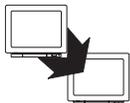
|                                                       |                           |          |          |          |          |            |             |           |
|-------------------------------------------------------|---------------------------|----------|----------|----------|----------|------------|-------------|-----------|
| 063151                                                | J.D. Edwards & Company    |          |          |          |          | Page       | -           | 5         |
|                                                       | Union Distribution Report |          |          |          |          | Date       | -           | 7/02/98   |
|                                                       |                           |          |          |          |          | Period End | -           | 01/31/98  |
| Union: 7700 Labourer - Canada                         |                           |          |          |          |          |            |             |           |
| . . . . . Actual Hours Worked In Pay Period . . . . . |                           |          |          |          |          |            |             |           |
| Employee Name                                         | Employee No               | Period 1 | Period 2 | Period 3 | Period 4 | Period 5   | Total Hours | Gross Pay |
| -----                                                 | -----                     | -----    | -----    | -----    | -----    | -----      | -----       | -----     |
| Anthony Holiday                                       | 7701                      |          |          |          |          |            |             |           |
| -----                                                 | -----                     | -----    | -----    | -----    | -----    | -----      | -----       | -----     |
| Labourer - Canada                                     |                           |          |          |          |          |            |             |           |

## Processing Options for Union Distribution Report

Specify the Pay Period Ending Date to be printed on this report. \_\_\_\_\_

Note: This date is informational, you need to specify the date range in data selection to be processed.

## Reviewing the Health and Welfare by Employee Report



From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports

From Job, Trust, & Union Reports (G7716), choose by Employee

The Health and Welfare by Employee report provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

You can run this report using either of the following methods:

- Choose the report from the menu and run it as a separate report, which gives you more flexibility in choosing 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.



## Reviewing the Health and Welfare by Payee and Employee Report



From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports

From Job, Trust, & Union Reports (G7716), choose by Payee and Employee

The Health and Welfare by Payee and Employee report, 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 either of the following methods:

- Choose the report from the menu and run it as a separate report, which gives you more flexibility in choosing 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 (or group plan), with a group total page, and prints an accumulated listing within the payee across all unions (or group plans). The report lists the following items:

- Hours and gross-pay basis for the deductions listed
- All deductions assigned to the payee for each employee
- Employee totals
- Report divided by payee/provider
- Totals for each payee

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)
- DBA Detail History (F0619)

|                            |                               |     |             |        |           |                    |              |             |         |    |   |        |
|----------------------------|-------------------------------|-----|-------------|--------|-----------|--------------------|--------------|-------------|---------|----|---|--------|
| 063131                     | J.D. Edwards & Company        |     | Page        | -      | 17        |                    |              |             |         |    |   |        |
|                            | Health/Welfare-Union/Employee |     | Date        | -      | 7/02/98   |                    |              |             |         |    |   |        |
| Payee                      |                               |     | From        | -      | 03/01/98  |                    |              |             |         |    |   |        |
|                            | Union Code . 7700             |     | Thru        | -      | 03/31/98  |                    |              |             |         |    |   |        |
|                            | Labourer - Canada             |     |             |        |           |                    |              |             |         |    |   |        |
| Employee                   | 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  |                    |              |             |         |    |   | 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 for Health and Welfare by Payee and Employee Report

- 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' for a total page by payee. \_\_\_\_\_
- 4) Select employee number to print:  
A = Address Book Number  
S = Social Security Number  
O = Third Employee Number \_\_\_\_\_
- 5) Enter 'Y' to suppress print of wages. \_\_\_\_\_

## Reviewing the Health and Welfare by Payee and Union Report



From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports

From Job, Trust, & Union Reports (G7716), choose by Payee and Union

The Health and Welfare by Payee and Union report lists the deductions and benefits that are assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following items:

- Hours and gross-pay basis by pay period for the deductions listed
- Figures by union for the payee/provider in each pay period
- Totals for each payee/provider

You can run this report using either of the following methods:

- Choose the report from the menu and run it as a separate report, which gives you more flexibility in choosing 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)

| Union |                   | Description | Pay<br>Typ | Description | Hours    | Gross Pay. . . | DBA<br>No    | Description | Rate | M<br>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)*







## Record of Employment Processing

Record of Employment (ROE) processing includes the following tasks:

- Entering Records of Employment
- Printing and updating Records of Employment
- Working with Records of Employment

ROEs are required by the Canada Employment and Immigration Commission (CEIC) for various 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 of the CEIC reporting requirements.





## 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 any of the following:

- Leave of absence
- Strike
- Termination
- Work sharing

Entering ROEs consists of the following tasks:

- Entering a single ROE
- Entering multiple ROEs
- Setting up the holiday table (optional)
- 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 does any of the following:

- Takes a leave of absence
- Submits a resignation
- Terminates for any reason

**▶ To enter a single ROE**

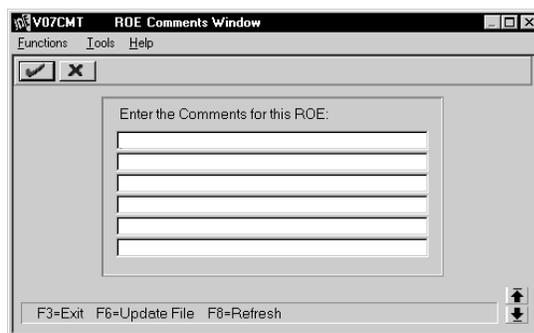
On Create Single ROE Request

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.

| <b>Field</b>             | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>..... <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>                                                                                                                                                     |
| 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> <ul style="list-style-type: none"> <li>E     Quit voluntarily</li> <li>G     Retirement under age 65</li> <li>K     Other</li> <li>M     Dismissal</li> <li>N     Leave of absence</li> </ul>                  |
| Recall Flag              | <p>ROE recall flag.</p> <ul style="list-style-type: none"> <li>Y     Yes, employee is expected to be recalled.</li> <li>N     No, employee is not expected to be recalled.</li> <li>U     It is unknown whether employee will be recalled.</li> </ul>                                                                                                                                                                                                      |

## Entering Multiple 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 Create Multiple ROE Request

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 ROEs

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 the 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 who meet your selection criteria.

| P | Employee Number | Employee Name      | 1st Day Worked | Last Day Worked |
|---|-----------------|--------------------|----------------|-----------------|
|   | 7702            | Derrick, Leslie    | 12/10/90       | 04/11/98        |
|   | 7703            | Bellas, Debbie     | 03/15/87       | 04/11/98        |
|   | 7704            | Rivard, Jacques    | 08/25/82       | 04/11/98        |
|   | 7775            | Deveny, Cindy L.   | 08/25/90       | 04/11/98        |
|   | 7776            | Guerre, John M.    | 06/01/90       | 04/12/98        |
|   | 7777            | Bureau, Richard M. | 06/01/90       | 04/11/98        |
|   | 7778            | Klassen, Lisa M.   | 06/01/90       | 04/11/98        |

Opt 9=Omit F6=Create ROE's F9=Load More EE's F10=Reload All F24=More

5. Review the third Create Multiple ROE Requests form.
6. Choose the Omit option for each employee whom 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.

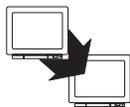
## See Also

- *Entering a Single ROE (P070631)*

## Processing Options for Create Multiple ROE Request

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')

## Setting Up the Holiday Table



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 Request

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 that your company acknowledges.

**► To set up the holiday table**

On either Create Single ROE Requests or Create Multiple ROE Requests

**[070631] - Create Single ROE Request**

Functions Tools Help

Employee No  Anthony Holiday Comments Attached

First Day Worked  Last Day Worked

Final PP Ending Date

Reason for Issuing ROE  Quit

Expected Recall Date  No Return/Unknown

Payments (Other than regular salary) Payable in the Final Pay Period or Later

a. Vacation Pay Amt

b. Pay in Lieu of Notice Amt

c. Statutory Holiday Pay

Holiday Date  Amt

Holiday Date  Amt

Holiday Date  Amt

d. Severance Pay Amt

e. Other (Specify)  Amt

Paid Sick/Maternity/Paternity Leave or Wage Loss Indemnity Payments:

Start Date  for  weeks Amt

F5=Emp Info F8=Holiday Table F10=ROE Comments F18=EI History

1. Choose the Holiday Table function.



| Field                      | Explanation                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Code – Holiday Type        | The user defined code (07/HT) that designates the type of holiday defined. Codes are:<br>C Company designated holiday<br>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.

Employee Info Window for ROE's

Employee: 7701 Anthony Holiday

Company: 00077 A Model Canadian Payr

Business Unit: 707 Corporate Administrat

Last Job Wrkd: 707 Corporate Administrat

Union Code: 7700 Labourer - Canada

Job Type: 5J-4 Fire Fighter

Job Step:

Cheque Route:

Tax Area: 700150000

Category Cds:

F6=Update ROE file with Info F8=Redisplay Info

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.



## Printing and Updating Records of Employment

---

You update an ROE so that the Employment Insurance (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.

Printing and updating ROEs consists of the following tasks:

- Printing and updating ROEs simultaneously
- Updating ROE history only

You can update history either for ROEs issued through the system or for ROEs that 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 does the following:

- 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 or print an ROE that is in error

## Printing and Updating ROEs Simultaneously



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

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

|                                     |          |
|-------------------------------------|----------|
| Enter Pay Cycle Group Code          | BW       |
| Enter the Next Available ROE Number | 22222222 |
| ROE Print Forms Version             | XJDE0001 |
| ROE Issue Date                      | 06/16/98 |

1. Complete the following fields and press Enter:
  - Enter Pay Cycle Group Code
  - Enter the Next Available ROE Number
  - ROE Print Forms Version
  - ROE Issue Date

[070671-1] - Print Multiple ROE's

Functions Tools Help

For the ROE Print Forms Version  
XJDE0001  
enter specific Selection Criteria

Employee Number  Anthony Holiday

- OR -

Home Company

Home Cost Center

Last Job Worked

Union Code

Job Type

Job Step

Check Route Code

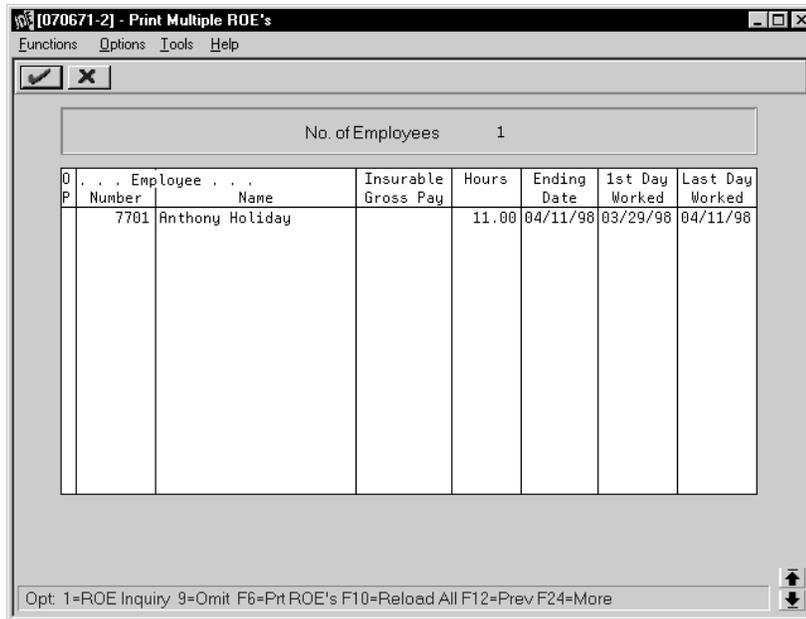
Tax Area (Work)

F3=Exit F12=Previous

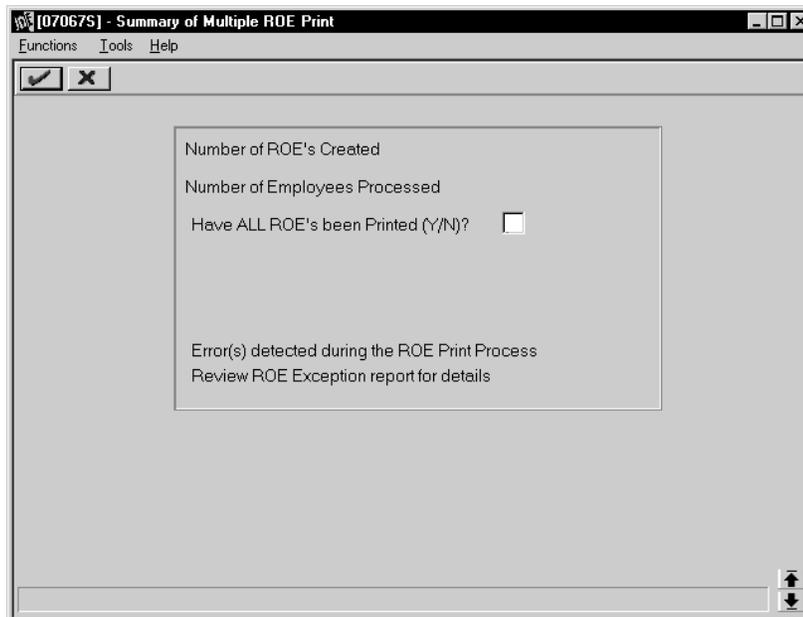
2. On Print Multiple ROEs, if you want all ROEs, leave the fields blank and press Enter.

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

1. Complete the following fields:
  - Employee Number
  - Serial Number of the Manual ROE
  - ROE Issue Date
2. Choose the Process Manual ROE function.



# 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.

Working with ROEs includes the following tasks:

- 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 and 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 Canadian Employment and Immigration Commission (CEIC) requires companies to keep complete and accurate records of ROEs.

Reviewing ROEs consists of the following tasks:

- 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

Reason Code E Quit

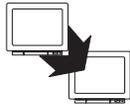
Employee Number 7701 Holiday, Anthony  
 Or ROE Serial No N08477447 \*\*\* Issued ROE \*\*\*  
 First Day Worked 06/01/91 Last Day Worked 03/28/98  
 Final PP Ending Date 03/28/98  
 Expected Recall Date No Return/Unknown  
 Payments (Other than regular salary) Payable in the Final Pay Period of Later  
 a. Vacation Pay Amt  
 b. Pay in Lieu of Notice Amt  
 c. Statutory Holiday Pay  
 Holiday Date Amt  
 Holiday Date Amt  
 Holiday Date Amt  
 d. Severance Pay Amt  
 e. Other (Specify) Amt  
 Paid Sick/Maternity/Paternity Leave or Wage Loss Indemnity Payments:  
 Start Date for weeks Amt

F8=Holiday Table F10=ROE Comments F18=UI History F24=More

Complete one of the following fields:

- Employee Number
- ROE Serial Number

## Reviewing Summary 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 Summary Inquiry

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

| 0 | Number | Name            | ROE<br>Serial No | Issued   | Insured<br>Earnings | Weeks | Period<br>Ending |
|---|--------|-----------------|------------------|----------|---------------------|-------|------------------|
|   | 7701   | Anthony Holiday | N08477447        | 10/25/93 | 6,863.00            | 11.00 | 03/28/98         |

Complete one or more of the following fields:

- Employee Number
- ROE Serial Number
- ROE Date – From
- ROE Date – thru

## Reissuing 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 ROE Advanced Functions Menu

From ROE Advanced Functions (G772411), choose Re-Issue of Issued ROE

You can reissue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record and requires 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). The system stores the original ROE record with the original serial number and a notation that the ROE has been reissued.

### ▶ To reissue an ROE

---

On Re-issue of Issued ROE

[07065] - Re-Issue of Issued ROE

Functions Tools Help

Original ROE Serial No

F6=Process Re-Issue F3=Exit

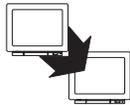
1. Complete the following field:
  - Original ROE Serial Number
2. Choose the Process Re-issue function.

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



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

You can delete an ROE that was issued if you determine that the ROE is 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.

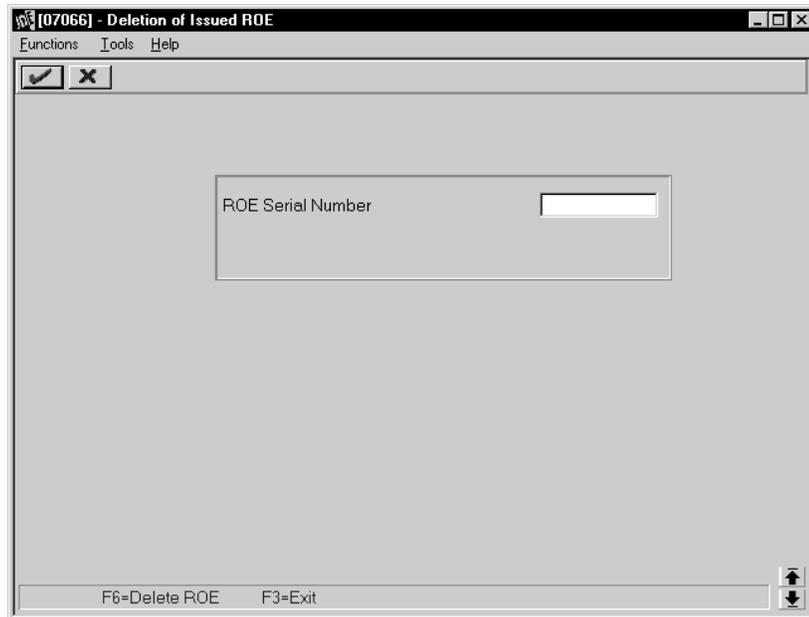
### Before You Begin

- 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



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

You can correct an ROE serial number when you issue an ROE to an employee and then discover that the ROE 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 Update ROE Serial Number

| C | ROE Serial Number | Date Mailed | Ending Date | Gross Pay | Cheque Number | Insured Earnings | Insured Premiums |
|---|-------------------|-------------|-------------|-----------|---------------|------------------|------------------|
|   | N807777771        | 04/15/98    | 04/11/98    | 1,118.00  | 9161          | 1,118.00         | 33.54            |
|   | N807777771        | 04/15/98    | 03/28/98    | 1,118.00  | 5346          | 1,118.00         | 33.54            |
|   | N807777771        | 04/15/98    | 03/14/98    | 1,118.00  | 5231          | 1,118.00         | 33.54            |
|   | N807777771        | 04/15/98    | 03/14/98    | 1,118.00  | 5274          | 1,118.00         | 33.54            |
|   | N807777771        | 04/15/98    | 03/14/98    | 1,118.00  | 5291          | 1,118.00         | 9.06             |
|   | N807777771        | 04/15/98    | 02/28/98    | 1,118.00  | 5194          | 1,118.00         | 33.54            |
|   | N807777771        | 04/15/98    | 02/14/98    | 1,000.00  | 5127          | 1,000.00         | 30.00            |
|   | N807777771        | 04/15/98    | 02/14/98    | 1,118.00  | 5151          | 420.00           | 33.54            |
|   | N807777771        | 04/15/98    | 01/31/98    | 1,204.88  | 5080          | 1,204.88         | 36.15            |
|   | N807777771        | 04/15/98    | 01/17/98    | 1,292.01  | 5047          | 1,292.01         | 38.76            |
|   | N807777771        | 04/15/98    | 01/03/98    | 1,222.25  | 5004          | 710.00           | 21.30            |

- To locate the employee for whom you want to update the ROE serial number, complete the following field:
  - Employee Number
- 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.



## 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.

For example, companies typically post labour costs as a part of the payroll cycle. However, a construction company might need to track and post labour costs on a daily basis.





## 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 journal entries (T5s) to the General Accounting system daily, or anytime 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 journal entries associated with payments in the next payroll cycle.

To process journal entries prior to the payroll cycle, complete the following tasks:

- Generate timecard pro forma journal entries
- Rerun the Timecard Journal Batch Proof report
- Review batch information
- Post timecard pro forma journal entries to the general ledger
- Delete an unposted batch of pro forma journal entries

### Generating Timecard Pro Forma Journal Entries



From Canadian Payroll Master (G77), choose Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Generate Timecard Journals

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 journal entries 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 general ledger date for the journal entries
- Choose 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 that the system generated from the journal entry data. This report includes individual journal entries and totals for document type, period, the company, and a grand total for the batch report.

| 06229                 |    | J.D. Edwards & Company |    |                              |                                   |       |     |                 |             |  |                 | Page -   | 3         |        |         |
|-----------------------|----|------------------------|----|------------------------------|-----------------------------------|-------|-----|-----------------|-------------|--|-----------------|----------|-----------|--------|---------|
| Timecard Journals     |    | Batch 6068278          |    | Timecard Journal Batch Proof |                                   |       |     |                 |             |  |                 |          |           | Date - | 7/30/98 |
| Co                    | FY | PN                     | DT | Refn2                        | Account Description               | Asset | G/L | Account         | Explanation |  | Subldg-Ty-Phase | Debit    | Credit    | Units  | LT      |
| 00050                 | 98 | 07                     | T2 |                              | Payroll Labor Distribution        |       |     | 50.4205         |             |  |                 |          | 1,893.86- |        | AA      |
|                       |    |                        |    |                              | AW071098 Accrued Payroll          |       |     | 5001.1343.01100 |             |  |                 | 120.42   |           |        | AA      |
|                       |    |                        |    |                              | FB071098 Burden                   |       |     | 50.4334         |             |  |                 |          | 120.42-   |        | AA      |
|                       |    |                        |    |                              | FC071098 Flat Burden Clearing Acc |       |     | 5001.1341.01100 |             |  |                 | 1,893.86 |           |        | AA      |
|                       |    |                        |    |                              | LD071098 Regular                  |       |     |                 |             |  |                 |          |           | 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 for Generate Timecard Pro Forma Journal Entries

This option will submit a batch job to generate daily timecard journals.

1. Enter G/L Date for Journal Entries: \_\_\_\_\_

2. Include Processing of Benefits:  
A. Process non-monthly benefits.(Y/N) \_\_\_\_\_  
B. Process monthly benefits. . .(Y/N) \_\_\_\_\_

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.

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. This only applies when the premium portion of overtime is split from the labor entry. \_\_\_\_\_

## Rerunning the Timecard Journal Batch Proof Report



From Canadian Payroll Master (G77), choose Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Print Journal Edit

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 journal entries for timecards. You can rerun this report as many times as necessary.

### ▶ **To rerun the Timecard Journal Batch Proof report**

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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 Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Timecard Journal Batch Review

You review a batch of pro forma journal entries to verify that the journal 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:

- Pro forma journal entries created during the special post when you generated timecard journal entries prior to the payroll cycle
- Pro forma journal entries created during a standard payroll-cycle processing

The system processes the following batch types when you process journal entries prior to the payroll cycle:

### **Batch type 5**

Pro forma journal entries created when you generated timecard journal entries 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 journal entries to the general ledger. This batch type is equivalent to batch type 7 for standard payroll-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

The screenshot shows a software window titled "[06260] - Timecard Journal Batch Review". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are search filters: "User ID" (set to "DEMO"), "Batch Number", "Batch Status" (set to "\*"), "Batch Date From", and "Batch Date Thru". The main area contains a table with the following data:

| 0 | A | Batch Number | Typ | Desc | Date     | Difference Amount | Doc  | Baln B | J | Status | User |
|---|---|--------------|-----|------|----------|-------------------|------|--------|---|--------|------|
|   |   | 3322         | P   | JE   | 09/24/93 | 2,615,928-        | 123- | Y      | Y | Posted | DEMO |
|   |   | 3326         | P   | JE   | 09/24/93 | 3,362,728-        | 105- | Y      | Y | Posted | DEMO |
|   |   | 3328         | P   | JE   | 09/24/93 | 3,134,752-        | 118- | Y      | Y | Posted | DEMO |
|   |   | 4052         | P   | JE   | 10/15/93 | 44,781-           | 7-   | Y      | Y | Posted | DEMO |
|   |   | 3841         |     | Time | 10/13/93 | 43,200,000-       | 2-   | Y      | Y | Posted | DEMO |
|   |   | 3851         |     | Time | 10/13/93 |                   |      | Y      | Y | Posted | DEMO |
|   |   | 3989         |     | Time | 10/14/93 | 25,000,000-       | 3-   | Y      | Y | Posted | DEMO |

At the bottom of the window, there are options: "Opt. 1=Gen'l Journal Review" and "F24=More". A "MW" button and a scroll bar are also visible.

Display all batches for all users, or limit your search by completing one or more of the following fields:

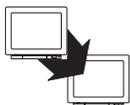
- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Status | <p>A user defined code (system 98/type IC) that indicates the posting status of a batch.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>blank Unposted batches that are pending approval or have a status of approved.</li> <li>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</li> <li>D Posted. The batch posted successfully.</li> <li>E Error. The batch is in error. You must correct the batch before it can post.</li> <li>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).</li> <li>U In use. The batch is temporarily unavailable because someone is working with it.</li> </ul> |

**See Also**

- *Reviewing Batches of Payroll Journal Entries (P06260)*

## Posting Timecard Pro Forma Journal Entries to the General Ledger



From Canadian Payroll Master (G77), choose Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Post Payroll Journals to G/L

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) and then automatically posts them to the Account Balances table (F0902).

When you post journal entries, the system prints the following reports:

- Posting Edit
- General Ledger Posting Journal

Review the Posting Edit report for any applicable posting errors. The General Ledger Posting Journal report lists all journal entries. The column titles and information are similar to the Timecard Journal Batch Proof report. However, the General Ledger Posting Journal report 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. Because the batch contains actual journal entries, you must use a post program in the General Accounting system.

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 for Post General Ledger

### BATCH SELECTION:

1. Enter Batch Number \_\_\_\_\_  
or Batch Date \_\_\_\_\_  
or Batch User ID \_\_\_\_\_

### PRINT SELECTION:

2. Identify how to print amount fields on Post Journal:  
'1' = to Millions (w/ commas) \_\_\_\_\_  
'2' = to Billions (w/o commas)  
Blank (Default) = No Journal Printed.

3. Identify which account number to print on report:  
'1' = Account Number \_\_\_\_\_  
'2' = Short Account ID  
'3' = Unstructured Account  
'4' = (Default) Number Entered During Input

### FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets. \_\_\_\_\_  
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.

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.) \_\_\_\_\_

CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) \_\_\_\_\_

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) \_\_\_\_\_

ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.  
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. \_\_\_\_\_

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018):  
'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.  
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'. \_\_\_\_\_

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.  
'1' = update VAT amount only  
'2' = update VAT amount, extended price and taxable amount \_\_\_\_\_

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'.  
'1' = update VAT amount only  
'2' = update VAT amount, extended price and taxable amount \_\_\_\_\_

PROPERTY MANAGEMENT:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.) \_\_\_\_\_

UPDATE OPTION:

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.)

REPORT FORMAT:

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.
- 

DETAILED CURRENCY RESTATEMENT:

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.
- 
16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.
- 

RECONCILIATION FILE PROCESSING

17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.
- 

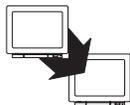
Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.

BATCH TYPE SELECTION:

NOTE: This option should NOT be changed by User.

---

## Deleting an Unposted Batch of Pro Forma Journal Entries



From Canadian Payroll Master (G77), choose Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Delete Unposted Batch of Journals

You delete an unposted batch of pro forma journal entries when the batch contains errors and you need to 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

|                                          |                                                                                                                                                                                                                                                   |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Timecards in an active payroll ID</b> | 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.                                                                                     |
| <b>Benefit calculations</b>              | 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.                                                         |
| <b>Locked timecards</b>                  | 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 the timecards only if you delete the batch. |



## Payment Adjustments

In some cases, you might need to update employees' pay for the current period or for a previous period. You might also need to correct a previous underpayment or overpayment. For example, if an employee receives a pay increase that is effective as of January 15 but the employee's manager does not notify you of the increase until January 20, you must update the employee's pay for the January 15 pay period.

An update to an employee's pay is called a payment adjustment. Types of payment adjustments include the following:

- Correcting pay for individual employees
- Correcting pay for a group of employees
- Processing retroactive payroll

When you need to enter a payment adjustment for only one employee, you can change or override the employee's current pay rate. When you need enter the same pay adjustment for a group of employees, you can use the mass change feature to simultaneously update the employee records with the new pay information. You can also update the pay-rate tables on which the employees' payments are based.

Processing retroactive payroll allows you to set up, process, and create timecards for pay adjustments that affect time periods prior to the one in which you are currently working.





## Correcting Pay for Individual Employees

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You might need to correct an individual's pay for any of the following reasons:

- An employee's pay rate might change permanently or temporarily.
- You might have incorrect pay-rate information that impacted previous payments to an employee.
- An employee's pay rate is scheduled to change on a future date.

You correct an individual employee's pay to do the following:

- Update current pay information
- Correct an overpayment
- Correct an underpayment
- Update future pay information

### Updating Current Pay Information

You update current pay information for an employee when there is an error in the timecard information or master table information that affects an employee's pay. You update current pay information to make the current rate accurate.

To update an employee's current pay information, complete one of the following tasks:

- Change the current pay rate in the Employee Master table
- Change the current pay rate for multiple jobs
- Override the pay rate in time entry
- Correct the pay rate in time entry

You can use the following methods to update an employee's current pay-rate information:

- Permanently change the current pay rate** You can change the pay rate in the Employee Master table (F060116) to permanently change or correct an employee's pay rate.
- Temporarily override the pay rate** You can update an employee's pay rate in time entry when you want to temporarily override the employee's regular hourly rate. The regular hourly rate is derived from the Employee Master table, the Union Rates table, the Occupational Pay Rates table, or the Pay Grade Step table.
- Correct entry errors** You can correct an employee's pay rate in current time entry records if you have entered inaccurate hourly rate information.

### Changing the Current Pay Rate in the Employee Master Table



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Employee Entry

You change the pay rate in the Employee Master table (F060116) to permanently change or correct an employee's pay rate. When the system retrieves an employee's pay rate from the Employee Master table for timecard information, the pay-rate change is used the next time you enter timecards or process pre-payroll and create autopay records.

To permanently change the pay rate, complete one of the following tasks:

- Change the current pay rate for an employee
- Change the current pay rate for an employee with a contract calendar

#### ▶ **To change the current pay rate for an employee**

---

On Employee Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Change the value in any of the following fields:
  - Salary
  - Hourly Rate
  - Billing Rate

► **To change the current pay rate for an employee with a contract calendar**

---

On Employee Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Choose the Contract/Calendar function, or change the value in one or both of the following optional fields:
  - Pay Grade
  - Pay Step
3. On Contract Calendar, complete the following fields and press Enter:
  - Change Reason
  - Periods to Pay
  - Contract Calendar
  - Contract Salary
  - Calendar Start Date
  - Calendar Stop Date
  - Rmit Tpt (RT)
4. Review the information in the following fields:
  - Daily Rate of Pay
  - Pay Period Gross
5. Choose the Update function.

| <b>Field</b>   | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>This date must be on or after the Date Started as entered on the Employee form (P0801EMP).</p> <p>..... <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"> <li>• The first date covered under the contract, if the employee will begin work by that date</li> <li>• The actual date the employee begins work, if the employee's start date is later than the first date covered by the contract</li> </ul> |
| 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 accrual instruction stops.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When you assign a contract calendar to an employee, enter one of the following:</p> <ul style="list-style-type: none"> <li>• The last date covered under the contract, if the employee will work to that date</li> <li>• The actual date the employee will stop work, if the employee's stop date is earlier than the last date covered by the contract</li> </ul>                                                                                                |

| Field             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rmit Tpt          | <p>A field that denotes which records to include in a contract salary calculation.</p> <p>Valid values are:</p> <ul style="list-style-type: none"><li data-bbox="776 369 1386 426">I Include this contract and salary information in the current calculation (default)</li><li data-bbox="776 432 1398 489">O Omit this contract and salary information in the current calculation</li><li data-bbox="776 495 1354 552">Blank Display both the included and the omitted records and include them in the calculation</li></ul> <p>The value you enter in the RT to Display field determines the records that display as well as the records that you want the system to include or omit in the calculation. For example, if you enter I as the RT to display, the system displays only records with a value of I in the list of contracts attached to this employee. To review both omitted and included records, leave the RT to Display field blank.</p> <p>If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.</p> |
| Daily Rate of Pay | <p>A value that represents the daily rate of pay earned by an employee who is attached to a Contract/Calendar.</p> <p>The system calculates the daily rate of pay as follows:<br/>contract salary / number of workdays in the contract calendar that fall between the start and stop dates</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Pd Gross | <p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year.</p> <p>For World:</p> <p>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"> <li>• 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)</li> <li>• Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)</li> </ul> <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> |

### Changing the Current Pay Rate for Multiple Jobs



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Employee Multiple Job Entry

If an employee holds multiple jobs, you can permanently change or correct the pay rate for that employee's primary and secondary jobs. The system uses the new pay rate the next time you enter timecards or process pre-payroll and create autopay records. The system updates the change for the primary job in the Employee Master table (F060116) and the change for secondary jobs in the Employee Multiple Job table (F060118).

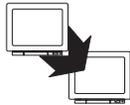
► **To change the current pay rate for multiple jobs**

---

On Employee Multiple Job Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Change one of the following fields:
  - Salary
  - Salary Frequency
  - Hourly Rate

**Overriding the Pay Rate in Time Entry**



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose an option under the Time Entry heading

You can update an employee's pay rate in time entry when you want to temporarily override the employee's regular hourly rate. The regular hourly rate is derived from the Employee Master table, the Union Rates table, the Occupational Pay Rates table, or the Pay Grade Step table. For example, when an employee works for the current pay period as a supervisor and receives a different pay rate, you can override the pay rate in time entry.

► **To override the pay rate in time entry**

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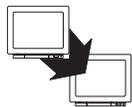
On any time entry form

Complete the following field:

- Override Rate

| Field  | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ovr/Rt | <p>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>..... <i>Form-specific information</i> .....</p> <p>Enter an amount in this field to override all the 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"> <li>• 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.</li> <li>• 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, the message Dff U. Rate appears.</li> <li>• If you enter a lump sum amount, the system shows the calculated rate using that amount.</li> </ul> |

### Correcting the Pay Rate in Time Entry



From Canadian Payroll Master (G77), choose Time Entry

From Time Entry (G7712), choose an option under the Time Entry heading

When you enter inaccurate hourly rate information, you can correct an employee's pay rate in current time entry records. After you correct the pay rate, the system accesses the new pay rate from the appropriate table to replace the pay rate in the Override Rate field and to recalculate the employee's earnings.

#### Before You Begin

- Change the pay rate in the Employee Master table, the Employee Multiple Job table, the Union Rates table, or the Occupational Rates table.

### ► To correct the pay rate in time entry

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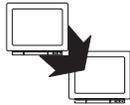
On any time entry form

1. Locate the employee's time entry records that need to be corrected.
2. Remove the pay rate in the following field:
  - Override Rate

#### See Also

- *Changing the Pay Rate in the Employee Master Table (P060101)*
- *Entering Multiple Job Information (P060118)*
- *Defining Occupational Pay-Rate Tables (P060231)*
- *Setting Up Pay-Rate Tables (P069121)*

## Correcting an Overpayment



From Canadian Payroll Master (G77), choose History Inquiries

From History Inquiries (G7714), choose Paycheque Review & Void

When an employee has been overpaid for any pay period earlier than the current one, you can correct the overpayment. To correct the overpayment, you should do the following:

- Retrieve the payment from the employee, or have the bank reverse the direct deposit for those employees who are paid through automatic deposit
- Void the earlier payment
- Issue another payment

#### See Also

- *Voiding Payments (P060611 or P07061)*
- *Entering Interim Cheques (P07053)*

## Correcting an Underpayment



From Canadian Payroll Master (G77), choose Interims & Special Post

From Interim Cheques & Special Post (G7721), choose Interim Cheque Entry

When an employee has not received sufficient pay for a previous pay period, you can correct the underpayment. You do not need to void the earlier payment when an employee has been underpaid.

To correct an underpayment, you should do the following:

- Enter the additional amount in time entry, if necessary
- Issue an interim payment or process the additional payment with the next payroll cycle

### See Also

- *Entering Essential Timecard Information (P061121, P061161, P061171, or P061191)*
- *Entering Interim Cheques (P07053)*

## Updating Future Pay Rate Information



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Additional EE Data & Reports

From Additional Employee Data (G77111), choose Pay Rate Information

You can enter future pay rates and effective dates to change an employee's pay-rate information. Future updates generally occur when an increase is approved for a future date, such as the employee's anniversary date.

You can change the following types of pay rates:

- Annual salary
- Hourly rate
- Billing rate

### See Also

- *Entering Future Changes for Pay Rates Only (P060131)*
- *Entering Future Changes for Any Data Item (P06042)*
- *Revising Unprocessed Timecards (P061121)*



## Correcting Pay Rates for a Group of Employees

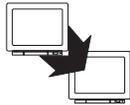
---

You might find it necessary to correct the pay-rate information for a group of employees instead of making corrections for each individual. This is useful when you need to make the same changes for employees with the same group characteristics.

To correct the pay rate for a group of employees, complete the following tasks:

- Update the current pay rate using mass change
- Set up new pay-rate tables to update the current pay rate
- Correct the historical pay rate for a group of employees

### Updating the Current Pay Rate Using Mass Change



From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Employee Master Mass Change

You might find it necessary to correct the pay-rate information for a group of employees instead of making corrections for each individual. This is useful when you need to make the same changes for employees with the same group characteristics.

You can correct the current pay rate with a mass change when you specify and process new data for a selected data item for groups of employees. For example:

- Your company has approved a 4.5% increase for all salaried employees in the financial department.
- All hourly employees in the maintenance department whose wages are 7.25 an hour are receiving a .50 per hour increase.

#### See Also

- *Processing Mass Changes (P06045)*

## Setting Up New Pay-Rate Tables to Update the Current Pay Rate



From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Pay Rate Tables

Use pay-rate tables to associate pay rates with a specific group. When current pay-rate information changes, you must set up new tables so that the system will process the current and future payroll cycles with the most recent information. Follow the steps to set up a pay-rate table.

### See Also

- *Setting Up Pay-Rate Tables (P069121)*

## Correcting the Historical Pay Rate for a Group of Employees

You might find it necessary to correct payments to one or more groups of employees for previous pay periods. To correct the historical pay rate for groups, complete the tasks to process retroactive pay.

### See Also

- *Processing Retroactive Payroll (P06283)*

# Processing Retroactive Payroll

---

Processing retroactive payroll allows you to set up rate adjustments, apply the adjustments to historical timecards, and automatically create new timecards for pay adjustments that affect time periods prior to the one in which you are currently working. For example, if you accept a labour contract after its effective start date, your organization might have to retroactively pay employees in that union to cover an increase in the pay rates.

Processing retroactive payroll consists of the following tasks:

- Setting up pay-rate revisions
- Setting up retroactive pay-type tables
- Creating the retroactive-pay workfile
- Calculating retroactive pay
- Reviewing retroactive-pay workfile records online
- Reviewing retroactive-pay workfile reports
- Revising retroactive-pay workfile records
- Approving the Retroactive Timecard workfile
- Creating retroactive timecards
- Correcting rejected timecards

## Setting Up Pay-Rate Revisions

You set up pay-rate revisions to adjust pay that affects time periods prior to the one in which you are currently working. When you set up pay-rate revisions, you can simplify the process of adjusting pay rates for a group of employees. You are not required to manually calculate the adjustments and enter timecards for each employee.

Setting up pay-rate revisions includes the following tasks:

- Setting up pay-rate revisions by union
- Setting up pay-rate revisions by employee
- Setting up pay-rate revisions by pay type

Pay-rate revisions are adjustments that signify the difference between the pay rate that was paid and the pay rate that should have been paid (the net increase or decrease in the pay rate).

You can set up pay-rate revisions by:

- Union – You can set up pay-rate revisions by union to enter pay-rate adjustments for all job types and job steps associated with an existing union-rates table. Enter pay-rate adjustments for all affected job types and job steps in the union.
- Employee – You can set up pay-rate revisions by employee for pay-rate adjustments that apply to specific employees, or for those who are not included in the union.
- Pay type – You can set up pay-rate revisions by pay type to apply the same pay-rate revisions to all timecards having the same pay type.

You specify the sequence that the system uses to retrieve pay-rate revisions in the processing options for the rate extension program. When you enter pay-rate revisions, you must indicate how the system will apply, or extend, the pay rate on the associated timecards in history.

You can use the following three pay-rate extension methods:

**Hourly (H)**

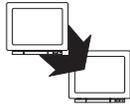
Use hourly rate extensions only if the original timecards contain hours. Use a monetary format. For example, enter two dollars as 2.00. The system multiplies the hours on the history timecards by this rate after it applies the multiplier of the original pay type. For example, if you enter .50 as the retroactive hourly rate revision for an overtime pay type with a pay-type multiplier of 1.5, the system adjusts the rate to .75.

**Percentage (%)**

Enter percentage rates with no preceding decimal point. For example, enter 10 percent as 10.00. The system multiplies the original gross pay on the history timecards by the percentage that you enter. The system does not adjust for a pay-type multiplier.

**Flat monetary amounts (A)** Use a monetary format. For example, enter two dollars as 2.00. The system applies this type of extension to each history timecard, regardless of the hours, gross pay, or number of timecards.

### Setting Up Pay-Rate Revisions by Union



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose by Union

Set up pay-rate revisions by union to enter pay-rate adjustments for all job types and job steps associated with an existing union rates table. Enter pay-rate adjustments for all affected job types and job steps in the union. You can use hourly amounts, percentages, or flat dollar amounts. During retroactive payroll processing, the system applies these pay rates to specified timecards in the history tables, resulting in retroactive pay.

▶ **To set up pay-rate revisions by union**

On Rate Revisions by Union

| 0 | .. Job .. | Description | Rate/Amount | M |
|---|-----------|-------------|-------------|---|
|   | Type Step |             |             |   |
|   | 61        | Foreman     | 0.5000      | H |
|   | 62        | Foreman     | 0.5000      | H |
|   | 64        | Engineer    | 0.5000      | H |
|   | 66        | Electrician | 0.5000      | H |
|   | 67        | Laborer     | 0.5000      | H |
|   | 67        | A.2 Laborer | 0.3500      | H |
|   | 67        | 1 Laborer   | 0.5000      | H |
|   | 67        | 2 Laborer   | 0.5000      | H |

1. Complete the following fields:

- Union Code
- Effective Date From

- Effective Date Thru
  - Job Type
  - Retroactive Amount or Rate
  - Retroactive Rate Extension Method (M)
2. Complete the following optional field:
- Job Step

| Field       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate/Amount | <p>A code to indicate what method is to be used for the Retro Rate Extension.</p> <ul style="list-style-type: none"> <li>% Percent of Gross Pay – Any rate using this method will be multiplied by the Gross Pay on the original timecard to create the Retro Gross Pay amount.</li> <li>H Rate per Hour Worked – Any rate using this method will be multiplied by the Pay Type Multiplier and then be multiplied by the number of hours worked on the original timecard to create the Retro Gross Pay amount.</li> <li>A Flat Dollar Amount – Any rate using this method will be treated as a flat dollar adjustment to the original timecard. The Retro Gross Pay amount for each timecard will be the same as the flat dollar amount specified.</li> </ul> |

### What You Should Know About

**Multiple pay-rate tables for unions** When you enter more than one pay-rate table for a union, enter different effective dates for each union master pay-rate table. If you overlap effective dates for a union, the system creates an error.

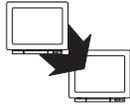
If you need more than one pay-rate table for a union due to different effective dates, J.D. Edwards recommends that you create the first pay-rate table and fully process it. Then, delete that pay-rate table, create the second pay-rate table, and process it.

**Unions negotiating more than one contract** When a union negotiates more than one contract during a fiscal year, use separate union pay-rate tables to display the effective change dates for each contract. Do not combine the retroactive pay due for the two contracts into one Rate Revisions by Union table. The system cannot distinguish the dates that apply to each contract.

**Loading job types and job steps**

You can use the Load Job function to load the job types and job steps from existing union-rates tables.

**Setting Up Pay-Rate Revisions by Employee**



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose by Employee

Set up pay-rate revisions by employee for pay-rate adjustments that apply to specific employees, or those who are not included in the union. You can also include other employees who are not covered by the union or pay-type tables in the retroactive calculations.

In addition, you can set a processing option on the rate extension program to create a pay-rate revision table that lists those employees for whom the system does not find pay-rate revisions. This occurs if the employee was included in the data selection and had timecard history that did not match the existing pay-rate revision tables. Those employees can have a pay rate set up here or be excluded from the data selection.

**▶ To set up pay-rate revisions by employee**

On Rate Revisions by Employee

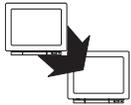
| Number | Employee Name   | Rate/Amount | M |
|--------|-----------------|-------------|---|
| 7500   | McDougle, Cathy | 13.6364     | % |

1. Complete the following fields:
  - Effective Date From
  - Effective Date Thru
  - Employee Number
  - Retroactive Amount or Rate
  - Retroactive Rate Extension Method
2. Complete the following optional fields:
  - Union Code
  - Job Type
  - Job Step

### See Also

- *Running the Rate Extension Program (P98300)*

### Setting Up Pay-Rate Revisions by Pay Type



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose by Pay Type

Set up pay-rate revisions by pay type to apply the same pay-rate revisions to all timecards having the same pay type. You can enter pay rates for hours worked as percentages or as flat dollar amounts.

When you use a pay rate from the Rate Revisions by Pay Type table to calculate retroactive pay amounts, you can enter a pay-type multiplier to override the pay-type multiplier in the Pay Type Specifications table (F069116).

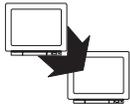
▶ **To set up pay-rate revisions by pay type**

On Rate Revisions by Pay Type

1. Complete the following fields:
  - Effective Dates
  - Pay Type
  - Retroactive Amount or Rate
  - Pay Type Multiplier
  - Retroactive Rate Extension Method
2. Complete the following optional fields:
  - Union Code
  - Job Type
  - Job Step

| Field      | Explanation                                                                                                                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Multiplier | A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier. |

## Setting Up Retroactive Pay-Type Tables



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Retro Pay Type Table

You set up retroactive pay-type tables to assign pay types for the new timecards that you created for retroactive payroll processing.

You must associate each pay type in the history table with a target pay type that the system uses when it creates the actual retroactive timecards. J.D. Edwards recommends that you use pay types for retroactive pay that differ from the pay types you use in other payroll processing.

During the timecard creation process, the system bypasses any timecard in the extracted history table with a pay type for which no target pay type is found. The system displays an error code of R (rejected) on the corresponding entry form when you are revising workfile records.

### ► To set up retroactive pay-type tables

On Retro Pay Type Table

| FROM |              | THRU |               |
|------|--------------|------|---------------|
| Type | Description  | Type | Description   |
| 1    | Regular      | 5    | Regular, -SDI |
| 100  | Overtime 1.5 | 301  | STD Pay       |
| 801  | Vacation     | 805  | Holiday Pay   |

Complete the following fields:

- Retro Pay Type
- From Pay Type
- Thru Pay Type

| Field          | Explanation                                                |
|----------------|------------------------------------------------------------|
| Retro Pay Type | A code to define the type of pay for Retro Pay Processing. |

## What You Should Know About

**Adding target pay types** To create a new retroactive pay type to be used as a target pay type, choose the Pay Type Setup function.

See *Setting Up Pay Types*.

**Excluding a retroactive pay type for autopay** To exclude a retroactive pay type for autopay during regular payroll processing, locate the retroactive pay type on Pay Type Setup and enter N in the Auto Pay Methods field.

See *Setting Up Pay Types*.

**Processing a negative retroactive pay adjustment** When employees agree to a wage reduction that results in a negative pay adjustment, you must set up a benefit to handle the negative retroactive amounts. The timecard creation process converts negative amounts into a one-time override DBA.

## Creating the Retroactive-Pay Workfile



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Record Selection

To generate the retroactive-pay processing workfile, you must select the appropriate timecards from the history table. The system requires the following versions of selection information to generate the workfile:

- History extraction
- Record selection

When you set up the data selection for the history extraction, you define the records that you want the system to retrieve, or extract, from the Payroll Transaction History table (F0618). When you set up the data selection for the record selection version, you further define the records based on employee master data, such as pay status and termination date. This allows you to exclude timecards for terminated employees.

Use history extraction only to set the data selection and name the extraction version. Then, you must include this extraction version in the processing options of the record selection version. If you do not specify a version for the history extraction, the system creates an error report because the system cannot retrieve the records from the history table.

You can also choose to calculate the retroactive pay and create pro forma timecards when you select the records. Alternatively, you can perform this process separately.

### See Also

- *Calculating Retroactive Pay (P06283)*

### Processing Options for Retroactive Workfile Record Selection

1. Enter '1' to run Rate Extension program. (Default = ' '): \_\_\_\_\_
2. Enter DREAM Writer Version for Retro Rate Extension program (P06282) (Default = XJDE0001) \_\_\_\_\_
3. Enter the DREAM Writer Version for Retro Timecard History Extraction. (P06280A) (Default = XJDE0001) \_\_\_\_\_

### What You Should Know About Processing Options

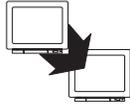
**Options to run the Rate Extension program (1, 2)** Enter values in these options if you want to run the Rate Extension program when you generate the workfile. If you enter 1 in processing option 1, you must enter a version name in processing option 2.

If you prefer, you can leave these processing options blank and run the Rate Extension program separately.

### Data Selection for Retroactive Workfile Record Selection

Typically, you need to specify only one union code and a range of work dates.

## Calculating Retroactive Pay



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Rate Extension

If you did not include the pay-rate extension calculation when you generated the retroactive-payroll workfile, you can run the extension calculation separately to calculate retroactive pay. For example, you might want to run Rate Extension as a separate program if you changed the pay-rate revision amounts.

The system retrieves the pay-rate revisions from the appropriate retroactive pay-rate revisions tables and calculates the retroactive gross pay amount for each pro forma timecard in the workfile (F06278). If the computed retroactive gross pay for a pro forma timecard is zero or negative, or if the system does not find a pay rate in any of the tables, the system creates an exception report that lists the timecard record and the type of error. Voided hours or negative pay-rate revisions can cause negative retroactive pay amounts.

### What You Should Know About

#### **Rerunning the Rate Extension program**

You can rerun the Rate Extension program as many times as necessary as long as the workfile exists. This method allows you to bypass the process of generating the workfile each time a pay-rate revision changes.

If you rerun the Rate Extension program after you have approved or modified workfile records, the system does not apply pay-rate revisions to workfile records that have been approved, modified, or both.

To include approved and modified records, you must reset those records before you rerun the Rate Extension program. Resetting approved and modified records overwrites all previous changes that you made to those records.

### See Also

- *Reviewing the Rate Extension Exception Report (P06284)*

## Processing Options for Retroactive Rate Extension

1. Specify the hierarchy method to be used when processing rate revisions:  
'1' - Employee, Union, Pay Types  
'2' - Employee, Pay Types, Union  
'3' - Pay Types, Employee, Union \_\_\_\_\_
  
2. Enter '1' to create an Employee table for employees in the workfile if no adjusting rates are found. \_\_\_\_\_
  
3. Enter the Work Date range to be used when creating the Employee table.  
FROM: \_\_\_\_\_  
THRU: \_\_\_\_\_

## What You Should Know About Processing Options

**Employees who don't have adjusting pay-rates (2, 3)**

If an employee was part of the data selection but had timecard history that did not match the pay-rate revision tables, the system includes the employee. You can then specify a pay rate on the Rate Revision by Employee form. If you leave the processing options blank, the system ignores these employee records.

If you enter information in processing option 2, you must enter a date in processing option 3. This date range should equal the range of work dates specified in the associated history extraction version.

## Data Selection for Retroactive Rate Extension

Indicate the version name of the Record Selection program (workfile). If you use the default setting \*ALL, the system extends pay rates for every existing workfile created by the record selection process.

## Reviewing Retroactive-Pay Workfile Records Online



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Workfile Review

You can review each employee's cumulative hours and retroactive gross pay online. You can also review individual workfile retroactive-pay pro forma timecards for all of the employees who were selected when you generated the retroactive-pay workfile.

### ▶ To review retroactive-pay workfile records online

On Workfile Review

| 0 | Employee Number | Employee Name  | Hours  | Gross |
|---|-----------------|----------------|--------|-------|
|   | 7506            | Mayeda, Donald | 186.00 | 95.50 |
|   | 7550            | Morrell, Jason | 176.00 | 88.00 |
|   | 7552            | Muha, Robert   | 166.00 | 66.86 |

1. Enter the version number that you used to generate the retroactive-pay workfile in the following field:
  - Retro Version Number
2. To narrow the search, complete any of the following optional fields:
  - Union Code
  - Job Type
  - Job Step
3. To review the totals by pay type for an employee, choose the Retro Pay Amount/Hours option for an employee.

**[06PAH] - Pay Type Amounts/Hours**

Functions Tools Help

Retro Version No: XJDETR0001    Retro Record Selection: U  
 Employee Number: 7506    Mayeda, Donald  
 Union Code:   
 Job Type / Step:   
 Skip to Pay Type:

| Pay     | Description  | Hours  | Gross |
|---------|--------------|--------|-------|
| 1       | Regular      | 176.00 | 88.00 |
| 100     | Overtime 1.5 | 10.00  | 7.50  |
| Totals: |              | 186.00 | 95.50 |

F3=Exit

4. On Pay Type Amounts/Hours, review the information for accuracy.
5. On Workfile Review, choose the Workfile Maintenance option to review an individual's pro forma timecards for retroactive pay.

**[06272] - Workfile Maintenance**

Functions Options Tools Help

Retro Version No: XJDETR0001    Retro Record Selection: Union 7000  
 Employee No: 7506    Mayeda, Donald

| 0 | Pay | Hours | .....Retro..... |       | Union | ....Job.... |      | ...Original... |        |
|---|-----|-------|-----------------|-------|-------|-------------|------|----------------|--------|
|   |     |       | Hrly Rate       | Gross |       | Type        | Step | Hrly Rate      | Gross  |
|   | 100 | 4.00  |                 | 3.00  | 7000  | 8M-3        |      | 11.250         | 45.00  |
|   | 1   | 88.00 |                 | 44.00 | 7000  | 8M-3        |      | 7.500          | 660.00 |
|   | 1   | 88.00 |                 | 44.00 | 7000  | 8M-3        |      | 7.500          | 660.00 |
|   | 100 | 6.00  |                 | 4.50  | 7000  | 8M-3        |      | 11.250         | 67.50  |

Opt: 1=Apprv 2=Reset 9=Dlt F19/F20=Prev/Next F14/F15/F16=Rate Rev F24=More

6. On Workfile Maintenance, review the information for accuracy.

## Reviewing Retroactive-Pay Workfile Reports



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Retro Time & Pay Register

The system calculates the pro forma timecards from the data that you selected in the history extraction and rate extension programs. The Retro Time and Pay Register report provides a print copy of the workfiles' pro forma timecards. You review retroactive-pay workfile reports to verify that the information you defined to generate the workfile is correct.

You can create either a detail or a summary version of this report. The detail report lists each timecard by employee and pay type as well as a summary of each pay type.

The system prints the Rate Extension Exception report only if any records have a zero or negative amount or if there is no pay-rate revision.

| 06284                       |                | J.D. Edwards & Company      |         |      |      |          | Page No. . . . 2       |          |       |
|-----------------------------|----------------|-----------------------------|---------|------|------|----------|------------------------|----------|-------|
|                             |                | Retro Time and Pay Register |         |      |      |          | Date - . . . . 7/13/98 |          |       |
|                             |                | Union 7000                  |         |      |      |          |                        |          |       |
| Retro Version. . XJDETR0001 |                | Retro Record Selection      |         |      |      |          | Union 7000             |          |       |
| Employee No                 | Employee Name  | Union                       | . Job . | Pay  | Work | Hours    | Rate                   | Retro    |       |
|                             |                |                             | Type    | Step | Typ  | Date     | Paid                   | Extended |       |
|                             |                |                             |         |      |      |          |                        | Amount   |       |
| 7506                        | Mayeda, Donald | 7000                        | 8M-3    |      | 1    | 06/15/98 | 88.00                  | .500     | 44.00 |
|                             |                | 7000                        | 8M-3    |      | 1    | 06/30/98 | 88.00                  | .500     | 44.00 |
|                             |                | 7000                        | 8M-3    |      | 100  | 06/01/98 | 4.00                   | .750     | 3.00  |
|                             |                | 7000                        | 8M-3    |      | 100  | 06/30/98 | 6.00                   | .750     | 4.50  |
|                             |                | Pay Type Summary:           |         |      | 1    |          | 176.00                 |          | 88.00 |
|                             |                |                             |         |      | 100  |          | 10.00                  |          | 7.50  |
| Total:                      |                |                             |         |      |      | 186.00   |                        |          | 95.50 |
| 7550                        | Morrell, Jason | 7000                        | 62      |      | 1    | 06/01/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/02/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/03/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/04/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/05/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/08/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/09/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/10/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/11/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/12/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/15/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/16/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/17/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/18/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/19/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/22/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/23/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/24/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/25/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/26/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/29/98 | 8.00                   | .500     | 4.00  |
|                             |                | 7000                        | 62      |      | 1    | 06/30/98 | 8.00                   | .500     | 4.00  |
|                             |                | Pay Type Summary:           |         |      | 1    |          | 176.00                 |          | 88.00 |
| Total:                      |                |                             |         |      |      | 176.00   |                        |          | 88.00 |

| Version Number . . . TEST |                    | Retro Record Selection |           |       |      | Retro Rate Extension Exception |        |                           | Page - . . . 1 |  |
|---------------------------|--------------------|------------------------|-----------|-------|------|--------------------------------|--------|---------------------------|----------------|--|
| Emp No. Name              |                    | Wrk Date               | Pay Union | Type  | Step | Rate                           | Amount | Date - . . . 7/08/98      |                |  |
|                           |                    |                        |           |       |      |                                |        | Message                   |                |  |
| 20004                     | Miller, Dennis A.  | 04/30/98               | 1 99707   | 0A-1  |      |                                |        | No Rate/Added to Emp. Tbl |                |  |
| 20004                     | Miller, Dennis A.  | 05/31/98               | 1 99707   | 0A-1  |      |                                |        | No Rate Found             |                |  |
| 20006                     | West, Victoria C.  | 04/30/98               | 1 99707   | 0A-3  |      |                                |        | No Rate/Added to Emp. Tbl |                |  |
| 20006                     | West, Victoria C.  | 05/31/98               | 1 99707   | 0A-3  |      |                                |        | No Rate Found             |                |  |
| 20010                     | Mirand, Francis D. | 04/30/98               | 1 99707   | 0A-10 |      |                                |        | No Rate/Added to Emp. Tbl |                |  |
| 20010                     | Mirand, Francis D. | 05/31/98               | 1 99707   | 0A-10 |      |                                |        | No Rate Found             |                |  |

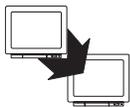
### Processing Options for Retroactive Pay Workfile Reports

1. Enter the type of employee number to be printed.  
 1 = Address Book Number (default)  
 2 = Social Security Number  
 3 = Additional Employee Number
2. Enter a '1' to only print summary information. ' ' is the default, and will print detail and summary information.

### Data Selection for Retroactive-Pay Workfile Reports

To limit the report to only one workfile, change the default setting of \*ALL to a specific record selection version.

### Revising Retroactive-Pay Workfile Records



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Workfile Revisions

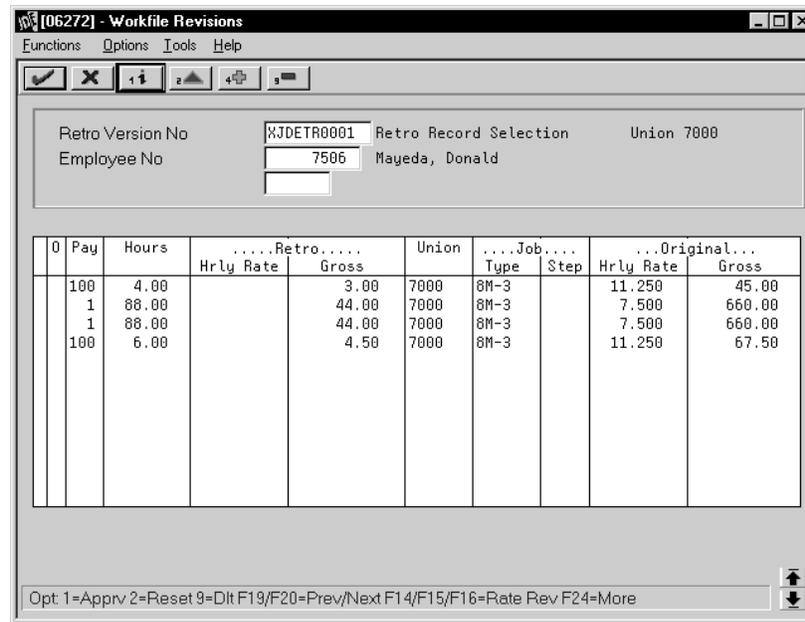
After you review the records in the retroactive-pay workfile for accuracy, you revise any timecards that require changes. Each detail line represents one timecard from the employee's history table. When you revise a workfile record, you change only the retroactive pro forma timecard in the workfile. You do not change the payroll history tables.

You cannot change the percentage and have the system automatically calculate a new gross amount. You can either manually calculate and enter the new amount or change the appropriate pay-rate revisions table and rerun the Rate Extension program.

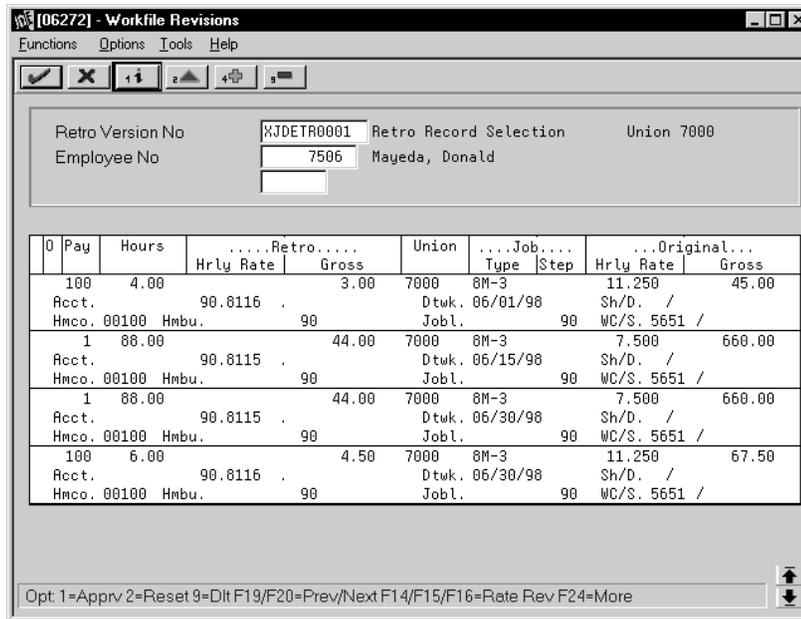
Before the system can create actual timecards, you must approve each record. You can manually approve, remove the approval code (reset), or delete a record as you revise it.

► **To revise retroactive-pay workfile records**

On Workfile Revisions



1. Complete the following field:
  - Retro Version Number
2. To choose a specific employee, complete the following field:
  - Employee Number
3. Make changes to any of the following fields:
  - Pay Type Code
  - Hours Worked
  - Retroactive Hourly Rate
  - Retroactive Gross
  - Union
  - Job Type
  - Job Step
4. Access the detail area.



5. Review the values in the following fields:
  - Account Number
  - Date Worked
6. To approve a record, choose the Approve option.
7. To change a previously approved or rejected record, choose the Reset option.
8. To delete a record, choose the Delete option.
9. Review the result on the record line in the following field:
  - Retro Timecard Indicator (not labeled)

| Field | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retro | <p>A code that indicates the status of the timecard. Valid values are:</p> <ul style="list-style-type: none"> <li>A Approved Timecard</li> <li>B Approved Manual Changed Timecard</li> <li>M Manual Changed Timecard</li> <li>R Rejected Timecard</li> </ul> <p>If you reset and change a previously approved or rejected record, the indicator code changes.</p> <ul style="list-style-type: none"> <li>• If the previous code was B, it changes to M</li> <li>• If the previous code was A, M, or R, it changes to blank</li> </ul> |

| Field     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hrly Rate | <p>The rate the system uses to calculate an employee's retroactive pay.</p> <p>If you enter an hourly rate, the system multiplies this amount by the hours and the pay type multiplier to create a new retroactive gross amount. Therefore, the system recalculates any hourly rate you enter on a pay type that has a multiplier greater than 1.0. For example, if you enter an hourly rate of .50 on an overtime pay type that has a multiplier of 1.5, the system changes the rate to .75 before multiplying the hours by the rate.</p> <p>If you enter the rate as a percentage, the system does not consider the pay type multiplier. Instead, the system multiplies the regular gross amount by the percentage to calculate the retroactive gross amount.</p> <p>If you enter a flat dollar amount, the system applies the amount as the total retroactive gross amount. Flat dollar amounts do not force a calculation.</p> |
| Gross     | <p>The amount of wages to be paid the employee for retroactive pay.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## What You Should Know About

- Correcting blank values** If the Retro Hourly Rate and Retro Gross fields are blank, one of the following occurred:
- The Rate Extension program was not run.
  - The Rate Extension program could not find a retroactive pay-rate revisions table for the combination of employee, union, job type, job step, and work date.
- To correct this situation, verify that you have set up a valid union, employee, or pay-type retroactive table and that the work dates for the employee fall on or between the dates specified in the table.
- Correcting unextended records** If the system failed to extend only a few records for an employee, the work date in the table was outside the date ranges specified in the retroactive pay-rate revisions table.
- To correct this situation, either manually extend the gross pay on the Workfile Revisions form or verify that the correct table is being used and rerun the Rate Extension program.
- Approving and resetting a record** When you choose either the Approve or the Reset option, it is not necessary to use the Change action.

**Adding a record** Use the Change action to add a record. Enter the account number and work date in the detail area. The system retrieves the remaining required information from the employee master record.

**Adding a record without an account number** If you add a record and do not provide an account number, the system assigns an account number following the rules established in the automatic accounting instructions for business unit, object, and subsidiary.

**Correcting an account number or date worked** If an account number or date worked has been incorrectly assigned to a record, you must delete the entire record and re-enter the record with the correct information.

**Deleting a record** To delete a record, choose the Delete option and use the Change action. The system deletes the record from the Retroactive Timecard workfile (F06278) but not from the Payroll Transaction History table (F0618).

If you delete a record, rerunning the Rate Extension program does not re-create the deleted record in the workfile. To retrieve the deleted record, you must rerun the Record Selection program or manually add the record on the Workfile Revisions form.

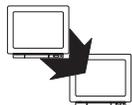
**Revising records in a batch** You can run a batch program to approve, reset, or delete all or selected retroactive-pay records.

See *Approving the Workfile*.

## Processing Options for Workfile Revisions

1. Enter '0' to sequence by Union.  
Enter '1' to sequence by Worked Date.

## Approving the Retroactive Timecard Workfile



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Workfile Approval/Reset

If you want to create actual retroactive timecards to use in payroll processing, you must approve the pro forma timecards in the workfile. You can run a batch program to approve all or selected pro forma timecards in the Retroactive Timecard workfile (F06278).

This program does not generate a report.

## What You Should Know About

### Resetting or deleting records by batch

You can also create versions of this program to reset or delete the records in the workfile.

### Approving records manually

You can manually approve one or more records.

See *Revising Workfile Records*.

## Processing Options for Retroactive Timecard Approval

- To approve, reset or delete records in the Retro Workfile, enter one of the following values:

' ' - Approve Retro Transactions  
'1' - Reset Retro Transactions  
'2' - Delete Retro Transactions

NOTE: Reset will remove the approval flag from records in the Retro Workfile without actually deleting the records.

## Data Selection for Retroactive Timecard Approval

You can specify parameters to select only the records that you want to approve, delete, or reset.

## Creating Retroactive Timecards



From Canadian Payroll Master (G77), choose Retroactive Processing

From Retroactive Payroll Processing (G7725), choose Create Retro Timecards

To include the retroactive payments in a payroll cycle, you must create actual retroactive timecards for all approved records. When you create retroactive timecards, the system summarizes the pro forma timecard records and creates the following retroactive information for standard payroll processing:

- Timecards (F06116)
- DBAs (F0609)
- Interim cheques and associated timecards

You can create retroactive timecards as often as necessary.

When you create retroactive timecards, the system generates a report. Depending on how you set the associated processing option, the system generates either a posting report or an exception report.

The Retro Timecard Posting report lists all of the records processed from the workfile depending on the data selection of the Create Retro Timecards program. The system uses transaction numbers to identify the successfully processed records. If the system did not create a timecard, the record includes a transaction number of zero (0) with associated error messages.

The Retro Timecard Exception report lists only the records in error, with the associated error message.

| 06283                           |         | J.D. Edwards & Company        |  |          |      |        |    | Page - . . . 1       |         |
|---------------------------------|---------|-------------------------------|--|----------|------|--------|----|----------------------|---------|
|                                 |         | Retro Timecard Posting Report |  |          |      |        |    | Date - . . . 7/31/98 |         |
|                                 |         |                               |  |          |      |        |    | Batch No . . . 8612  |         |
| Retro Version. . . . XJDETR0001 |         | Retro Record Selection        |  | U        |      |        |    |                      |         |
| Trans No.                       | Emp. No | Employee Name                 |  | Wk Date  | Type | Hours  | Wk | Retro Gross Amt      | Message |
| 26706                           | 7506    | Mayeda, Donald                |  | 07/01/98 | 15   | 176.00 |    | 88.00                |         |
| 26707                           | 7506    | Mayeda, Donald                |  | 07/01/98 | 15   | 10.00  |    | 7.50                 |         |
| 26708                           | 7550    | Morrell, Jason                |  | 07/01/98 | 15   | 88.00  |    | 44.00                |         |
| 26709                           | 7550    | Morrell, Jason                |  | 07/01/98 | 15   | 88.00  |    | 44.00                |         |
| 26710                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 32.00  |    | 11.20                |         |
| 26711                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 32.00  |    | 11.20                |         |
| 26712                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 24.00  |    | 8.40                 |         |
| 26713                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26714                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26715                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 8.00   |    | 2.80                 |         |
| 26716                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26717                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26718                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26719                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 3.00   |    | 1.58                 |         |
| 26720                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 3.00   |    | 1.58                 |         |
| 26721                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 2.00   |    | 1.05                 |         |
| 26722                           | 7552    | Muha, Robert                  |  | 07/01/98 | 15   | 2.00   |    | 1.05                 |         |

| 06283                           |         | J.D. Edwards & Company          |  |          |      |       |    | Page - . . . 1       |                          |
|---------------------------------|---------|---------------------------------|--|----------|------|-------|----|----------------------|--------------------------|
|                                 |         | Retro Timecard Exception Report |  |          |      |       |    | Date - . . . 7/13/98 |                          |
|                                 |         |                                 |  |          |      |       |    | Batch No . . . 8522  |                          |
| Retro Version. . . . XJDETR0001 |         | Retro Record Selection          |  | U        |      |       |    |                      |                          |
| Trans No.                       | Emp. No | Employee Name                   |  | Wk Date  | Type | Hours | Wk | Retro Gross Amt      | Message                  |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 32.00 |    | 11.20                | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 32.00 |    | 11.20                | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 24.00 |    | 8.40                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 8.00  |    | 2.80                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 16.00 |    | 5.60                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 3.00  |    | 1.58                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 3.00  |    | 1.58                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 2.00  |    | 1.05                 | Retro Pay Type not found |
| 0                               | 7552    | Muha, Robert                    |  | 07/01/98 |      | 2.00  |    | 1.05                 | Retro Pay Type not found |

## What You Should Know About

### **Negative gross pay**

If the total of all gross pay records for the employee, pay type, and account information is a negative amount (that is, negative retroactive pay), the system does not create a timecard. The result depends on whether you specified a valid benefit number (DBA) in the associated processing option, as follows:

- Valid benefit number – The system creates a negative amount as a one-time override with the benefit number. J.D. Edwards recommends that you set up the DBA with 2 in the Effect on Check field (taxable pay is included in gross and net calculations).
- Invalid benefit number – The system rejects the record.

See *Correcting Rejected Timecards*.

If all employees in the workfile have negative gross pay, J.D. Edwards recommends that you set the processing options to create standard timecards. The system creates DBA one-time overrides that can then be processed with regular pay only during a normal payroll cycle.

### **Zero gross pay**

If the gross pay amount for the combination of employee, pay type, and account information is zero (0), the system removes the record from the workfile without creating a timecard.

### **Employee master information**

During timecard creation, the system retrieves information from the Employee Master table (F060116). If necessary, update the actual retroactive timecard in a time entry program.

### **Business-unit security**

The system verifies all menu selections on the Retroactive Payroll Processing menu for business-unit security. If a user is not authorized to access a record, the record prints on the exception report. The system resets the record with a blank indicator code and leaves the record in the workfile. You must approve these records again and rerun the Create Retro Timecards program.

## Processing Options for Create Retroactive Timecards

1. Enter the Retro Pay Type to be used when creating time cards. (Default = blank; search all Retro Pay Type tables) \_\_\_\_\_
  2. Enter the Benefit Number to be used for 'Negative' retro timecards. \_\_\_\_\_
  3. Enter the Work Date to be used for the new retro timecards. (If this field is left blank, the system date will be assigned to the new timecards) \_\_\_\_\_
  4. Enter a '1' to create a timecard posting report or '0' to create a timecard exception report. \_\_\_\_\_
  5. Type of Employee number on report:  
'A' - Employee Address Book Number  
'S' - Social Security Number  
'O' - Additional Employee Number \_\_\_\_\_
  6. Enter an 'S' to create standard timecards or an 'I' to create interim checks. \_\_\_\_\_
- \*\*\*\*\*  
\* The following options are for \*  
\* Interim Check processing. All \*  
\* interims will be created as \*  
\* Computer/Batch interims. \*  
\*\*\*\*\*
7. Enter the Pay Period Ending Date to be assigned to each interim. This date will serve as both From and Thru date for the Pay Period. \_\_\_\_\_
  8. Enter the version of the Payroll Register to be executed. (Default = XJDE0001) \_\_\_\_\_
  9. Enter the Pay Period of the month for DBA calculations. Leave this field blank if you do not want DBA's to calculate. (1 char.) \_\_\_\_\_

## What You Should Know About Processing Options

### **Work dates (3)**

The work date should fall within the pay period in which the timecards are processed through the payroll cycle.

## Correcting Rejected Timecards

Before creating a timecard, the system verifies all information in the workfile pro forma records. When the program successfully verifies a record, it performs the following steps:

- Creates a timecard, one-time override, or interim cheque to be used for payroll processing
- Removes the verified record from the workfile

After all records are processed, the only records remaining in the workfile are rejected records and records not previously approved. The system marks the rejected records with the appropriate error codes, preventing the pro forma timecards from further processing.

Reasons for rejecting retroactive timecards include the following:

- The history pay type is not associated with a target pay type in the Retro Pay Type table, or the target pay type is not found in the Pay Type Specifications table (F069116)
- The account number in the workfile does not pass the account number test for posting account numbers, for validity of account number, or for posting business unit
- For negative pay, the benefit code that is specified in the processing options is not valid

Based on the reason that the system rejected the timecard, you might need to do one of the following:

- Repeat any or all of the tasks to process retroactive payroll
- Change the processing options before you create the retroactive payroll so that the system includes the rejected timecards

### See Also

- *Revising Retroactive Workfile Records (P06272)*
- *Creating Retroactive Timecards (P06283)*



### Exercises

See the exercises for this chapter.





## Employee History and Turnover

Within any organization, employees continually change jobs, receive raises, are promoted, or change their marital status. You can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. You also can set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

For employees who have multiple jobs within your organization, the system stores history records for each job. The system stores this information in a separate table from the employee history and turnover tables.

Working with employee history and turnover information includes the following tasks:

- Working with records for employee master history
- Reviewing employee history reports
- Working with records for multiple-job history
- Correcting turnover records

You can track employee history and turnover for any of the information stored in the Employee Master table (F060116). You can use history and turnover information to do the following:

- Review the employee's job progression
- Review salary increases given at the same time that a job change was made
- Analyze historical changes to employee information
- Consider an employee for a promotion
- Consider an employee for another position
- Monitor employee movement within your company



### What Is Employee Master History?

Employee master history includes the history records that the system creates when you change information on the employee entry forms. You must specify the data items (such as home company, tax ID number, and so on) for which you want to track history. These data items must exist in the Employee Master table. Whenever you change employee information, the system creates a separate history record for each data item for which you are tracking history.

As you enter and revise information for the data items that you selected for history tracking, the system temporarily stores history and turnover records in a data queue. You use the history monitor feature to control when the system transfers the records in the data queue to the permanent history and turnover tables. You activate the history monitor when you want to transfer records to the history and turnover tables immediately after you make a change. When the history monitor is not active, the system stores the history records in the data queue until you activate the monitor. To speed computer response time, you might choose to activate the history monitor only at night, when no users are working on the system.

The data queue has limited storage space. If you do not activate the history monitor regularly, the data queue can become too large and you will be unable to retrieve records.

The history records include the following information:

- The specific change
- The reason for the change (known as the change-reason code)
- The date that the change becomes effective
- The system date when the change was made
- The user ID of the person who made the change
- The program ID that identifies where the change was made

### What Is Employee Multiple-Job History?

In some organizations, employees can have multiple jobs. Each employee has one primary job. Any additional job that an employee might hold at the same time as the primary job is called a secondary job. For employees who have multiple jobs, the system stores history records for each job.

---

## Why Is the Change-Reason Code Important?

When you revise employee information, the system prompts you for a change-reason code. The change reason code indicates whether the system should record the change to the employee information as employee history only or as both employee history and turnover. The system does not create a turnover record unless you enter a change-reason code. The system also stores the change-reason code with the employee history record.

When you enter job changes for an employee with multiple jobs, and the change-reason code and effective date are different for each job, the system creates a separate record for each change in the Employee Multiple Job History table.

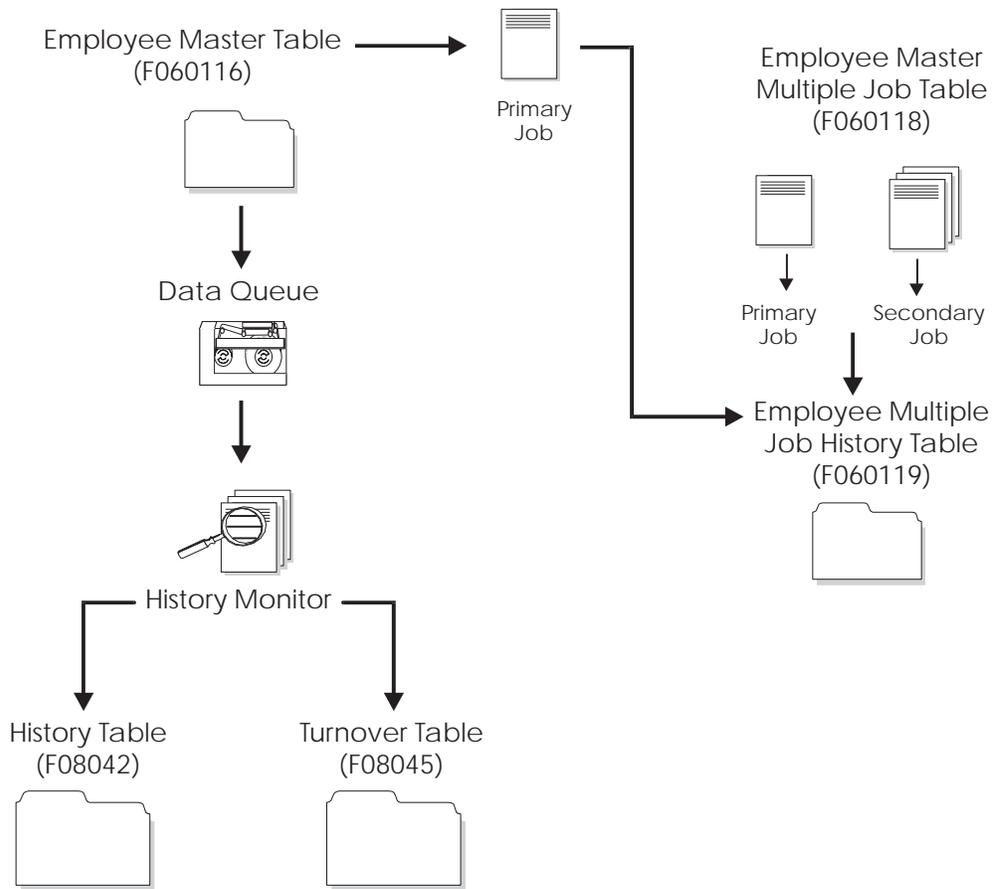
You define change-reason codes in the user defined code table 07/T. When you define change-reason codes, it is important to note that alphabetic codes have a negative effect on turnover. Conversely, numeric codes have a positive effect on turnover.

## Where Does the System Store History and Turnover Records?

The system stores history and turnover information in the following tables:

- Employee master and primary-job history in the HR History table (F08042)
- Employee turnover information for employees' primary jobs in the Employee Turnover Analysis table (F08045)
- Primary-job and secondary-job history in the Employee Multiple Job History table (F060119)

When an employee has multiple jobs at one time, the system maintains turnover information only for the primary job. The following diagram shows how the system tracks information from the current employee tables to the history and turnover tables.



## Working with Records for Employee Master History

---

When current employee information changes, such as when an employee is promoted or changes marital status, you must update the employee's record to reflect the change. You can set up your system to create historical records of the information you changed when you update employee records to reflect such changes.

Working with employee history records consists of the following tasks:

- Reviewing employee master history
- Correcting employee master history

You can review historical information since the date that you began tracking history. This allows you to analyze an employee's qualifications and work record. For example, you can do the following:

- Review an employee's job progression
- Review salary increases given at the same time that a job change was made
- Analyze historical changes to employee information
- Analyze an employee's job history to determine whether the employee is ready for a promotion

You can correct history records if you made a mistake when you entered employee information and the system stored that mistake in history records.

You might make a mistake and not want to maintain a record in history. You can delete a history record if it is inaccurate and if you do not want to maintain the record in the history table.

To conserve computer disk space, you can transfer past years' history records to tape or to an alternate backup system.

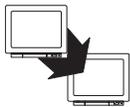
### Before You Begin

- Specify the employee data items for which you want to track turnover. See *Choosing Data for Tracking Purposes*.
- Verify that the Human Resources system constants are set to track turnover. See *Setting Up History and Turnover Constants*.
- Verify that the history subsystem and history monitor are set to run. See *Activating History and Turnover Tracking*.

### See Also

- *Entering Employee Information (P060101)*
- *Understand History and Turnover Tracking (P08042)*
- *Purging History Records (P080860)*

## Reviewing Employee History



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Employee History Inquiry

You can set up your constants so that the system creates history records for employees whenever you change employee information. You might want to review this history to do the following:

- Analyze historical changes to employee information
- Consider an employee's work record for promotions or raises
- Consider an employee's work record for another position

To review the complete history records for an individual, from the oldest entry through the most recent entry, you can use the Employee History Inquiry form. You can also review all of the history that is linked to a specific data item.

► **To review employee history**

On Employee History Inquiry

The screenshot shows a window titled "[08042] - Employee History Inquiry". It includes a menu bar (Functions, Tools, Help) and a toolbar. Search criteria are entered as follows: "As of Date" is 05/16/98, "Last Chg Only (Y)" is unchecked, "Employee Number" is 7500 (McDougle, Cathy), and "Data Item" is empty. Below the search fields is a table with the following data:

| Description             | History Data    | Data Description  | Date     |
|-------------------------|-----------------|-------------------|----------|
| Alpha Name . . . . .    | McDougle, Cathy |                   | 01/01/98 |
| Address Number . . . .  | 7500            | McDougle, Cathy   | 01/01/98 |
| Benefit Group . . . . . | EXEC            | Executive Benefit | 01/01/98 |
|                         | MGMT            | Management Benefi | 01/01/98 |
| Date Of Last Raise . .  | 03/03/97        |                   | 01/01/98 |
|                         | 05/12/95        |                   | 05/12/95 |
| Date of Original Emp    | 03/03/98        |                   | 01/01/98 |
| Date Started . . . . .  | 03/03/98        |                   | 01/01/98 |
| Employee Classificat    | N               |                   | 01/01/98 |
| EEO Job Cat. . . . .    | 001             | Officials and Man | 01/01/98 |
|                         | 001             | Officials and Man | 01/01/98 |
|                         | 002             | Professionals     | 03/03/97 |
| FLSA Exempt Y/N. . . .  | Y               |                   | 01/01/98 |
| Home Company . . . . .  |                 |                   | 01/01/98 |
| Home Business Unit . .  | 90              | Administrative De | 01/01/98 |

At the bottom of the window, there are keyboard shortcuts: "F4=Details" and "F24=More Keys".

1. Complete the following field:
  - Employee Number
2. Complete any of the following optional fields:
  - As of Date
  - Last Change
  - Data Item
3. Access the detail area.

| Description                  | History Data    | Data Description     | Date                          |
|------------------------------|-----------------|----------------------|-------------------------------|
| Alpha Name . . . . .         | McDougle, Cathy |                      | 01/01/98                      |
| EE No                        | 7500            | Data Item ALPH       | User DEMO Pgm ID P080420      |
| Change Reason 001            | New Hire        | Sequence Number      | 1.00                          |
| Address Number . . . . .     |                 | 7500 McDougle, Cathy | 01/01/98                      |
| EE No                        | 7500            | Data Item AN8        | User DEMO Pgm ID P080420      |
| Change Reason 001            | New Hire        | Sequence Number      | 1.00                          |
| Benefit Group . . . . .      | EXEC            | Executive Benefit    | 01/01/98                      |
| EE No                        | 7500            | Data Item DIVC       | User AB709431T Pgm ID P080420 |
| Change Reason 002            | Promotion       | Sequence Number      | 2.00                          |
|                              | MGMT            | Management Benefi    | 01/01/98                      |
| EE No                        | 7500            | Data Item DIVC       | User DEMO Pgm ID P080420      |
| Change Reason 001            | New Hire        | Sequence Number      | 1.00                          |
| Date Of Last Raise . . . . . | 03/03/97        |                      | 01/01/98                      |
| EE No                        | 7500            | Data Item DR         | User DEMO Pgm ID P080420      |
| Change Reason 001            | New Hire        | Sequence Number      | 1.00                          |

4. Review the information.

| Field             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As of Date        | <p>The date for which you want to review employee history and employee turnover. Any history or turnover that has an effective date after the date you enter in this field does not appear on the form. If you do not enter a date, the system date is the default date.</p> <p>In the history or turnover purge programs, all data with an effective date (data item EFTO) on or before this date will be purged. You must enter this date.</p>                                              |
| Last Chg Only (Y) | <p>A code that defines whether the form displays only employee history changes made through the date you indicate in the As of Date field. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, display only the history changes in effect through the As of Date.</li> <li>N No, display all changes.</li> <li>blank The same as N.</li> </ul> <p>Note: Since changes are based on effective date, if two changes were made on the same date, the form shows both changes.</p> |

## What You Should Know About

- Reviewing history for a specific date** To review all of the history for an individual employee for one specific date, use the Employee History Snapshot form. This form shows only the history that is in effect on the date that you specify.
- Field-sensitive history** On the employee entry form, you can use the Field Sensitive History function to access history for a specific field. You must position the cursor in the field for which you want to review history.
- For example, to review an employee's job history, position the cursor in the Job Type field and choose the Field Sensitive History function.

## Processing Options for Employee Master History Inquiry

1. 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 (Employee Pay Status numeric). \_\_\_\_\_

Data Item Security:

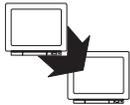
- 
2. Enter data items not to be displayed for security reasons.

1. Data Item \_\_\_\_\_
2. Data Item \_\_\_\_\_
3. Data Item \_\_\_\_\_
4. Data Item \_\_\_\_\_
5. Data Item \_\_\_\_\_

Select Data:

- 
3. Enter a '1' to display selected data for tracking with values in history. Default of blank will display all selected data items. \_\_\_\_\_

## Correcting Employee History



From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operation (G773), choose History & Turnover

From History & Turnover Technical Operations (G7733), choose Employee History

Each time you make an entry in an employee record, the system creates a record in the corresponding history table. If you make a mistake when you enter employee information and then correct the error, you must delete the incorrect record from the corresponding history table to maintain an accurate historical trail. When you delete a record from the history table, you do not affect the information in the Employee Master table.

If the only information you incorrectly entered was the change reason or the effective date, you can correct that information in the history table. You do not need to delete the entire record to correct those two fields.

Correcting the error in the history table allows you to maintain accurate historical records. If the history record that you correct has a change reason, you must also correct the corresponding turnover record.

### ► To correct employee history

#### On Employee History

| Name            | Description          | History Data    | Eff On   |
|-----------------|----------------------|-----------------|----------|
| McDougle, Cathy | Alpha Name . . . .   | McDougle, Cathy | 01/01/98 |
|                 | Address Number . .   | 7500            | 01/01/98 |
|                 | Benefit Group . . .  | EXEC            | 01/01/98 |
|                 |                      | MGMT            | 01/01/98 |
|                 | Date Of Last Raise   | 03/03/97        | 01/01/98 |
|                 |                      | 05/12/95        | 05/12/95 |
|                 | Date of Original E   | 03/03/98        | 01/01/98 |
|                 | Date Started . . . . | 03/03/98        | 01/01/98 |
|                 | Employee Classific   | N               | 01/01/98 |
|                 | EEO Job Cat. . . . . | 001             | 01/01/98 |
|                 |                      | 001             | 01/01/98 |
|                 |                      | 002             | 03/03/97 |
|                 | Eligibility Code 0   | A               | 01/01/98 |
|                 | FLSA Exempt Y/N. .   | Y               | 01/01/98 |
|                 | Home Company . . .   | 100             | 01/01/98 |

1. To locate the record, complete either or both of the following fields:
  - Employee
  - Data Item
2. If the entire record is incorrect and you do not want to maintain it in history, choose the Delete option.
3. If you want to maintain the history record, complete the following optional field:
  - Effective On
4. Access the detail area.

The screenshot shows a window titled "[080420] - Employee History". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with icons for search, delete, and other functions. There is a date field labeled "As of" with the value "05/16/98".

Below the date field, there are input fields for "Employee Number" (containing "7500") and "McDougle, Cathy". Below that, there are fields for "and/or Data Item" and another empty field.

The main part of the window is a table with the following columns: "Name", "Description", "History Data", and "Eff On". The table contains three rows of data:

| Name                                                                    | Description                          | History Data                            | Eff On   |
|-------------------------------------------------------------------------|--------------------------------------|-----------------------------------------|----------|
| McDougle, Cathy<br>EE No 7500<br>Chg Reasn 001 New Hire<br>User ID DEMO | Alpha Name . . . .<br>Data Item ALPH | McDougle, Cathy<br>Sequence Number 1.00 | 01/01/98 |
| EE No 7500<br>Chg Reasn 001 New Hire<br>User ID DEMO                    | Address Number . .<br>Data Item AN8  | 7500 01/01/98<br>Sequence Number 1.00   | 01/01/98 |
| EE No 7500<br>Chg Reasn 002 Promotion<br>User ID AB709431T              | Benefit Group. . .<br>Data Item DIVC | EVEC<br>Sequence Number 2.00            | 01/01/98 |

At the bottom of the window, there is a status bar with the text "Opt 9=Delete F4=Details F24=More Keys" and a vertical scroll bar.

5. Correct the information in the following optional field:
  - Change Reason

**See Also**

- *Correcting Turnover Records (P080451)*



## Reviewing Employee History Reports

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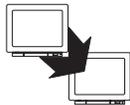
To review and analyze employee history, you can print several reports. You can review the following information:

- The most recent changes that have been made to employee information
- The next-to-last change that was made to your employee history records
- Historical salary information for specific employees

Reviewing history reports includes the following tasks:

- Reviewing the Employee History report
- Reviewing the Salary History Analysis report
- Creating the Last History Change workfile
- Reviewing the Last Change in History report

### Reviewing the Employee History Report



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Employee History Log

# Canadian Payroll

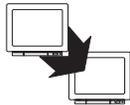
To review history either for a single data item or for all of the data items for which you are tracking history, print the Employee History report. The information that prints on this report is the same information that you can review online using the Employee History Inquiry form.

| Employee Number                                                                                                                    | Name                 | Data Item | Description       | History Data         | Description     | Effectv On | Seq Number | Change Reason        | Changed By |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|-------------------|----------------------|-----------------|------------|------------|----------------------|------------|
| 080423 J.D. Edwards & Company Page - . . . 9<br>All Employees by Home Business Unit Date - . . . 6/25/98<br>01/01/98 Thru 12/31/98 |                      |           |                   |                      |                 |            |            |                      |            |
| Home Business Unit . 419 Administration                                                                                            |                      |           |                   |                      |                 |            |            |                      |            |
|                                                                                                                                    |                      | PHRT      | Hourly Rate . .   | 26.000               |                 | 01/15/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      |           |                   | 18.000               |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | PSDT      | Date Pay Starts   | 08/17/90             |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | SAL       | Annual Salary .   | 54,080.00            |                 | 01/15/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      |           |                   | 37,440.00            |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | SALY      | Pay Class(H/S/P H |                      |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | SSN       | Employee Tax ID   | 058-43-2559          |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | TARA      | Tax Area (Work)   | 06                   |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | TARR      | Tax Area (Res.)   | 06                   |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | TRS       | Change Reason .   | 07                   |                 | 03/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      |           |                   | 98                   |                 | 01/15/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      |           |                   | 010                  | Database correc | 01/01/98   | 1.00       | 010 Database correct | DEMO       |
|                                                                                                                                    |                      |           |                   | 04                   |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | UPMJ      | Date Updated .    | 10/17/91             |                 | 03/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      |           |                   | 04/04/95             |                 | 01/01/98   | 1.00       |                      | DEMO       |
|                                                                                                                                    |                      |           |                   | 10/14/91             |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | WCMP      | Workers Comp .    | 8810                 | Administrative  | 01/01/98   | 2.00       |                      | DEMO       |
|                                                                                                                                    |                      |           |                   |                      | No Worker's Com | 01/01/98   | 1.00       | 010 Database correct | DEMO       |
|                                                                                                                                    |                      |           |                   | 8810                 | Administrative  | 01/01/98   |            |                      | DEMO01     |
| Home Business Unit . 451 Accounting Department                                                                                     |                      |           |                   |                      |                 |            |            |                      |            |
|                                                                                                                                    | 2022 Kellerman, Jame | DT        | Date Terminated   | 07/01/98             |                 | 07/01/98   | 1.00       | TE Termination-Elig  | BARCLAY    |
|                                                                                                                                    |                      | HMCU      | Home Business U   | 451                  | Accounting Depa | 06/26/98   | 1.00       | 010 Database correct | DEMO       |
|                                                                                                                                    |                      | PAST      | Pay Status . .    | 9                    | Terminated, Las | 07/01/98   | 1.00       | TE Termination-Elig  | BARCLAY    |
|                                                                                                                                    |                      | POS       | Position ID. .    | 4510A-1              |                 | 06/26/98   | 1.00       | 010 Database correct | DEMO       |
|                                                                                                                                    |                      | TRS       | Change Reason .   | TE                   | Termination-Eli | 07/01/98   | 1.00       | TE Termination-Elig  | BARCLAY    |
|                                                                                                                                    |                      | UPMJ      | Date Updated .    | 03/31/96             |                 | 07/01/98   | 1.00       | TE Termination-Elig  | BARCLAY    |
|                                                                                                                                    |                      |           |                   | 06/26/95             |                 | 06/26/98   | 1.00       | 010 Database correct | DEMO       |
| Home Business Unit . 701 Corporate Administration                                                                                  |                      |           |                   |                      |                 |            |            |                      |            |
|                                                                                                                                    | 2006 Walters, Annett | ALPH      | Alpha Name . .    | Walters, Annette     |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | AN8       | Address Number    | 2006 Walters, Annett |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | DIVC      | Benefit Group .   | MGMT                 | Management Bene | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | DSI       | Date of Origina   | 06/03/96             |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | DST       | Date Started .    | 06/03/96             |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | ECNT      | Employee Classi   | N                    |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | EEOJ      | EEO Job Cat. .    | 001                  | Officials and M | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | E001      | Eligibility Cod   | Y                    |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | E010      | Eligibility Cod   | A                    |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | FLSA      | FLSA Exempt Y/N   | Y                    |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | HMCO      | Home Company .    |                      | 1               | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | HMCU      | Home Business U   | 701                  | Corporate Admin | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | HM04      | Disability . .    | N                    |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | IFN       | First Initial ( A |                      |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | IH        | Hrs/Yr . . . .    | 2080.00              |                 | 01/01/98   |            |                      | DEMO01     |
|                                                                                                                                    |                      | JBCD      | Job Type . . .    | 1M-2                 | Project Leader  | 01/01/98   |            |                      | DEMO01     |

## Processing Options for Employee History Report

1. 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 (Employee Pay Status numeric). \_\_\_\_\_
2. Enter the Reporting Period to restrict inclusion of history data by date:  
From Date \_\_\_\_\_  
Thru Date \_\_\_\_\_
3. Enter the data item you wish to see history on (i.e. SAL for Salary).  
Default of blank will include history on all tracking items. \_\_\_\_\_

## Reviewing the Salary History Analysis Report



- From Canadian Payroll Master (G77), choose Employee Information
- From Employee Information (G7711), choose Change Control & Monitoring
- From Change Control & Monitoring (G77112), choose Salary History Analysis

Use the Salary History Analysis report to review salary changes for employees' primary jobs. To use this report to analyze salary information, you must have set up your system to track history for salary, hourly rate, and pay class.

For each employee, the report shows either an annual salary or an hourly rate, depending on the employee's pay class. (The pay class indicates whether an employee is paid on salary or by the hour.)

| Employee Number        | Name             | Pay Status | Empl Stats | Job Type      | Pay Grade | Grad Step | Compa- Ratio | P C | Salary/Hourly | Percent Change | Change Reason | Effectv On |
|------------------------|------------------|------------|------------|---------------|-----------|-----------|--------------|-----|---------------|----------------|---------------|------------|
| 01/01/98 Thru 12/31/98 |                  |            |            |               |           |           |              |     |               |                |               |            |
| 7500                   | McDougle, Cathy  | Active     |            | Human Resourc | S4        |           | 1.05         | S   | 40,000.00     |                |               | 01/01/98   |
|                        |                  | Active     |            | Human Resourc | S6        |           | 0.79         | S   | 44,000.00     | 10.00          | Promotion     | 02/15/98   |
|                        |                  | Active     |            | Human Resourc | S6        |           |              | S   |               | 100.00-        |               | 07/01/98   |
| 7504                   | Meade, Jane      | Active     |            |               | S4        |           | 0.92         | S   | 35,000.00     |                |               | 01/01/98   |
| 7506                   | Mayeda, Donald   | Active     |            | Clerk         |           |           |              | H   | 7,500         |                |               | 01/01/98   |
| 7510                   | Moralez, Jesus   | Active     |            |               |           |           | 0.67         | H   | 6,500         |                |               | 01/01/98   |
| 6001                   | Allen, Ray       | Active     |            |               | S7        |           | 0.73         | S   | 48,800.00     |                |               | 01/01/98   |
|                        |                  | Active     |            | President     | S7        |           | 1.05         | S   | 70,000.00     | 43.44          |               | 03/17/98   |
| 5127                   | Ebby, Chester A. | Active     |            | EEO Specialis |           |           |              | S   | 25,000.00     |                | Automated Con | 01/01/98   |
| 6000                   | Easter, Melvyn   | Active     | Full-time  | Secretary     |           |           | 2.57         | H   | 18,000        |                |               | 01/01/98   |
|                        |                  | Active     | Full-time  | Foreman       |           |           | 3.71         | H   | 26,000        | 44.44          |               | 01/15/98   |
| 2006                   | Walters, Annette | Active     |            | Project Leade |           |           | 0.70         | S   | 40,000.00     |                |               | 01/01/98   |
| 2111                   | Ingraham, Paul   | Active     |            | Laborer       | H5        |           |              | S   | 35,000.00     |                |               | 03/15/98   |
| 2129                   | Jackson, John    | Active     |            | Financial Ana |           |           | 1.26         | S   | 50,000.00     |                |               | 01/15/98   |
| 6002                   | Abbot, Dominique | Active     | Full-time  | Financial Ana | S4        |           | 0.74         | S   | 28,000.00     |                |               | 01/01/98   |
| 6010                   | Eason, Walter    | Active     |            | Laborer       |           |           |              | H   | 18,000        |                |               | 01/01/98   |
| 7701                   | Anthony Holiday  | Active     |            | Fire Fighter  |           |           | 1.34         | H   | 11,250        |                | Automated Con | 01/01/98   |
| 7702                   | Derrick, Leslie  | Active     |            | Financial Ana |           |           | 2.54         | H   | 37,500        |                | Automated Con | 01/01/98   |
| 7703                   | Bellas, Debbie   | Active     |            | Financial Ana |           |           | 1.34         | S   | 53,000.00     |                | Automated Con | 01/01/98   |
| 7704                   | Rivard, Jacques  | Active     |            | Payroll Manag |           |           | 1.04         | S   | 43,620.00     |                | Automated Con | 01/01/98   |
| 7508                   | Mai, Tien        | Active     |            |               |           |           | 0.54         | H   | 5,250         |                |               | 01/01/98   |

### Processing Options for Employee Salary History Analysis Report

1. 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 (Employee Pay Status numeric). \_\_\_\_\_
  
2. Enter the Reporting Period to restrict inclusion of history data by date:
 

|           |       |
|-----------|-------|
| From Date | _____ |
| Thru Date | _____ |
  
3. Enter a '1' to include all employees even if they fall outside the reporting period range of dates. \_\_\_\_\_

## Creating the Last History Change Workfile



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Last History Change Workfile

Before you can print the Last Change in History report, you must create the Last History Change workfile (T08042W). This workfile is a compilation of changes to data items. The system uses this temporary workfile to create the Last Change in History (World Writer) report. When you run the Last History Change program, the system does not print a report. You must print the report separately.

You must run this program individually for each data item that you want to view on the Last Change in History report. For example, to review changes for all salary records (data item SAL) as well as for all job records (data item JBCD), you would do the following:

- Verify that the processing options are set to add records to the workfile
- Run the Last History Change program for salary records
- Run the Last History Change program again for job records

You should check your message queue to verify that this program completed successfully.

### Processing Options for Last History Change Workfile

REPORT OPTIONS:

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1. Enter data item used to create work file. \_\_\_\_\_

2. Enter a '1' to clear the work file and then write new records. Enter a '2' to add records to the work file. and not clear the file.  
( Default = '2' ) . \_\_\_\_\_

## Reviewing the Last Change in History Report



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose World Writer

You can print a World Writer report that lists changes to one or more data items in the Employee Master table for which you are tracking history. This report displays the information in a concise, easy-to-read format. Use this report to review historical information for one or more specific data items.

The report shows the value that was entered in the data item before the most recent change to that data item was entered. For example, assume that:

- You are tracking history for job ID.
- You hire an employee to fill the job of Accountant (job ID Acct-1).
- One year later, the employee receives a promotion to Senior Accountant (job ID Acct-2).
- After three years with your organization, the employee receives a promotion to Accounting Manager (job ID Acct-3). Accounting Manager is the employee's current job.

When you print the report, it shows Acct-1 for the employee's job ID.

**Before You Begin**

- Create the Last History Change workfile. This workfile compiles the information that prints on the report.

| Last Change In History<br>Using Work File T08042W |           |              |              |              |           |            | Page | - | 1        |
|---------------------------------------------------|-----------|--------------|--------------|--------------|-----------|------------|------|---|----------|
|                                                   |           |              |              |              |           |            | Date | - | 03/05/98 |
| Address Number                                    | Data Item | History Data | Effective On | Date Updated | User ID   | Program ID |      |   |          |
| 2                                                 | SALY      | S            | 11/20/95     | 02/22/95     | RP1411506 | P0801      |      |   |          |
| 3                                                 | SALY      | S            |              | 01/24/96     | WC909193  | P0801      |      |   |          |
| 4                                                 | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 5                                                 | SALY      | S            |              | 12/21/95     | JE652201  | P0801      |      |   |          |
| 6                                                 | SALY      | S            |              | 12/21/95     | JE652201  | P0801      |      |   |          |
| 8                                                 | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 9                                                 | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 11                                                | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 12                                                | SALY      | S            | 02/21/96     | 02/21/96     | JE652201  | P0801      |      |   |          |
| 100                                               | SALY      | S            |              | 02/28/96     | JE652201  | P0801      |      |   |          |
| 133                                               | SALY      | S            |              | 01/03/96     | JE652201  | P0801      |      |   |          |
| 134                                               | SALY      | S            |              | 04/03/96     | JE652201  | P060101    |      |   |          |
| 135                                               | SALY      | S            | 04/03/96     | 04/03/96     | JE652201  | P060101    |      |   |          |
| 136                                               | SALY      | S            | 04/03/96     | 04/03/96     | JE652201  | P060101    |      |   |          |
| 137                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 138                                               | SALY      | S            | 01/07/96     | 04/03/96     | JE652201  | P0801      |      |   |          |
| 311                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 312                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 315                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 316                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 317                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 319                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 320                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 321                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 329                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |
| 330                                               | SALY      |              |              | 05/03/96     | SS788627  | P0804500   |      |   |          |

## Working with Multiple-Job History

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If some employees in your company hold more than one job at one time, you enter multiple jobs for those employees. When employees hold multiple jobs, the system lists one job as the primary job and all others as secondary jobs. Each time you make an entry for a multiple job, the system creates a record in the Employee Multiple Job History table (F060119).

The system adds a new record to multiple-job history whenever you change any of the following:

- Home business unit
- Job type
- Job step
- Change reason
- Effective date

When you make any other changes to multiple-job information, the system writes over the current record in multiple-job history and does not create a new record.

To work with multiple-job history, complete the following tasks:

- Review multiple-job history for an employee
- Delete multiple-job history records

## Reviewing Multiple-Job History for an Employee



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Employee Multiple Job History

You can review the history for your employees who hold more than one job at a time, such as an art teacher who is also a baseball coach. You can review this information to do the following:

- Determine which jobs the employee has held during the same period of time
- Review the employee's wage information for each job

### ▶ To review multiple-job history for an employee

On Employee Multiple Job History

| P | J | Home Unit | Business | Position ID | Job Type | Job Step | Union Code | Salary    | Hourly Rate |
|---|---|-----------|----------|-------------|----------|----------|------------|-----------|-------------|
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 16.346      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 16.346      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 16.346      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 35,000.00 | 16.826      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 32,000.00 | 15.384      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 25.676      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 25.676      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 25.676      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 16.346      |
| P |   | 2435      | TR03     | TEACH       | M1       |          |            | 34,000.00 | 25.676      |
| P |   | 2435      |          | 5J-8        |          |          |            | 30,000.00 | 14.423      |
| P |   | 2435      |          | 5J-8        |          |          |            | 3,000.00  | 1.442       |
| P |   | 2435      |          | 5J-8        |          |          |            | 30,000.00 | 14.423      |
|   |   | 2435      | CH02     |             |          |          |            | 3,000.00  | 15.000      |
|   |   | 2435      | CH02     | COACH       |          |          |            | 3,000.00  | 4.007       |
|   |   | 2435      | CH02     | COACH       |          |          |            | 3,000.00  | 15.000      |

1. Complete the following field:
  - Address Number
2. To narrow the search, complete either of the following optional fields:
  - Select From
  - Select Through

3. Access the detail area.

The screenshot shows a software window titled "[060119] - Employee Multiple Job History". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area is titled "Current Salary" and contains a form with "Address Number" set to "3050" and "Morrisey, Anne E.". Below this is a table with columns: O/P, Home Business Unit, Position ID, Job Type, Job Step, Union Code, Salary, and Hourly Rate. The table contains one record for employee Morrisey, Anne E., with a salary of 34,000.00 and an hourly rate of 16.346. Below the table is a detailed list of fields and their values, including Home Bus Unit Desc (School), Position ID Desc (English Teacher), Job Type Desc, Job Step Desc, Union Code Desc, Contract/Calendar, External Job Descr, Shift Code, Locality, Employment Status, Supervisor, Workers Comp/Sub (No Worker's C), EEO Job Cat (001), FLSA Exempt Y/N (Y FTE), and Pay Class(H/S/P) (S Compa-Ratio).

| O/P | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary    | Hourly Rate |
|-----|--------------------|-------------|----------|----------|------------|-----------|-------------|
|     | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 16.346      |

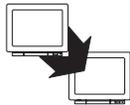
Below the table, the following fields are listed:

- Home Bus Unit Desc: School
- Position ID Desc: English Teacher
- Job Type Desc: English Teacher
- Job Step Desc: English Teacher
- Union Code Desc: English Teacher
- Contract/Calendar: English Teacher
- External Job Descr: English Teacher
- Shift Code: English Teacher
- Locality: English Teacher
- Employment Status: English Teacher
- Supervisor: English Teacher
- Workers Comp/Sub: No Worker's C
- EEO Job Cat: 001
- FLSA Exempt Y/N: Y FTE
- Pay Class(H/S/P): S Compa-Ratio

At the bottom of the window, there are function keys: F5=Format Toggle, F10=HREE, F17=PREE, F18=CAEE, F24=More.

4. Review the information.

## Deleting Multiple-Job History Records



From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Change Control & Monitoring

From Change Control & Monitoring (G77112), choose Employee Multiple Job History

You cannot correct the information in a record in an employee's multiple-job history. If you incorrectly enter multiple-job information, you must delete the history record unless the correction and the history have the same change reason and effective date. When the correction has the same change reason and effective date as those of a previous record, the system automatically deletes the previous record from the Employee Multiple Job History table.

For example, assume that you need to correct the salary for an employee's primary job. The salary that you need to correct was entered on 09/01/98 with a change reason of Annual Increase. When you correct the employee's salary, you enter 09/01/98 for the effective date and Annual Increase as the change reason. The system deletes the history record that contains the incorrect salary information.

When the change reason and effective date for the corrected information are different from those for the incorrect record, you must delete the incorrect record on the Employee Multiple Jobs History form.

When you enter corrections for an employee's primary job on the Employee Entry form, the system does not delete the corresponding history record, regardless of the change reason and effective date that you entered.

### Before You Begin

- Enter the correct information on the Employee Multiple Job Entry form.

### **To delete multiple-job history**

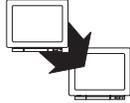
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On Employee Multiple Job History

1. Complete the following field:
  - Address Number
2. Locate the incorrect record and use the Delete function.
3. Use the Change action.

## Correcting Turnover Records

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From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover

From History & Turnover Technical Operations (G7733), choose Employee Turnover

When employee assignment information changes, such as when an employee changes jobs or moves to a new business unit within your organization, you must update the employee's record to reflect the change. You can set up your system to create turnover records of the information that you changed when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

To track turnover for a change, you must enter a change reason and an effective date. The system does not create a turnover record unless you enter a change-reason code. You can review turnover records to verify that there are no duplicate records, incorrect change-reason codes, or incorrect effective dates.

If you enter incorrect information when you update employee information, you must re-enter the correct information. You should also correct the turnover record so that you can accurately analyze turnover information.

You can only correct the effective date in the turnover data. If any other information in the turnover record is incorrect, you should delete the entire record. When you correct the information in employee entry, the system creates the correct turnover record.

When you re-enter the updated information, the system also creates duplicate history records if you change any of the following additional data items:

- Change-reason code
- Home company
- Home business unit
- Job number
- Cheque route

To maintain the accuracy of your historical information, you should also delete the duplicate employee history records.

## See Also

- *Correcting History Records (P080420)*

► **To correct turnover records**

On Employee Turnover

As of: 05/15/98

Data Item: HMCO Home Company  
 Turnover Data:   
 Change Reason:

| OP | Home Company        | Employee Name    | Change Reason           | Effect Date |
|----|---------------------|------------------|-------------------------|-------------|
|    | A Model Canadian Pa | Bellas, Debbie   | 010 Database correction | 05/15/98    |
|    |                     | Anthony Holiday  | 008 Payroll Adjustment  | 04/20/98    |
|    | Model Finan/Distrib | Mastro, Robert   | 098 Automated Conversio | 01/07/98    |
|    |                     | Mayeda, Donald   | 098 Automated Conversio | 01/07/98    |
|    |                     | Meade, Jane      | 098 Automated Conversio | 01/07/98    |
|    | A Model Canadian Pa | Anthony Holiday  | 99                      | 01/01/98    |
|    |                     | Derrick, Leslie  | 99                      | 01/01/98    |
|    |                     | Bellas, Debbie   | 99                      | 01/01/98    |
|    |                     | Rivard, Jacques  | 99                      | 01/01/98    |
|    | A Model Financial C | Walters, Annette | 099 **New Hire - Incomp | 01/01/98    |
|    |                     | Easter, Melvyn   | 099 **New Hire - Incomp | 01/01/98    |
|    |                     | Allen, Ray       | 099 **New Hire - Incomp | 01/01/98    |
|    |                     | Abbot, Dominique | 099 **New Hire - Incomp | 01/01/98    |
|    |                     | Eason, Walter    | 099 **New Hire - Incomp | 01/01/98    |

Opt: 9=Delete Record F4=More Detail F24=More Keys

- To locate the incorrect record, complete the following field:
  - Data Item
- To narrow your search, complete either of the following optional fields:
  - Turnover Data
  - Change Reason
- If the record is correct except for the date, correct the information in the following field:
  - Effective Date
- Locate any incorrect records, and then choose the Delete Record function.
- Use the Change action.

| Field         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Item     | <p>A data item, such as home business unit or home company, for which you are tracking employee turnover. To specify the data items for which you are tracking employee turnover, use user defined code table 08/TF.</p> <p>J.D. Edwards provides four codes. If necessary, you can change the description of these codes. However, do not change the four-letter code. For example, one of the codes provided is HMCO (Home Company). You can change the Home Company description, but do not change the letters HMCO.</p>                                                                                                     |
| Turnover Data | <p>The data that is specific to the type of turnover being tracked. For home business unit, this field would contain an individual business unit name. For home company, it would contain a company name. For jobs, it would contain a job type (data item JBCD), followed by a job step (data item JBST). For check route codes, the field would simply contain the code.</p> <p>..... <i>Form-specific information</i> .....</p> <p>This field is optional. You can use it to limit the information that appears on the form. If you do not put a code in this field, all turnover information for the data item appears.</p> |

