



PeopleSoft 8.00.01 Payroll Interface PeopleBook

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ABOUT THIS PEOPLEBOOK

The book provides you with the information you will need for implementing and using PeopleSoft Payroll Interface. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAPIr8SP1B 1200.

About this PeopleBook

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

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

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

The *PeopleSoft Payroll Interface PeopleBook* provides you with implementation and processing information for your PeopleSoft Payroll Interface system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing only PeopleSoft Payroll Interface, some combination of products within the product line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents

of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft Payroll Interface.

Introduction to PeopleSoft HRMS introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources windows, and generating reports.

Regulating HRMS System Data reviews the Business Unit/SetID feature which allows you to organize your businesses by dividing them into logical units other than Companies and Departments, and also allows you to control how your organizational data is shared among those organizational units.

Processing Transactions Using Regulatory Regions discusses the Regulatory Region concept, how Regulatory Regions are set up in your PeopleSoft HRMS, and how to set up additional Regulatory Regions, if necessary.

Working With Currencies explains how to track personnel salaries and reimbursement amounts in multiple currencies, or in multiple currency rate types, yet keep an eye on the bottom line by using one currency as a point of reference to track your expenses and costs worldwide.

Working With Languages discusses PeopleSoft's language support features.

Setting Up Control Tables discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

E&G Setting Up Service Parameters is a section for Education and Government users that discusses how you set up methods to handle time duration for measuring accrued service for employees in public sector organizations.

USF Setting Up Your Work-In-Progress Management System is a section for U.S. Federal Government users that explains how to set up the system to automatically route a wide variety of requests directly to reviewing officials, and on to human resources, in the specific path that your organization chooses.

Administering Security reviews how to set up and maintain security for employee data by using a security tree. This allows you to view and update the reporting relationships among units and

use this information to grant and deny user access to employee data. You can also choose to set up employee data security in other ways, if that is what you need.

Using Mass Change describes how you can select a particular set of employee records from the database, define the alteration you would like to perform on those records, and make those changes in the background, using scheduled processing.

Mapping Your Business Processes explains the ability to define graphical, process-based maps. With maps, you can create a visual overview for each of your business processes to see how a particular task fits into the big picture and quickly navigate to the panels you need.

Working With Multiple Components of Pay discusses how you use the system to tailor unique compensation packages for each of your employees or create default pay component packages that are consistent for jobs and salary steps throughout your organization.

Working With Multiple Jobs explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

Working With Groups shows you how to use the Group Build functionality in HRMS, which gives you a standardized way to create groups of employees and non-employees. Once you've created a group using this feature, you can use it across several HRMS products for a wide variety of purposes.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www.peoplesoft.com). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site:
<http://www.peoplesoft.com/>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01*, and *PeopleTools 8.12 PeopleBooks*, SKU CD-HRB8SP1R0.



Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration
- PeopleSoft 8.00.01 Stock Administration

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of

PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

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PeopleSoft Internet site: <http://www.peoplesoft.com/>.
- Telephone** Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559**.
- Email** Email CPI at callcenter@conpub.com.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

<i>Field</i>	<i>Definition</i>
Address, Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Name of city for address.
County	Name of county for address, if applicable.
Country	Country for address. Other address fields will be adjusted to reflect Country choice.
Description	Freeflow text up to 30 characters.

Effective Date Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

For more information about effective dates, see Using PeopleSoft Applications, “Working With Browser-Based Applications” in your *Using PeopleSoft Applications PeopleBook*.

EmplID (employee ID)

Unique identification code for an individual associated with your organization.

Extension

The phone extension number for a person or organization.

Phone

The telephone number for a person or organization.

Postal

Postal code for address.

Process Monitor

This hyperlink takes you to the Process List page, where you can view the status of submitted process requests.

For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Manager, “Process Scheduler Basics” in your *PeopleTools PeopleBook*.

Province

Province for address.

Report Manager

This hyperlink takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Run

This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Manager, “Process Scheduler Basics” in your *PeopleTools PeopleBook*.

Run Control ID

Enter a **Run Control ID**.

SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
State	State for address.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
Telephone	The telephone number for a person or organization.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:
 Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`

Indicates PeopleCode.

Bold

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

Italics Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value***.

We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.

KEY+KEY Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.

Jump links Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

For more information, see Documentation on CD-ROM in *About These PeopleBooks: Additional Resources*.

- Topic list Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents window.



Name of Page

Opens a pop-up window that contains the named page. Click the icon to display the page. Some screen shots may also appear inline (directly in the text).



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.



Text in this bar indicates For more information cross-references to related or additional information.



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page Introductory Table

In the documentation, each page description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the page or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar page is <code>DETAIL_CALENDAR1</code> .
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, SetID and Calendar ID are required to open the Detail Calendar page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as in this section), but the USF designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

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

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

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

Introducing PeopleSoft Payroll Interface

PeopleSoft Payroll Interface is a flexible, innovative system that gives you complete control over all aspects of your payroll interface operation—from deduction calculation to exporting and importing data.

Using Payroll Interface, you can maintain employee related data in one system while using a third-party payroll system to perform gross-to-net calculations and payroll year-end processes.

The system enables you to map the PeopleSoft human resources management system (HRMS) data to the third-party payroll system. Once the fields have been selected and defined, and employees have been mapped to the target system employee ID, you can define your export and import file layouts.

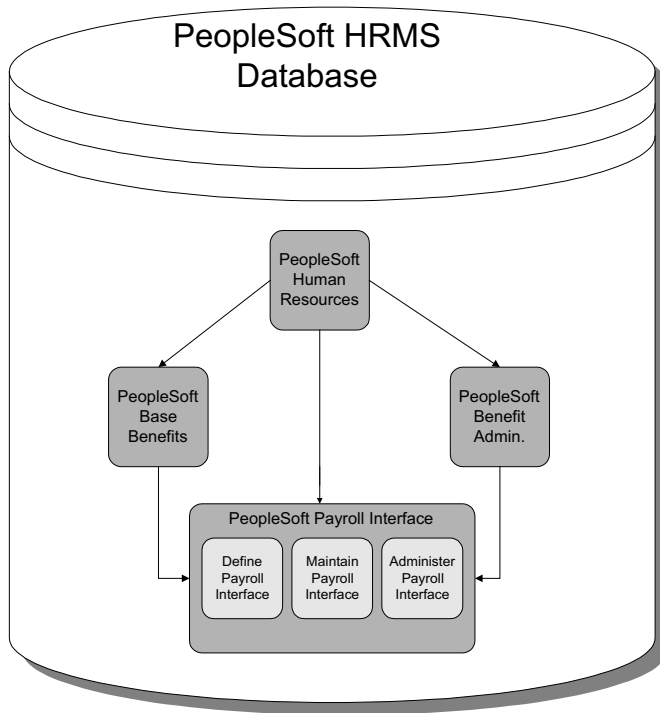
Payroll Interface exports employee level personal, job, salary, deduction, and tax information that the third-party payroll system needs to produce paychecks each pay period. PeopleSoft provides some sample field mappings, record, and file definitions that you can use, or you can set up your own fields, records, and files needed for export. You can validate this export information and make any necessary changes before it goes to your third-party payroll system.

Payroll Interface can import the processed payroll results into inquiry tables, providing easy access to check, earnings, deduction, and tax details.

Payroll Interface is truly a global product that can be used internationally. Features such as processing effective-dated changes, support for multiple character sets, exporting to a table, multiple jobs functionality, and the language code utility allow Payroll Interface to be used in a wide variety of international markets.



As delivered, data imported into Payroll Interface is not shared with any other application in the HRMS database. With some additional configuration of Payroll Interface or the application you wish to integrate, you can obtain the ability to share imported data with other HRMS applications. Such configuration of Payroll Interface should only be undertaken by someone with significant technical ability.



PeopleSoft Payroll Interface integrated with PeopleSoft HRMS

In this section we'll acquaint you with the key features of PeopleSoft Payroll Interface—focusing on what PeopleSoft and this product offers.



PeopleSoft Payroll Interface is capable of exporting any record residing in your HRMS system as long as that record has Employee ID defined as a key field in the Application Designer. Throughout this documentation, guidance will be given in setting up various HRMS tables that contain data that can be exported to your third party payroll system using Payroll Interface. However, there may be data in other HRMS tables that can also be exported. Just remember that any data keyed to an Employee ID can be exported using Payroll Interface, even if that data setup is not specifically described in this documentation. You can create views to meet your needs. Examples of views include: joining employee-level tables with setup table information, using SQL where clauses, and “if-then” conditional logic. This can be verified through the Application Designer.



USF If you are exporting your data to the National Finance Center (NFC), see USF NFC data export For more information.



USF Multiple Rates of Pay, Derivation of Rates, and related features are not currently supported in PeopleSoft 8 HRMS for U.S. Federal Government.



USF A section heading that begins with the letters "USF" indicates a section specific to exporting your data to the National Finance Center (NFC).

What PeopleSoft Offers

In the frenetic environment of today's global marketplace, many of the business operating principles and processes put in place twenty years, five years, even a year ago, no longer apply. Today's business strategies focus on flexibility, not size; teamwork and empowerment instead of command and control; technology and outsourcing as opposed to layers of middle management. Your success, if not survival, hinges on how quickly you can reevaluate, restructure, reorganize, or reengineer your organization—to cultivate a lean, innovative, efficient, responsive, profitable, customer-focused corporate culture.

PeopleSoft is a new breed of software provider with a sterling track record for identifying trends and newly emerging standards. We don't presume to predict the future, nor do we lock you into a single solution. Instead, we specialize in taking a fresh look at the way you do business, factoring in the rapid change that permeates every facet of our lives today. The result is a suite of systems and services that offer you the flexibility to move quickly and the freedom of choice to optimize your corporate and computing resources.

As PeopleSoft develops systems, it works with interface design experts and functional business consultants who understand how to optimize user productivity. As computer interfaces evolve, we enrich our applications with new interface techniques and learning tools, such as wizards, that help make our applications even more friendly and intuitive. And we're working toward addressing the information needs of tomorrow's virtual organization, helping you to better serve your customers and optimize your vendor relations.

Immediate Information Access

With PeopleSoft applications, you can build an invaluable repository of business data. Our query and analysis tools are designed to complement business applications so that you can easily extract, analyze, and present vital information. We contend that executive information systems (EIS) should not be only for executives, but should be *everybody's information systems*: easy-to-use, secure tools that make information readily available to everyone who needs it.

We put information at your fingertips by providing a suite of powerful reporting tools that:

- Enable you to build SQL queries without having to see SQL commands, much less know the language. And you'll be able to apply the queries you create in many ways, not just for

standard reporting.

- Offer a natural language interface that enables you to query your database in your own words.
- Place a wealth of formatting and report design tools at your disposal so that you can quickly and easily create reports, mailing labels, or forms—and present them by using a variety of fonts, borders, and other special effects for emphasis and easy reference.
- Provide a robust set of matrix reporting, drill-down, and tabular data retrieval features with the familiar face of a spreadsheet so that you can quickly develop reports for analysis, without having to reenter data.
- Facilitate adhoc queries.
- Enable you to schedule programs and background processes to run once or regularly each day, week, or month.

Automating and Streamlining with Workflow

To ensure that you get the right information to the right people at the right time, PeopleSoft makes workflow an integral part of its applications. PeopleSoft workflow facilitates the flow of information throughout our enterprise solutions and among external systems that support your business processes. We also provide prioritization rules, approval templates, and queue definition tables that enable you to easily define your own workflow processes, procedures, business rules, and events.

Quick Response to Change

PeopleSoft uses PeopleTools. This robust, versatile application environment enables you to develop, deploy, and evolve powerful, functionally rich business solutions. Unlike other client/server programming tools, which typically focus only on one phase of development and are oriented towards programmers, PeopleTools provides tools that system analysts, business analysts, and users can use throughout the life cycle of your applications. Inherent business rules and functionality streamline and simplify development. System administration tools support faster application deployment and simplify maintenance. And our dynamic system architecture promotes open, scalable, portable, high-performance systems that conform to your complex hardware configurations and database preferences.

PeopleTools complements your existing programming and CASE tools so that you can take advantage of the prototyping power of PeopleTools, without having to retrain your entire MIS staff.

Using PeopleTools, you can create database fields and application objects to share and use throughout your application, as well as to store and manipulate text, images, and sound. Special fields and functions—specifically designed to support business applications—streamline development. Additional tools for application globalization, automated process scheduling, online help development, security, automated upgrades, and software distribution benefit both your users and your technical staff. PeopleTools also provides built-in business functionality, such as:

- **Inherent date sensitivity** to maintain a complete history of all data in your application so that you can enter information that will take effect automatically, on schedule. With this type of effective dating, you can easily track, control, and project past, present, and future data.
- **Graphical tools** to visually organize information that is stored in database tables. Using trees, a graphical hierarchical structure for expanding, collapsing, drilling down, or rolling up data, you gain a new way to view, analyze, and change information such as organization charts and department, accounting, and security structures.
- **Multinational capabilities** to support your multiple language, currency, and country requirements, as well as your country-specific legislative initiatives and processes.
- **Sophisticated database design techniques** for easy sharing and separating of data and data structures among multiple departments and operating entities throughout your organization. By sharing common values or sets of values among business units, you reduce data redundancy, simplify maintenance, and improve accuracy.

Optimal Performance and Flexibility

PeopleSoft divides application processing strategically among client workstations and database or application servers to take full advantage of the power of the machines on your network, without sacrificing the responsiveness of your application. Our intelligent, multitier system design considers the function of each application element—graphical user interface, application logic, database management system—and gives you the flexibility to allocate them across a department or enterprise-wide network, as best fits your business needs and global information system strategy.

Open, scalable systems are the hallmark of PeopleSoft solutions. Our applications are designed to run efficiently on multiple database platforms and hardware environments, so you're not restricted to a particular database or hardware platform. And you can easily migrate to other platforms, if your standards or requirements change. Our relational database design ensures data integrity, minimizes data redundancy, and optimizes system performance.

Enterprise Solutions Built for Business

Our system architecture enables us to construct a conceptual framework for fully integrated applications—both current and future. Each application is composed of application objects that are designed to address global business requirements, perform specific application processes and functions, and link seamlessly to other application objects within a single product or product line.

Our enterprise business solution consists of integrated, yet modular applications for finance, materials management, logistics, distribution, manufacturing, and human resources. We also develop or tailor our solutions to meet the needs of strategic vertical markets, as shown in the table below

Financials	Distribution	Manufacturing	HRMS	Vertical
General Ledger	Purchasing	Bills and Routings	Human Resources	Health Care
Payables	Inventory	Production Management	Benefits Administration	Government
Receivables	Order Management	Production Planning	FSA Administration	Higher Education
Asset Management	Billing	Cost Management	Payroll	Financial Services
Projects	Enterprise Planning	Engineering	Payroll Interface	Utilities
Budgets	Product Configurator		Pension Administration	
Expenses			Time and Labor	
Treasury			Global Payroll	

Transcending Boundaries with Global Solutions

PeopleSoft enterprise solutions are global. Functionally, we address the complex language, currency, legal, and business process requirements of multinational corporations. Architecturally, we store and manage the flow of business information efficiently throughout your worldwide network, regardless of where you work. Strategically, we give you the flexibility to implement localized and global solutions, yet still share information and reduce redundant data and effort.

Why PeopleSoft Payroll Interface?

PeopleSoft Payroll Interface offers you all the advantages of PeopleSoft HRMS in a comprehensive application: it's easy to use and simple to configure, yet powerful enough to meet even your most demanding requirements.

Payroll Interface is a tool that is used primarily to export data from the PeopleSoft HRMS system to a third-party payroll system. The third-party payroll system can be an outside payroll service or an in-house system. Data such as personnel information and payroll enrollment data (for example, W4 information) are the most common types of data to be exported.

Payroll Interface has three main components:

- **Calculated deductions** (often referred to as *DedCalc* in PeopleSoft applications) allows for deductions to be calculated in PeopleSoft and exported to a third-party payroll system. Flat amount deductions and deductions that are a percentage of salary can be calculated in Payroll

Interface. If you are using PeopleSoft Benefits or PeopleSoft Benefits Administration, you can use rate tables that alter the pay period deduction amount, as derived in the deduction calculation process. Usually these are benefit deductions. Deductions that are dependent on gross pay are not calculated in Payroll Interface, but in the third-party payroll system. Gross pay can be determined only in a payroll system. Payroll Interface is specifically designed as a mechanism to get data to a payroll system, and it does not do any gross-to-net pay calculations.

- **Export** enables you to map data from PeopleSoft HRMS to the desired format that can be used as import (in transaction format) to another system. The export process allows for this mapping, as well as the translation of data capabilities, via tables. For example, the sex of an employee may be stored as Male and Female in PeopleSoft, but the values 1 and 2 are the codes used by the third-party system. This translation and mapping capability enables you to define data in PeopleSoft that makes sense in the human resource function of the organization and still maintain data in the format required by the third-party payroll system.
- **Import** allows for paycheck and accumulated balance data to be imported into PeopleSoft and used for inquiry via inquiry pages. No translation is provided on imported data. The data seen in the inquiry pages is stored in the values of the third-party payroll system. Data is loaded into balance tables that are unique to Payroll Interface. This was done because many organizations have both PeopleSoft Payroll and Payroll Interface, and they do not want the data created by PeopleSoft Payroll and the data imported from a third-party payroll system to be commingled.



You can map any data on any PeopleSoft record (table) to your third-party payroll system, as long as Employee ID is part of the PeopleSoft record. This allows you the flexibility to use Payroll Interface with any PeopleSoft database.

Payroll Interface was designed as a universal solution for data exporting to virtually any third party payroll system. However, Payroll Interface is delivered to you with three sample data definitions for export and two for import. The three export file formats are logical, physical, and Comma Separated Variable (CSV). The two import file formats are pay period detail and year-to-date samples. Both import definitions use a physical layout. This sample data's purpose is to serve as a valuable reference when analyzing the setup of Payroll Interface for your particular needs. Careful examination of the sample data will give you tremendous insight into the setup of Payroll Interface during your implementation.

When properly configured, Payroll Interface is a powerful tool you can use to leverage your existing PeopleSoft data when using a third-party payroll system.



It is possible to export a subset of data from PeopleSoft Time & Labor. Data exported from Time & Labor would be in payable time. Time & Labor stores daily instances of time and that is the data that would be available for export to your third-party payroll system. Summarized time for a pay period is not available for export with this current release. Also, be cautious when exporting Time & Labor data because many third-party payroll services charge by the transaction and this would generally not be desirable.



PeopleSoft Payroll Interface

Table-Driven Design

The primary reason PeopleSoft HRMS and PeopleSoft Payroll Interface offer so much flexibility is that they are *table-driven* applications. What that means is that how the system operates, how it looks and feels, isn't hard-coded into the program, but stored on a series of tables. A well-designed table-driven system puts you in control, as opposed to more traditional designs, which tend to require extensive programming to make changes. Storing information in tables also ensures data integrity and minimizes data redundancy.

Consider how PeopleSoft Payroll Interface stores information related to locations for a company. Depending on how your organization is set up, you may have employees working in various locations throughout your company—some in corporate headquarters, others in remote offices or divisions scattered across the country, perhaps the world. In our system, you'll store all these different locations in the Tax Location Table. And when you enter employee information, the Tax Location Table can also default tax distribution information according to where an employee works.

The Tax Location Table also contains information specific to each location, such as the mailing address. If you need to mail information to all your employees who work in the Boston office, you can find the address using the Tax Location Table; you don't have to store the address of the Boston location with all the employee information. That way, if your company relocates the office from Boston to Framingham, you only need to update the new address in the Tax Location table. And the next time you mail a packet of information to the employees in the Boston area, the new Framingham address will be used automatically.

What's in a Name?

Keep in mind that we use the term *table* loosely. In the database realm, a table can be many things. On the one hand are the tables you'll be working with in Payroll Interface; on the other you'll find tables used for edits. To further complicate matters, vendors of relational databases, such as SQLBase and DB2, use the terms *tables*, *rows*, and *columns* to denote how data is stored, as opposed to *files*, *records*, and *fields*. Because most people are more familiar with the latter terminology, PeopleSoft generally uses it when referring to information stored in databases.

To help differentiate these tables from the type of tables we introduced you to earlier, most people tend to refer to database-related tables as Structured Query Language (SQL) tables. Application data, such as employee information and location information, is stored in SQL tables, as are system definitions for entities such as pages and records.

Effective-Date Design

The effective-date design of the PeopleSoft system gives you a complete view of all your employee data and tables—whether you changed data two years ago or want it to go into effect in two months. With all this information at your fingertips, you can “roll back” your system to a particular point in time from which you can perform analyses or projections for your company.

Portability

As your family grows, you may have to give up your roadster for a larger, more functional car; likewise, as your company grows, you may find you need a larger computer to store all your employee and payroll information. The PeopleSoft system allows you to “trade up” from a smaller database “engine” (such as SQLBase) to a bigger database “engine” (such as DB2) more suited to your company size. Even though the engines differ, the application itself remains the same. It just feels right.

Integrated with PeopleSoft HRMS

Because all PeopleSoft HRMS components are fully integrated, PeopleSoft Payroll Interface automatically has access to whatever information it needs from other PeopleSoft HRMS tables to produce accurate payrolls for your company.

For example, if you use the PeopleSoft Benefits module, PeopleSoft Payroll Interface automatically generates benefits-related deductions and employer contributions during processing. Typically, you only have to enter this information once.

You dictate how much of this information you want users to access. For example, if you want to restrict certain users to updating employee information for people within a particular department, you can use PeopleSoft HRMS Organizational Security. Or, with PeopleSoft Operator Class Security, you can limit access to specific pages within the system—so that only selected users have access to sensitive human resource data.

You can find out more about how to set up these security options in your PeopleTools documentation.

Putting You in the Driver’s Seat

Traditional systems are often iterative in the sense that they allow you to enter data as many times as you need to. We take that concept one step further to make calculation of deductions an iterative process as well.

The system also knows when to calculate and when not to. Because process runs are typically large and time-consuming, our system calculates only where needed, such as when you’ve made a change or adjustment to an employee’s deductions, or when an employee’s deductions have not yet been calculated. Rather than processing 10,000 employees during each run, the system will process only 20 or 100—however many you’ve made adjustments for. Depending on the number

of changes you make, it may only take a few minutes. You can run it over and over again without spending hours—or days.

You also have the option to recalculate all employees on those rare occasions when you need to make a change to table information after you have calculated deductions. For example, if you find you need to make an adjustment on a health insurance premium after you've calculated the deductions for a period, you would need to update the appropriate Benefits Tables. Then you'd recalculate all deductions to ensure that the health deductions for employees enrolled in that plan are calculated with the new rate.

USF NFC data export

PeopleSoft Payroll Interface for U.S. Federal Government is delivered to you with all the open system flexibility of the generic commercial product along with a sample template configuration specific to this Federal product.

Payroll Interface is a tool, a means by which to export your HRMS data to a third-party payroll system. In the Federal government, the third-party payroll system is usually the National Finance Center (NFC). Therefore, PeopleSoft Payroll Interface for U.S. Federal Government is delivered with a sample template configuration that specifically address the needs of agencies to export their employee, position, and job data to the NFC for payroll processing.

By having a unique sample template configuration specific to NFC data export needs, along with the full flexibility of the commercial product, you have the ability to configure your data export and import needs as you see fit. If you have the need to export your data to a destination other than the NFC, such as another agency, an outside service provider, or your in-house payroll system, Payroll Interface is fully configurable to serve those needs.

The bulk of this documentation addresses the generic commercial features of Payroll Interface. When information specific to the Federal government is given, it is noted separately. This has been done to give you the information necessary to configure Payroll Interface to export or import your data with maximum flexibility.



Do not assume the NFC sample template configuration is correct for your Agency's data export. It is provided as a starting point for the data mapping process when configuring for export to the NFC. It is likely that the configuration will have to be tailored to your specific needs. For more information, see *USF Configuring for Export to the NFC*.

About Payroll Interface

In order to properly implement Payroll Interface in your organization, it is important that you fully understand exactly how the product functions.

The primary repository for your employee data is your PeopleSoft HRMS system. PeopleSoft Payroll Interface leverages the existence of your HRMS employee data by allowing you to extract

and translate that data for use by a third-party payroll system. The third-party payroll system may be an in-house payroll system or an outside payroll service.

Each third-party payroll system requires a unique data file configuration so it can use your PeopleSoft HRMS data, but Payroll Interface has the power and flexibility to deliver your data in many formats necessary for correct payroll processing.

Due to the flexibility and robust nature of the Payroll Interface system, it must be precisely configured for your needs. This requires extensive planning and careful use of your resources when implementing Payroll Interface.



For more information on specific steps to be taken during implementation, see [Implementing Payroll Interface](#).

What is Payroll Interface?

The ultimate purpose of PeopleSoft Payroll Interface is to exchange data between your PeopleSoft HRMS system and your third-party payroll system. Payroll Interface writes (exports) sequential files and/or tables containing data in a format that your payroll system can process. Payroll Interface can also read (import) sequential files from your third-party payroll system.

Payroll Interface gives you the ability to maintain employee-related data in one system while using a third-party payroll system to perform gross to net calculations and payroll year end processes.

Payroll Interface is a tables-driven generic export engine. You describe the PeopleSoft records (tables) that you want to access (source) and the interface fields and records (target) for the export. For each PeopleSoft record, you define a selection mechanism (“where” clause) and the fields to be retrieved.

When you define the interface fields and records, you assign the matching source records and fields, and you specify the conversion rules (format, code translation, or COBOL special processing). Any data using EmplID (Employee ID) in the record or view can be defined for export. Payroll Interface is currency enabled and translated, allowing you to deploy Payroll Interface in a multi-national environment. Once the fields have been selected and defined and employees have been mapped to the target system employee ID, you can define your export and import file layouts.

Using this functionality, you can configure the online data entry pages to mirror those of the third-party payroll system. For example, you can enter your HR data into PeopleSoft and develop a special page for payroll enrollment. When Payroll Interface executes the export, the new enrollment data would pass all the necessary data to the third-party payroll system based on the third-party’s requirements.

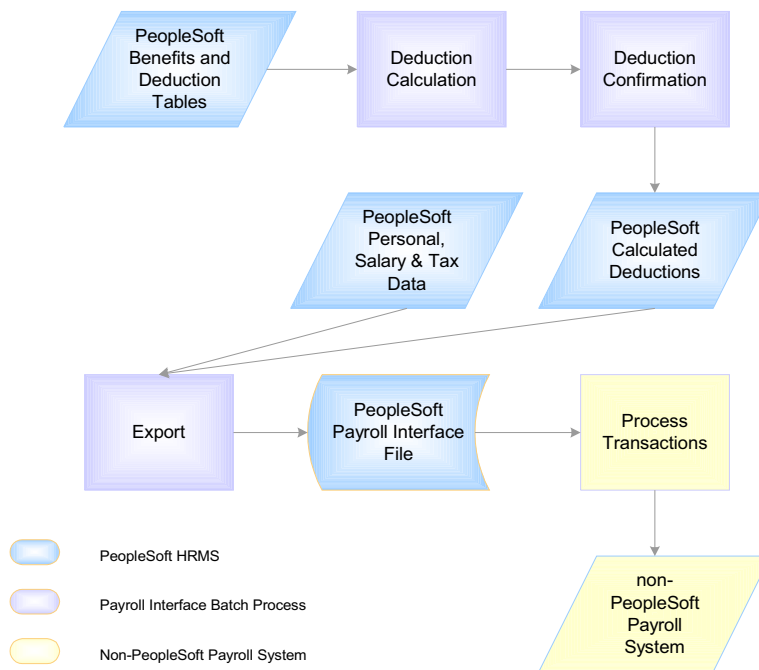
Payroll Interface exports employee-level personal, job, salary, deduction, and tax information that the third-party payroll system needs to produce paychecks each pay period. During an export, the data that is sent to your third-party payroll system is not actual pay data (hours, earnings, etc.), but rather more static data that does not generally change from pay period to pay period.

Recording this type of data is normally done in the HR department whenever a third-party is utilized for payroll.

PeopleSoft provides some sample field mappings, record, and file definitions that you can utilize or you can setup your own fields, records, and files needed to export. You have the ability to validate this export information and make any necessary changes before it goes to your third-party payroll system.

Payroll Interface has the ability to import the processed payroll results into inquiry tables giving you easy access to check, earnings, deduction, and tax detail.

Payroll Interface is a universal solution for data exporting to virtually any third-party payroll system. Sample data is delivered to you as example configurations for export and import. This sample data could be used as delivered, but its primary purpose is to serve as a valuable reference when analyzing the setup of Payroll Interface for your particular needs. Careful examination of the sample data will give you tremendous insight into the setup of Payroll Interface during your implementation.



Payroll Interface High-level Process Diagram

Primary Components of Payroll Interface

There are four main components to the Payroll Interface system.

Deduction Calculation

Deduction calculation is the first component activated in the Payroll Interface data export process. Deduction calculation references the PeopleSoft benefits and deduction tables to calculate benefits and general deductions for the identified employees. Via pay calendars and pay groups

the deduction calculation process calculates the deduction amount for the applicable pay period and identifies the proper deduction code to signify the type of deduction.

Once the deduction calculation process is run, the results should be reviewed and the process run again, if necessary, until you are convinced of the accuracy of the results. When you're sure of your results, you can proceed to the Deduction Confirm step.

Deduction Confirmation

The purpose of the deduction confirmation process is to signify that the deduction calculation phase is finalized. In other words, you have run your deduction calculation, checked your results, re-run the calculation if necessary, and arrived at results that have been verified as accurate.

Deduction confirmation prevents your preliminary calculations from being passed to your third-party payroll system before the accuracy of those calculations is verified. The deduction calculation results cannot be exported to the third-party payroll system until the deduction confirmation process has been run.

Deduction UnConfirm

The purpose of the deduction unconfirm process is to allow you to rerun the calculation deduction process. This would occur if you have discovered an error or modified the employee's existing deductions. After the deduction calculation has been run again, the deduction confirmation process would need to be run to successfully proceed with the export of data to the third-party payroll system.

Data Export

When you actually run the process to export your employee data, Payroll Interface carries out three data export phases:

- The defined data is first selected from the PeopleSoft employee records (tables).
- After the data is selected, the data is compared against the data output from the previous export. This comparison phase allows the system to identify any changes to data that have occurred since the last data export. Payroll interface will allow you the option of exporting all of the employee information for the defined export file or only the changes that have occurred since the last export.
- Your employee data is then exported to either a flat file or a table based on the data mapping you defined.



Payroll Interface is designed to exchange static employee data, such as departments, job codes or pay rates, as opposed to actual pay data, with a third-party payroll system. PeopleSoft recommends that dynamic employee data, such as monthly commission payments, be made directly into the third-party payroll system.

Data Import

After your third-party payroll system calculates and finalizes your payroll, you can import the data generated by the third-party payroll system into your PeopleSoft system. The data imported into PeopleSoft can be pay period detail and/or balances for earnings, deductions, and taxes.

The tables into which the third-party system data will be imported into PeopleSoft are independent, standalone tables that do not interact with the rest of the HRMS system. Their purpose is to act as a data source for online viewing of check summary and balances information or to act as a data source for any unique reporting on payroll data that you might want to implement in your organization. Payroll Interface imports the data; what you do with it is up to you.

The data imported into PeopleSoft is the actual processed payroll data. Unlike the export process, you do not have the option of translating the values from the third-party format into your preferred format. You will see the actual values, as they reside in the third-party system, stored in the import tables. For example, if you have an earnings code of HRLY for hourly earnings, and your third-party system requires that earnings code be translated to HRY during export of your data, the payroll interface imported data will be the third-party value of HRY. The same translation process also applies to the PeopleSoft employee ID versus your payroll vendor's ID. However, you could overcome this in your reports by joining the payroll vendor's ID to the appropriate Payroll Interface field translation table and/or employee table.

About Importing

Payroll Interface gives you the ability to import data from your third party payroll system into Payroll Interface tables. However, careful planning is necessary to properly implement the import feature.

The following should be kept in mind when planning an implementation of the Payroll Interface import feature:

- Ask yourself, "What processed payroll data needs to reside in the HRMS system?"
- Generally, the implementation of the import feature is undertaken only after the export setup has been thoroughly tested and is working properly.
- Data imported into Payroll Interface resides in standalone tables that do not integrate with any other PeopleSoft HRMS applications unless a technical configuration is done.
- Data imported into the Payroll Interface tables resides in the third-party payroll system's format. Payroll Interface does not translate the third-party values into PeopleSoft values.
- Extensive analysis and precise data mapping is always necessary for a successful import implementation.
- Just as with an export setup, your Import file definition format must exactly match the format of the sample file obtained from your third party payroll system.

The first step in the planning for implementation of the import feature is to obtain a sample data file and technical layout specifications from your third-party payroll system. This file should be

in the exact format in which it will be delivered to you for import. Any changes in the format of the third-party's file will result in an incorrect, or nonfunctioning, import.

Each file format provided by the third-party payroll system will correspond to one Payroll Interface file definition. When you define the PI Configuration ID, you may attach multiple file definitions.

Payroll Interface is delivered with sample file definitions that can be examined to more fully understand the import setup. One sample is a physical, fixed-length file layout for balance data (BALI). The other is a physical, fixed-length file layout for check detail (DETI). Close examination of these sample file definitions will assist you in the planning of your own file definitions, regardless of the third-party payroll system you are using.



For more information on the import process, see *Preparing for Data Import*.

How the Payroll Interface Export Process Works

Let's define the Payroll Interface run control table structure. The payroll interface export process is driven by Pay Calendars. Pay Calendars are keyed by COMPANY, PAYGROUP, PAY_END_DT, and RUN_ID. This allows for one or more Pay Calendars to be associated or grouped together for processing by the RUN_ID. When you run a Payroll Interface process you must enter the RUN_ID to be processed. Based on run options you select you will need to either enter a PI_RUN_NUM, or have the system generate one for you. This PI_RUN_NUM will be the key field used to track this payroll interface process from now on.

Your first export process will populate and initialize the payroll interface process tables. It will store all employee data, for each pay group being processed, and write the interfaced data to an output file or internal table. The export process will initialize the two payroll interface compare tables, PI_PARTIC and PI_PARTIC_EXPT, to a baseline from which Payroll Interface will compare ongoing data transactions.

An important field in these tables is PI_RUN_NUM. This field is one of the key fields in identifying a unique row in the compare tables. Payroll Interface first examines the current pay end date for effective-dated tables, and then the previous PI Run Number (PI_RUN_NUM) in determining whether a mapped data element value has changed.

The Payroll Interface Export/Compare process will recognize the following transactions:

- The pay period is determined by the pay run ID assigned to the pay calendar entry selected for the export process. When a data value in an effective-dated table has changed during the processed pay period (the effective date is between the Pay Period Begin Date and Pay Period End Date) and Eff Dt Ind on the Interface System Table 1 page is set to Current, the compare process will identify a change when the table PI_PARTIC_EXPT has a different value from the previous PI Run Number. It is important to understand that if you run the Export/Compare process multiple times using the same Pay Run ID, and the run option = 'NEW', the PI Run Number will be incremented and the compare process will only examine the previous export run. Therefore, Payroll Interface will not recognize an effective dated or multiple effective

dated transactions that are outside of the current payroll period. For example, an employee with multiple rate changes that have effective dates prior to the current processing period will have only the most current rate passed to the third-party payroll system. Also, Payroll Interface will only select the current row of data when there is more than one effective sequence, for multiple entries for one effective dated transaction. If Eff Dt Ind is set to All, then the system will compare and export all rows.

- For non-effective dated transactions, the compare process will identify a change from PI_PARTIC_EXPT based upon the previous export process (keyed by the PI Run Number). It does not look at the pay period.



If your third-party payroll vendor accepts effective-dated transactions and you are setting up and exporting these transactions, please refer to Preparing for Data Export.



For more information about the export/compare process, see Preparing for Data Export.

Implementing Payroll Interface



If you have not read the rest of this Payroll Interface PeopleBook, some of the steps below may be confusing. Come back to this section at a later time once you have a more thorough understanding of the Payroll Interface product.

Using Payroll Interface requires a thorough understanding of your third party payroll system. Extensive research and analysis of your third party payroll system's import specifications will give you the information you need to effectively implement Payroll Interface. Also important is a thorough analysis of your own business and payroll processes. Answering questions such as those below at the very beginning of the implementation process will lead to a much smoother implementation of Payroll Interface.

- What payroll data does PeopleSoft own? (Is it your HR department?)
- What payroll data do you want your third-party payroll system to own? (Is it your Payroll department?)
- Do you want to calculate deductions or do you want your third party payroll system to do them?
- What specific payroll data file format does your third party payroll system need?
- Does the file require any special process logic?

Each organization has unique business processes and payroll production needs. That is why Payroll Interface allows you to configure its features to accommodate your particular needs. However, without thorough analysis and planning, you will not have the necessary information to configure Payroll Interface properly.

If you are implementing Payroll Interface for the first time, there are many issues to consider. Critical to a smooth implementation are the proper selection of your implementation team, thorough analysis, and careful planning. This section will serve as a guide to the steps necessary to successfully implement Payroll Interface with a minimum of problems.

To ensure a smooth implementation you should address certain needs very early in the process:

- **Engender full executive sponsorship.** Make sure every related department in your organization fully supports the implementation process. This means you must have a strong cooperation and communication between multiple departments such as Payroll, Human Resources, Finance, and Information Services. And if any other departments are instrumental to the process, make sure to include them from the start. Payroll interface is an integrated application that is dependent on the actions of multiple departments.
- **Set aside plenty of time and resources for the implementation.** Implementing Payroll Interface for the first time may take a significant amount of time and resources. Be prepared to designate enough time and assign the right resources to ensure your success. Payroll interface will require attention in all development cycle areas: design, planning, development, implementation, and testing.
- **Overall project management.** From the inception of your implementation, the project should be well managed with someone—or multiple people—assigned to the task of overseeing the entire project from start to finish. This is especially important if working on a global implementation with multiple companies. You need such high-level oversight of the project to ensure that every detail is properly addressed.
- **Identify your implementation team.** Gathering the best people to be a part of your implementation team is vital to a successful implementation. This is discussed further in *Assembling Your Implementation Team*.
- **Attend Payroll Interface training.** Without the proper training your implementation project is severely hampered. Payroll Interface is a functional and technical product. Get the best, PeopleSoft-certified training possible before your project begins.
- **Use the Payroll Interface product.** Gain experience by using the Payroll Interface product. Practice first by using the delivered sample data. This will teach you the specifics of the definitions so you'll understand how Payroll Interface works. Then, create your own definitions and output file using the delivered demo data as the model. Finally, copy a “live” database—don't use the actual live database—from your organization. Configure it and run Payroll Interface to test the export and/or import processes using your organization's actual data. This will give you a tremendous comfort level with the product as you develop your system setup and processes.
- **Apply Update/Fixes.** Refer to *Customer Connection*. Be sure to apply any patches that have been posted since the general release that may be applicable to your processing requirements. Applying the latest patches and fixes for the product will help prevent unnecessary problems. Also, application of the patches and fixes will increase your success when asking for help from

the Global Support Center.

Assembling Your Implementation Team

Assembling the best team possible for your implementation project is vital to a successful outcome. Here are the primary members of your implementation team that you should carefully select before your project is underway.

- **PeopleSoft Payroll Interface Lead (and a backup).** This person should be intimately familiar with the Payroll Interface setup and configuration requirements. They will also process the initial export/import of data. To fully understand, implement, and support Payroll Interface, this person should be extremely knowledgeable about PeopleSoft Payroll Interface as well as the third-party payroll import specifications. Make sure to assign a backup person to this position and keep them fully informed during the entire implementation process.
- **Payroll Functional Lead.** This is the person who is the actual recipient of the interface file. They should know about payroll codes, the employee payroll data, the processing steps involved, and have a good functional understanding of the third-party payroll application.
- **PeopleSoft Technical Lead/Data Base Administrator.** This person will handle table maintenance, technical configurations, SQL, PeopleTools, Application Engine, COBOL, and PeopleCode, as necessary.
- **Functional HRMS/Benefits Lead.** This person should have a solid understanding of HR data and the transactions and business processes involving Payroll Interface, including PeopleSoft Benefits and deduction calculation.
- **HRMS Project Lead.** This person will be in charge of the overall Payroll Interface implementation and on-going maintenance of the system. You may decide to assign one of the other team members to take on these duties if it appears they are the best person to oversee the project.

The Functional Analysis

After you've identified your core implementation team, you should carry out a complete functional analysis of the requirements for the implementation.

- **Establish data ownership.** Right from the start you should establish who is the actual owner of the data. Usually this is a choice between the HR and Payroll departments. Settling this issue at the start of the project will reduce confusion later in the process.
- **Identify business processes/transactions/data flow.** Carefully analyze your organization's payroll business processes, transactions, and data flow. Creating a detailed flow chart and having all members of your team agree on its contents will provide a solid foundation from which to carry out the rest of the implementation. Examples include new hires, transfers, and pay rate changes.
- **Determine common data elements.** Decide what data elements are common between the existing data and the requirements of the third-party application. Determine if the relationships

between the data elements are direct or indirect. Identify field mapping and translation requirements.

The ultimate goal of your functional analysis is to replicate end-user data entry into the payroll system of common data elements.

The Technical Analysis

After you have identified your core implementation team and carried out a complete functional analysis, you should undertake a technical analysis.

- **Identify fields from PeopleSoft employee-level tables.** Clearly identify all of the employee-level data fields residing in PeopleSoft that you want to export. You may want to create additional views, as necessary.
- **Identify the payroll system fields.** Clearly identify all of the third-party payroll system fields that are required.
- **Understand (and memorize) the third-party import specifications.** You will constantly need to remember this information, so commit it to memory as much as possible. Additionally, it's a good idea to become friends with the third-party payroll system's technical support to assist when you have questions only they can answer.
- **Identify special processes, routines, calculations, or conditional logic.** Your organization may require special processes, subroutines, data calculations, or conditional logic in the programming. Identify these as early as possible.

Configuring the System

After your assembled team has completed the functional and technical analysis phases of the implementation, it's time to configure Payroll Interface to meet your identified data export and/or import needs. This can be a lengthy process, so make sure to allot plenty of time for this phase.

- **Understand Payroll Interface's delivered capabilities.** Make sure that you fully understand exactly what the Payroll Interface product is capable of doing, and what it cannot do.
- **Complete the data mapping.** You will base your data mapping on the information gathered during the functional and technical analysis phases.
- **Bridge any gaps with your own code.** If necessary, bridge any functionality gaps with your own COBOL, SQR, Application Engine, PeopleCode programs, or SQL views.
- **Document everything.** Don't forget to document everything during the entire implementation project. This will serve you well in the future when you need to troubleshoot the system or turn over duties to a new person.

Implementation Milestones

Here are some milestones to help you properly plan the entire implementation process. Use these as a good starting point for your own milestones, but don't hesitate to revise these milestones to suit your organization's specific needs.

<i>First, you need to do this</i>	<i>Then, you can do this</i>	<i>This is important because...</i>
Payroll Interface business process analysis and design.	Identify and select key individuals for your implementation project.	It is vital that you thoroughly understand your organization's business processes as they pertain to the maintenance and use of all data relevant to payroll issuance.
Assign lead Payroll Interface technical and functional implementation personnel.	Learn Payroll Interface setup and processing.	You can build the external files necessary to export and import.
Receipt of third-party payroll service file layout (export and import) documentation.	Map PeopleSoft fields to your third-party payroll system's fields.	You can then create the PeopleSoft external file layout. Consider creating a spreadsheet, or some other organizational document, with all pertinent layout information listed. This will assure an accurate and organized mapping of fields between PeopleSoft and your third-party payroll system. See Mapping Your Data.
Receipt of physical sample payroll files (export and import).	Actually compare the files against their documentation.	You develop a greater understanding of the file structure needed for exporting and importing.

<p>Attend PeopleSoft Payroll Interface training.</p>	<p>Fully understand the functionality and configuration requirements of Payroll Interface.</p>	<p>Payroll Interface is a tool that assists you in exchanging your HRMS data with a third party. In order to properly use this tool you must fully understand the product. Proper training will give you that understanding. Also, classroom training allows you to ask questions of the instructor that are specific to your needs.</p>
<p>Detailed understanding of technical Payroll Interface export and import functionality.</p>	<p>Identify gaps.</p>	<p>You need to determine the scope of your implementation to more accurately assess your allocation of project resources.</p>
<p>Understand payroll export file processing logic.</p>	<p>Identify any PeopleSoft program modifications necessary.</p>	<p>You need to determine the scope of your implementation to more accurately assess your allocation of project resources.</p>
<p>Third-party payroll system technical representative identified.</p>	<p>Contact for clarifications or questions.</p>	<p>You can reduce the length of the Payroll Interface implementation by having a knowledgeable contact person from your third-party payroll system. Make sure this person is readily available when you need them.</p>
<p>PeopleSoft Payroll Interface file definitions created.</p>	<p>Test sample demo data.</p>	<p>Using the sample demo data supplied with Payroll Interface, create an external file for layout and mapping comparisons.</p>
<p>Payroll Interface test plan developed.</p>	<p>Incorporate functional and technical users into the test plan.</p>	<p>Everyone will have an in-depth understanding of the data and processes involved with Payroll Interface.</p>

PeopleSoft HR, Payroll, and Benefits foundation tables established, signed off, and frozen.	Incorporate functional and technical users into the test plan.	You can determine the PeopleSoft foundation tables and employee-level data, which you can then validate against your third-party payroll system's validation tables.
Employee-level data tables populated, verified, and tested.	Test "live" corporate data.	Validate employee-level data to third-party payroll system and build confidence in the user community regarding the Payroll Interface process and data accuracy.
Deduction calculation runs accurately without errors.	Export benefit deductions through the interface.	You can validate employee-level deductions to your third-party payroll system. If you will not be doing any deduction calculations within Payroll Interface, then this step is not necessary.
Install and train on third-party payroll system import software.	Import file created by PeopleSoft Payroll Interface into third-party system.	Debug import errors. If applicable, synchronize with third-party payroll system validation tables in the import software.
Setup test "company".	Run parallel tests and send the PeopleSoft Payroll Interface export file to your third-party payroll system.	Validate Payroll Interface export.
Import sample paycheck and balances into PeopleSoft.	Validate third-party payroll system's file layouts and contents.	Create payroll earnings reports in PeopleSoft and view data online. If you will not be importing data from your third-party payroll system into your PeopleSoft system, then this step is not necessary.



Note. Payroll Interface can be run with or without processing deduction calculations, or implementing PeopleSoft Benefits. Once PeopleSoft Benefits (Base Benefits and/or Benefits Administration) has been implemented with employee-level elections loaded and the deduction calculation process is assured accurate, then the Payroll Interface module can export these deductions.



USF If you are only interfacing with the National Finance Center (NFC), then there are two specific implementation issues to consider.

1. PeopleSoft Payroll Interface for U.S. Federal Government is delivered with a sample template configuration to export your employee, position, and job data to the NFC. While every effort is made to deliver a sample configuration that meets the NFC's data receipt needs, you should always test the configuration to insure its accuracy. Never assume the sample NFC configuration will work without modification.

2. Generally, agencies do not import data from the NFC into their Payroll Interface tables. Payroll Interface is capable of being configured to import payroll data, but most agencies do not take advantage of this feature. Therefore, a sample configuration for import of NFC data is not included with the delivered Payroll Interface product.

Questions To Ask Your Third-Party Payroll Provider

Here are some questions you should ask your payroll provider to ensure that your export of data is received properly.

- What type of file is required for the import to the third party payroll program? For example, should the file be comma delimited or a physical sequence file? Do you have a choice on the type of fields exported? Which type of file is recommended for sending over Personal data?
- What is the detailed file format you have to list the information in? For example, should there be a header record using field names or field name codes followed by the value? Also, do you need a trailer record?
- Can the payroll service accept a flat file containing all of the employee's data each pay period? This would be instead of identifying new hires and changes. You would run a full export each payroll.
- What do you have to name the import file? What directory do you have to put the file into for pickup by the third party payroll provider?
- To send over earnings to the third party payroll provider, do you have to create a file separate from the employee's personal data?

- Are any of the fields effective dated?
- What is the unique key field or combination of fields that identifies an employee? For example, payroll ID or the National ID (SSN).
- What are the mandatory fields that must be sent over? Are the fields different for new hires or changes to existing data? Do any fields need to be paired or grouped together?
- What is the maximum number fields per output record?
- Does the software care if I send new hires and changes all in the same file?
- Are there User Defined Lists that are set up in the third party payroll provider software that has to be preloaded with the HRIS Peoplesoft values? For example, cost center. For each of the User Defined lists, you will need a detailed listing of the third party payroll provider's values so you can set up the correct mappings between the third party payroll provider and PeopleSoft.
- What reports do you have available for validating the file you will be importing into the third party payroll system. For example, you should have a report that identifies any of the changes you have input into the system.
- Who would be responsible for preparing an export file from the third party payroll system? You need a file with the updated payroll information to load into the PeopleSoft system for data comparison or conversation purposes.
- How do you set up a test database with the third party provider software? You should run test imports into the third party payroll system, but you do not want to touch the production database. Can you set up the software on a separate PC and copy the production data to that system?

Mapping Your Data

One of the more difficult, and vital, tasks to be undertaken when implementing Payroll Interface is the mapping of data from PeopleSoft to your third-party payroll system. Even the slightest error at this stage of implementation will produce faulty export files.

Mapping of data is the matching up of data from one system to another. Some call this synchronizing data. Mapping of data requires two considerations.

First, the PeopleSoft location (field) of data must match up with the location (field) in your third-party payroll system. For example, if your third-party payroll system will receive the PeopleSoft field data for hire status in the 30th position of the physical file you will be exporting to them, then you must configure Payroll Interface to place this data in the 30th position of your export file.



Some third-party payroll systems require data to be in certain positions in the file. Some require the data to be indicated by specific field identifiers. Still others require the data to be in some form of delimited file. For more information on these file formats, see [Defining Interface Files and Interface File Handle Table Page](#).

The second consideration is the value of the data itself. For example, let's say the value for hire status for active employees is maintained in PeopleSoft using the value of *Active*. In your third-party payroll system the same data might be maintained using the value of *A*. To "map" your PeopleSoft data to your third-party payroll system you would have to construct your file export process to write a value of *A* to the export file every time it sees a value of *Active* in the PeopleSoft data. That's because the value of *Active* means nothing to the third-party payroll system. Only the value of *A* will be interpreted by the third-party payroll system as meaning an active employee.



When you define a value from one system as corresponding to a different value in another system, you are using translate values. In the above example, *A* is a translate value of *Active*. What you are indicating with a translate value (often defined in a translate table) is that each system uses different values to represent the same thing. These translate values are defined on the Interface Field 2 page.

To make the mapping of your data from PeopleSoft to your third-party payroll system easier and more accurate, it is suggested that you create a spreadsheet, or some other type of organizational document. This document can be used to accurately record the data mappings necessary for your Payroll Interface implementation. Everyone will create such a document differently, but the following table will give you some ideas of what information might be included in such a data mapping document. The detailed research and planning needed for the creation of such a document will benefit the entire implementation process substantially in time saved and a reduction in errors as well as for a reference for future troubleshooting.

Spreadsheet Column Heading	Description
Third party Field Name	What this field is called in your third party payroll system.
Third party Field Values	The values for this field in your third party payroll system.
Third party Field Format	The format this field assumes in your third party payroll system. For example, a date format might be MM/DD/YY.
Payroll Interface Field Name	This is the name of the field you have created in the Payroll Interface field page. The name will be used to setup your interface file definition when setting up the export/import file layout
Length	The number of characters in length for this field.
Description	A brief description of this field.
PeopleSoft Record.Field Name	The record (table) and field where this value is stored in PeopleSoft.

PeoplesSoft/Third-party Translate Values	A listing of all the translate values between the two systems. For example, if the value <i>Active</i> must be delivered as <i>A</i> to your third-party payroll system, then these are translate values. Other examples include Department, Job, and Deduction codes.
PeopleSoft Payroll Interface Field Format	The format required for the field by Payroll Interface.
Comments	Comments
Requirements/Conditions (per third party documentation)	Any specific requirements or conditions imposed upon this field by the third party payroll system per their documentation.



USF Every effort is made to have the sample NFC template configuration delivered with Payroll Interface conform to NFC's data mapping requirements. However, it is always recommended that you check the data mapping in the delivered export configuration for accuracy.

Understanding the Impact of Actions

The following Actions may have an affect on the Payroll Interface system. These transactions should be analyzed to determine if they are going to affect the implementation of Payroll Interface. Be sure to analyze all of your Human Resources, Benefits, and Payroll transactions and understand any relationships between these, your third-party payroll, and its technical import requirements.

Action	Questions and Issues
Hire	<ul style="list-style-type: none"> - What ID are you going to use to send over to the Payroll system? - What are the procedures followed for assigning IDs to the employees? - How does the Payroll system identify that the employee is a new hire? - What are the Payroll system's special requirements for passing a new hire transaction? - What are the minimum required data fields?

Action	Questions and Issues
Rehire	<ul style="list-style-type: none"> - What are the functional procedures for a rehire? - Is the same Payroll ID used over and over again? - How does the Payroll system set up a rehire? Do they use the pre-existing ID or do they always use a new ID? <p>If there are existing procedures for rehires, what impact will it have on Payroll Interface?</p>
Terminations	<p>You need to determine how the Payroll system handles terminations. Do you need to send over a special code? Do you need to zero out compensation values? Do you need to zero out date fields? Do you need to send any stop transactions?</p>
Employee ID Changes	<p>If applicable, a procedure may need to be put in place to ensure that the Employee ID / Payroll ID relationship is being maintained in the Payroll Interface Employee ID table.</p>

CHAPTER 2

Setting Up Human Resources Tables

PeopleSoft Payroll Interface transfers the information that you define in the PeopleSoft Human Resources (HR) tables to your third-party payroll system or service bureau. The HR tables used by PeopleSoft Payroll Interface are the same ones that are used by all PeopleSoft HRMS applications. The Department, Job Code, and Company tables, to name a few, all factor into the interface process.

In this section, we'll look at the role that specific HR tables play and discuss how they relate to and affect other tables involved in PeopleSoft Payroll Interface.



For more information about these tables, see the PeopleSoft Application Fundamentals for HRMS PeopleBook.

Tables to Remember

The HR tables used by PeopleSoft Payroll Interface include:

- Installation Table
- Company Table
- Department Table
- Job Code Table

With the exception of the Installation Table, which is located on the **Define General Options, Setup** menu, you'll find all the tables discussed in this section in **Manage Human Resources, Setup**. To open these windows, select **Define Business Rules**, and select either **Define General Options** or **Manage Human Resources**.

Because most of the fields on these pages are self-explanatory, we don't go into detail about how to complete them—except when the entries specifically affect the PeopleSoft Payroll Interface tables or other tables that are involved in the interface process. Don't forget that F1, for PeopleBooks, is always available to help you find your way around the pages.



When you're setting up tables, you must set the Effective Date to reflect when you want the data to go into effect—otherwise the table entries may not go into effect when you expect them to. If you plan on loading employee history, make sure that you establish an early enough effective date. When preparing for a conversion, you would typically set all Effective Dates to the same date. Most tables also have a Status, which you would normally leave as *Active*.



For more information about how the Effective Date and Status controls are used in the PeopleSoft human resources management system (HRMS), see the Using PeopleSoft 8 Applications PeopleBook.

Setting Up an Installation

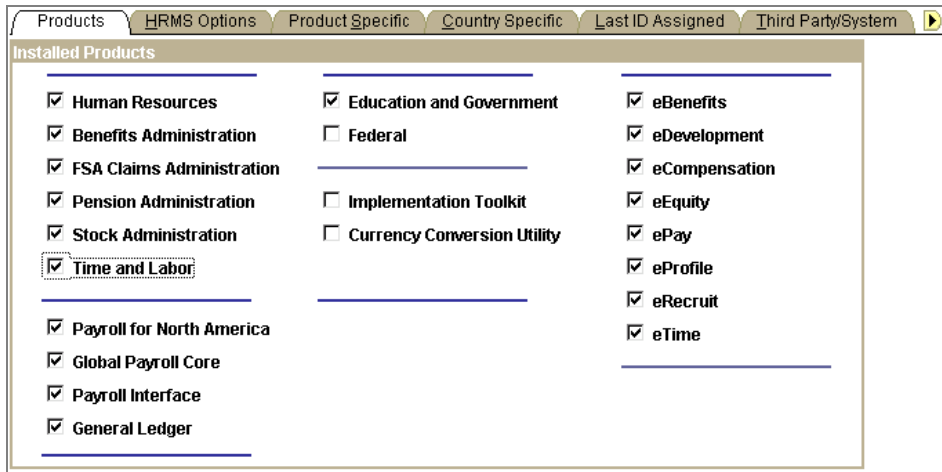
When you first install PeopleSoft HRMS, you need to complete the Installation Table to specify various defaults for your particular implementation of the system.



Only the issues pertaining to the Installation Table that are specifically relevant to Payroll Interface are discussed here. For more information about the Installation Table and its setup, see the PeopleSoft Application Fundamentals for HRMS PeopleBook

Establishing the Installed Products

Select **Define Business Rules**, **Define General Options**, **Setup**, **Installation Table**, **Products** to identify which products are installed. You must select the **Payroll Interface** check box to indicate that Payroll Interface is installed.



Installation Table, Products page



Note for Payroll Interface customers who are also using North American Payroll and/or Global Payroll. If you are using PeopleSoft Payroll Interface, you have the option of paying your employees exclusively via a third-party payroll service or via a combination of PeopleSoft Payroll Interface and PeopleSoft North American Payroll or PeopleSoft Global Payroll. This ability allows you to pay your employees via multiple payroll systems. For example, an employee holding three jobs in your organization might be paid for one job via North American Payroll, another via Global Payroll, and yet another through a third-party payroll vendor via a Payroll Interface data export.



For more information on the Pay System Flag that designates through what pay system the employee is paid, see Job Code Table - Job Code Profile Page in the *PeopleSoft Application Fundamentals* PeopleBook.

If you are installing Payroll Interface, you must select the **Payroll Interface** check box.

Because you can use Payroll Interface as well as North American Payroll and/or Global Payroll within the same database, you might be using all three of those products. If that is the case, select all relevant check boxes. The Payroll Interface checkbox value is used in the Deduction Calculation process. The deduction calculation processes deductions based on the options selected on the installation table.

Establishing the Default Company

Select **Define Business Rules, Define General Options, Setup, Installation Table, HRMS Options** to establish the default company.

Products	HRMS Options	Product Specific	Country Specific	Last ID Assigned	Third Party/System
HRMS Defaults					
Company:		GBI	Global Business Institute		
Standard Hours			Position Management Option		
Min Standard Hours:	10.00				
Max Standard Hours:	40.00				
*Default Standard Hours:	40.00				
Work Period:	WV	Weekly			
Compensation Rate Codes			Currency		
*Default Comp Frequency:	M	Monthly			
<input checked="" type="checkbox"/> Use Rate Code Groups					
<input checked="" type="checkbox"/> Use Salary Points					
<input checked="" type="checkbox"/> Multi-Step Grade					
<input checked="" type="checkbox"/> Multi-Currency					
*Base Currency:	USD				
Rate Type:	OFFIC				

Installation Table, HRMS Options page

The **Default Company** is a 3-character code that represents the company where you have the most employees. For a single-company organization, this isn't an issue, but for multi-company environments, you should determine which company is most appropriate.



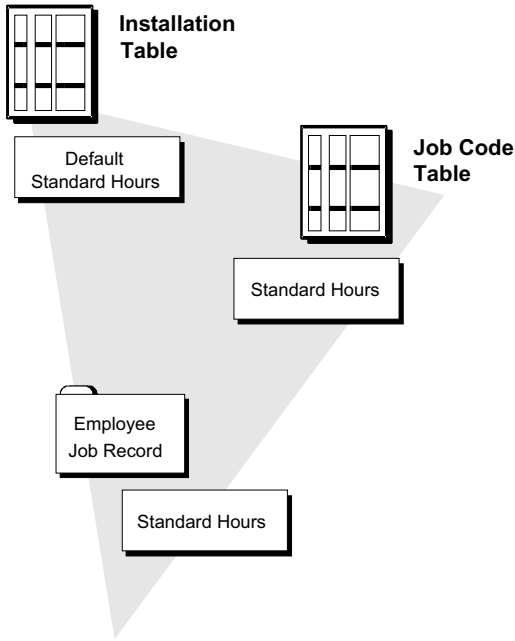
You can't enter a default company on this table until you have set up the valid values on the Company Table.



For more information about setting up Company Table values, see Entering Company Information.

The **Default Standard Hours** value you enter on this table provides the default for the Standard Hours field on the Job Code Table. If you override the Standard Hours in the Job Code Table, the value can't be less than the **Min (minimum) Standard Hours** or greater than the **Max (maximum) Standard Hours** defined on the Installation Table.

The Standard Hours value on the Job Code Table determines the **Default Standard Hours** for the employee's job, based on the Job Code assigned to the employee. The Standard Hours on the employee's job record cannot be greater than the **Maximum Standard Hours** on the Installation Table. The Standard Hours defined for Salary and Exception Hourly employees cannot be less than the **Minimum Standard Hours** defined on the Installation Table.



Specifying maximum and minimum standard hours

The **Default Comp Frequency** (default compensation frequency) entered on the Installation Table becomes the default for the Compensation Frequency on the Job Code Table, at the employee level. So, for example, if your company pays the majority of its employees monthly, you would select *M* (monthly) in the **Default Comp Frequency** field.

If your company is using a multi-step grade and salary plan, select the **Multi-Step Grade** check box. This causes the system to use the Salary Step Table to determine the default compensation rate for an employee.

The **Posn Mgmt** (position management) type defaults to *None*. If you want to drive part or all of the system by position, change this setting.

Establishing Product Specific Defaults

Select **Define Business Rules, Define General Options, Setup, Installation Table, Product Specific** to establish the product specific defaults.

Products	HRMS Options	Product Specific	Country Specific	Last ID Assigned	Third Party/System
Benefits Functions <input type="checkbox"/> FMLA Administration <input type="checkbox"/> COBRA Administration <input type="checkbox"/> Benefits Billing <input type="checkbox"/> Retroactive Benefits/Deduction Start Date for BenAdmin: 01/01/1999		NA Payroll / Payroll Interface <input type="checkbox"/> Concurrent Calc/Confirm <input checked="" type="checkbox"/> Automatic Employee Tax Data		Human Resources <input type="checkbox"/> Multi-Company Organization <input checked="" type="checkbox"/> Multiple Jobs Allowed Application Status Date: 01/01/1996 Temporary SSN Mask: 999	
Federal Functionality *Default Pay Basis: Per Annum		T&L / NA Payroll Paysheet Opt <input type="checkbox"/> Change Final Check <input type="checkbox"/> Change Online Check <input type="checkbox"/> Change Reversal Adjustments <input checked="" type="checkbox"/> Refresh on Job Change <input checked="" type="checkbox"/> Load in Preliminary Calc			
AP Invoice Number Prefix AP Inv. Prefix: H					

Installation Table, Product Specific page

If you select the **Automatic Employee Tax Data** check box on the Installation Table, Product Specific page, the system will create employee federal, state, and local tax records automatically, based on your entries in the Tax Location Table. It also automatically creates tax distribution data based on the employee's work state. This occurs when:

- You hire an employee.
- An employee has a job change requiring a new state/locality.
- You add a concurrent job that requires a new state/locality for an employee.
- You hire an employee from the Applicant Tracking System.
- An employee transfers to a new company.



The data in the Installation Table is loaded into memory only once—at startup. This is true for application servers as well as client machines. Whenever you change your Installation Table, machines that are currently logged onto the database—in three-tier mode, this includes application servers—are not updated; they continue to use the previous data. To be sure that all clients and application servers are using the updated data, you should log them all off and back on again whenever you change the Installation Table settings.

The best time to make changes to your Installation Table is during off hours, when everyone is logged off. If you operate in three-tier mode, you might even consider bringing down both the application server and the database server to ensure that everyone has the same data.



For more information see your *PeopleSoft PeopleCode* PeopleBook.

Establishing Country and Language

Use the Installation Table, Country Specific page to establish your default **Country** and **Language**.

Installation Table, Country Specific page

Specify the **Country** where you have the most employees. This field is used as the default country when establishing addresses for employees; it is also used as the default country for other tables, such as the Company and Location tables. When establishing pay groups, the system uses this field as the Country default on the Pay Group Table for tax purposes. **Base Language** is the default language preference for this installation site.

The rest of the fields on this page are not used for Payroll Interface.

Using Last ID Assigned Data

For Payroll Interface purposes, the data on the Installation Table, Last ID Assigned page is used to auto-assign employee IDs to new hires.

Products		HRMS Options		Product Specific		Country Specific		Last ID Assigned		Third Party/System	
Last Employee ID Assigned:	<input type="text"/>	Last H/S Claim # Assigned:	<input type="text" value="94000"/>	Last Applicant ID Assigned:	<input type="text"/>	Last Incident # Used:	<input type="text" value="16"/>	Last Non-Employee ID Assigned:	<input type="text" value="150"/>	Last Journal # Assigned:	<input type="text"/>
Last TL Contractor ID Assigned:	<input type="text"/>	Last Help Context # Used:	<input type="text" value="10000000"/>	Last COBRA Emplid Assigned:	<input type="text" value="10001"/>	Last Retro Pay Request Seq #:	<input type="text" value="134131"/>	Last Job Requisition # Used:	<input type="text" value="290008"/>	Last Retro Ded Request Seq #:	<input type="text"/>
Last Requirements Srch # Used:	<input type="text" value="1017"/>	Last FSA Claim # Assigned:	<input type="text" value="10039"/>	Last Position # Used:	<input type="text"/>	Last Illness # Assigned:	<input type="text"/>	Last Grievance # Used:	<input type="text"/>	Last Illness Report # Assigned:	<input type="text"/>
Last Car # Assigned:	<input type="text" value="16"/>										
Last Demand ID Assigned:	<input type="text" value="19"/>										
Last Account Cd Assigned:	<input type="text"/>										
Last AP Invoice Number:	<input type="text"/>										

Installation Table, Last ID Assigned page

The fields on this page that are applicable to Payroll Interface vary depending on which PeopleSoft products you use. **Last Retro Pay Request Seq #** and **Last Retro Ded Request Seq #** are never applicable to Payroll Interface.

Establishing Processing Commits

Use the Installation Table, Third Party/System page to establish the **Commit After Empl Processed** (commit after employees processed) number.

Products		HRMS Options		Product Specific		Country Specific		Last ID Assigned		Third Party/System	
Performance Monitor Parameters											
*Start Time For Stats Gathering:	<input type="text" value="08/16/2000 10:48AM"/>	<input type="checkbox"/> Gather Statistics for Table									
*Stop Time For Stats Gathering:	<input type="text" value="08/16/2000 10:48AM"/>	<input type="checkbox"/> Gather Statistics Globally									
*Write Interval:	<input type="text" value="300"/>	Seconds									
Third Party Settings											
Organization Chart:	<input type="text" value="None"/>										
SQR Security Override											
Row Security Permission List:	<input type="text"/>										
System Defaults											
Max Number of Rows in Scrolls:	<input type="text" value="25"/>	Commit After Empl Processed:	<input type="text" value="300"/>								

Installation Table, Third Party/System page

An important field in this table is **Commit After Empl Processed** (commit after employees processed). During deduction calculation and deduction confirmation and both Payroll Interface export and import, the system uses this number to indicate the number of employees that you can process before the system saves, or *commits*, the results to the database. If you have a power outage or system failure, this feature saves time, particularly in large runs, because you don't

have to recalculate all of the employee deductions from the beginning. The PeopleSoft Payroll Interface export and import processes also use this field.

A good rule to follow is that you should commit your deduction calculation after 15 to 30 minutes of calculation. To do this, monitor the Deduction Calculation process. The program will display a message after it has calculated 500 employees, or after the number of employees specified for commit has been calculated, whichever is smaller. Time the Deduction Calculation process, and determine the number of employees that are calculated in 15 to 30 minutes. Take note of the number, and update your Installation Table to reflect that number. After you've updated the Installation Table, let the Deduction Calculation process run, using the updated number during the next payroll cycle.

After you've used PeopleSoft Payroll Interface for some time, you may decide to go back and alter this number, to have more or fewer commits, based on your own experience with the system and the hardware platform you're using. You may want to discuss with your database administrator the size of log file settings and the commit level. If the commit level is set too high and the log file size too low, the Payroll Interface process may not complete successfully.

Entering Company Information

The Company Table stores information about each company within your organization—from the corporate address to the general ledger accounts and processing information.

In the United States, every company is assigned a unique Federal Employer Identification Number (EIN). For each Federal EIN, you need to establish a Company Table entry.

Company Table, Company Location

To establish a company, select **Define Business Rules, Manage Human Resources (GBL), Setup, Company Table, Company Location**.

When you add a new company, the system will prompt you for a **Company ID**. Enter a unique ID for each company you add.



If you elected to leave the **Default Company** field on the Installation Table blank, remember to complete it before you start entering information about the next set of tables.

Company Location | Default Settings | Phones

Company: GBI

Location | View All | First | 1 of 1 | Last

*Effective Date: 01/01/1980 | *Status: Active

*Description: Global Business Institute

Short Description: GBI

Location SetID: SHARE | Table Set shared across Corp

Location: KUNY00 | Corporation Headquarters

*Default SetID: SHARE

Legal Entity:

Country: USA | United States

Address 1: 500 George Washington Pkway

Address 2:

Address 3:

City: New York

County:

Postal: 07666

State: NY | New York

► Belgium

Company Table, Company Location page

On the Company Table, Company Location page, you enter the name and legal address for use on your tax reports.



For more information about SetID's, see *Setting Up Business Unit and SetID Functionality* in your *PeopleSoft Application Fundamentals* PeopleBook.

USF Agency Table, Agency Location

To establish an agency, select **Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Agency Location**.

When you add a new agency, the system will prompt you for an **Agency ID**. Enter a unique ID for each agency you add.



USF If you elected to leave the **Default Agency** field on the Installation Table blank, remember to complete it before you start entering information about the next set of tables.

Agency Location | Default Settings | Phones | Payroll Interface Information | Payroll Office Address | ECS Address

Company: BO

Location | View All | First 1 of 1 Last

*Effective Date: 01/01/1980 | *Status: Active

*Description: Ofc of Management and Budget

Short Description: OMB

Location SetID: PSFED Federal PS Business Unit

Location:

*Default SetID: PSFED

Legal Entity:

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:











State:

Agency Table, Agency Location page

On the Agency Table, Agency Location page, you enter the name and legal address for use on your tax reports.

Defining Default Job Record Information

On the Company Table, Default Settings page, you enter information that will default data to an employee's Job record when they are hired.

Company Location		Default Settings		Phones	
Company:		GBI			
Default Settings View All First 1 of 1 Last					
Effective Date:	01/01/1980	Status:	Active		
Description:	Global Business Institute				
Pay Group:	<input type="text" value="KU2"/>	US Biweekly			
Default Earnings Program:	<input type="text" value="KU1"/>	US Earnings Program			
Points Value:	<input type="text" value="1.000000"/>				
Currency Code:	<input type="text" value="USD"/>				
*Lines on Paysheet:	<input type="text" value="30"/>	Terminated Employees - Payroll Activity Days:	<input type="text" value="30"/>		
<ul style="list-style-type: none"> ▶  Belgium ▶  Canada ▶  Switzerland ▶  Germany ▶  Spain ▶  France ▶  United Kingdom ▶  Italy ▶  Netherlands ▶  USA 					

Company Table, Default Settings page

The system uses the **Pay Group** that you enter here as the default for a new hire's employee job record. The default you enter here must have been set up already in the Pay Group Table. So, you'll either need to set up the Pay Group Table first or leave this field blank for now.

The **Default Earnings Program** you enter here will become the default for the Pay Groups you set up on the Pay Group Table. Any Pay Group that is part of the Company you're setting up now will have the **Default Earnings Program** you enter here as its default. You can override the default, if necessary.

USF Defining Deduction Processing Information

On the Agency Table, Default Settings page, you enter information that will be used during the Deduction Calculation process.

The screenshot shows a web interface for the 'Default Settings' page. At the top, there are tabs for 'Agency Location', 'Default Settings', 'Phones', 'Payroll Interface Information', and 'Payroll Office Address'. The 'Company' is set to 'BO'. The 'Default Settings' section includes:

- Effective Date: 01/01/1980, Status: Active
- Description: Ofc of Management and Budget
- Pay Group: [] [Q]
- Default Earnings Program: [] [Q]
- Points Value: []
- Currency Code: [] [Q]
- *Lines on Paysheet: [15] Terminated Employees - Payroll Activity Days: [30]
- Country selection: Switzerland (selected), USA

Agency Table, Default Settings page

The **Default Earnings Program** you enter here will become the default for the Pay Groups that you set up on the Pay Group Table. Any Pay Group that is part of the Agency you're setting up now will have the **Default Earnings Program** that you enter here as its default. You can override the default, if necessary.

Establishing Departments and Organizational Security



For more information about how to set up departments and organizational security, see *Administering Security* in your *PeopleSoft Application Fundamentals* PeopleBook. For more information about how to use the Tree Manager, see *Tree Manager* in your *PeopleSoft PeopleTools* PeopleBook.

Establishing Job Codes

The last HR Table you need to complete is the Job Code Table. This is where you establish the valid jobs within your organization, such as President & CEO or HRMS Project Manager. The job codes you set up on this table can also be used for accounting purposes, such as for job costing, when you want to allocate wages by specific job type. To access the Job Code Table, select **Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table**.

Setting Up the Job Code Table, Job Code Profile

You use the Job Code Table, Job Code Profile page to establish each job. Select **Manage Human Resources (GBL), Job Code Table, Job Code Profile**. You'll be prompted to select your **SetID** and **Job Code**.

Job Code Profile		Evaluation Criteria	Default Compensation	Non-Base Compensation
SetID:	SHARE	Job Code:	KC011	Business Units that use this Setid
Job Code Profile		View All First 1 of 1 Last		
*Effective Date:	01/01/1980	*Status:	Active	+ -
*Job Title:	Payroll Specialist			
Job Title:	Pay Spec			
Job Description:	Payroll Analyst responsible for payroll questions and investigation.			
Job Function Code:	FIN	Fin & Acc		
Job Family:		*Manager Level:	Non-Mgr	
*Standard Hours:	40.00	Standard Work Period:	W	Weekly
Workers' Comp Code:				
*Comp Freq:	M	Monthly		
Regular/Temporary:	Regular	<input type="checkbox"/> Medical Checkup Required		
<ul style="list-style-type: none"> ▶ Belgium ▶ Canada ▶ Germany ▶ United Kingdom ▶ Italy ▶ Netherlands ▶ USA 				

Job Code Table, Job Code Profile page

What you enter in the **Standard Hours** and **Comp Frequency** (compensation frequency) fields will become the defaults on the employee's job record when the employee is assigned a job code. Both of these fields default from the Installation Table.



For more information about SetID's, see *Setting Up Business Unit and SetID Functionality* in your *PeopleSoft Application Fundamentals* PeopleBook.

Establishing Default Compensation

You use the Job Code Table, Default Compensation page to establish default compensation data. Select **Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table**. You'll be prompted to select your **SetID** and **Job Code**.

The screenshot shows the 'Default Compensation' tab selected. At the top, there are four tabs: 'Job Code Profile', 'Evaluation Criteria', 'Default Compensation', and 'Non-Base Compensation'. Below the tabs, the 'SetID' is 'SHARE' and the 'Job Code' is 'KC011'. The 'Default Compensation' section has a blue header with 'View All', 'First', '1 of 1', and 'Last' navigation options. The 'Description' is 'Payroll Specialist', 'Effective Date' is '01/01/1980', and 'Status' is 'Active'. There are two search fields: 'Salary SetID' with 'SHARE' and 'Salary Administration Plan' with 'KC02'. Below this is a 'Salary Survey' section with a 'Midpoint' label and fields for 'Survey Salary' (with a 'CAD' dropdown), 'Salary Survey Job Code', and frequency options: 'Hourly', 'Daily', 'Monthly', and 'Annual'. At the bottom is a 'Pay Components' table with columns: 'Rate Code', 'Details', 'Comp Rate', 'Currency', 'Frequency Points', 'Percent', 'Rate Code Group', and 'Apply FTE'. The table contains one row with '1' in the 'Rate Code' column and a 'Details' link. There are '+', '-', and 'Apply' buttons at the bottom right of the table.

Job Code Table, Default Compensation page

If you established a Sal Plan/Grade/Step (salary plan/grade/step) program in the HR tables, you can reference that information here—but you must have already set up the program in the **Administer Workforce, Plan Salaries (GBL), Setup, Salary Grade Tables** window. The value you select in the **Salary Administration Plan** field on this page appears as default information on the employee’s job record when the employee is assigned a job code.



The rest of the Job Code Table pages are optional and do not affect PeopleSoft Payroll Interface.

USF Setting Up the Job Code Table, Job Code Profile

You use the Job Code Table, Job Code Profile page to establish each job. Select **Develop Workforce, Manage Positions (USF), Setup, Job Code Table, Job Code Profile**. You'll be prompted to select your **SetID** and **Job Code**.

Job Code Profile		Evaluation Criteria		Default Compensation		Non-Base Compensation	
SetID:	PSFED	Job Code:	FJC029				
<div style="text-align: right;">View All First 1 of 1 Last</div>							
*Effective Date:	01/01/1980	*Status:	Active				
Occupational Series:	0301	Miscellaneous administration and program					
Official Posn Title Code:	02	Administrator					
Organization Posn Title Cd:	02	Administrator					
Job Description:	Administrator						
Job Function Code:							
Job Family:		*Manager Level:	Other				
*Standard Hours:	40.00	Standard Work Period:	w	Weekly			
Workers' Comp Code:							
*Comp Freq:	A	Annual					
Regular/Temporary:		<input type="checkbox"/> Medical Checkup Required					
<p>▶ USA</p> <hr/> <p>▶ US Federal</p>							

Job Code Table, Job Code Profile page

What you enter in the **Standard Hours** and **Pay Basis** fields will be the defaults on the employee's job record when the employee is assigned a job code. Both of these fields default from the Installation Table.

If you established a Pay Plan/Grade/Step program in the HR tables, you can reference that information here, but you must have already set up the program in the HR application. If you're not sure whether a program has been set up yet, press F4 on the Grade or Step edit boxes. The information you enter in Salary Plan/Grade/Step appears as the default information on the employee's job record when the employee is assigned a job code.

Preparing Your Payroll Process

Once you've defined the types of earnings and deductions you need and how they should be calculated, you're ready to determine how your processes should be organized. Try to mirror your payroll vendor's settings as much as possible, especially with pay frequencies, pay end dates and the pay calendar. You'll want to map each PeopleSoft Company and Pay Group combination to your payroll vendor's processing group, such as Company Code.



These tables are used for both Payroll for North America and Payroll Interface configurations. The tables are primarily designed to support Payroll for North America. The setup requirement for these tables is greatly reduced for Payroll Interface. You'll notice you need to make some entries in these tables which do not apply to Payroll Interface. Many of these entries are necessary to meet the minimum requirements to be able to save the table.

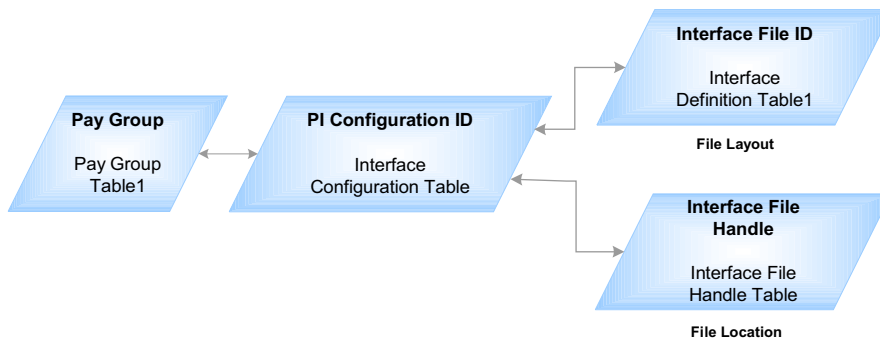
The tables we'll review in this section enable you to:

- Group the employees that are to be paid, using pay groups.
- Establish pay calendars that determine when those employees are to be paid.
- Create Pay Run Ids, to export payroll information more efficiently.
- Define tax locations, to process taxes according to appropriate state or locality.
- Establish a Balance ID.

The way you choose to set up these tables will depend to a great extent on the requirements of your payroll system.



It is very important to remember that the PI Configuration ID relates your Pay Groups to your PeopleSoft Payroll Interface process. If the PI Configuration ID is not properly defined when it is inserted into the proper field locations (Pay Group Table1, Interface Definition Table1, and Interface File Handle Table), then the Payroll Interface processes will not function correctly.



PI Configuration ID ties Pay Group to PeopleSoft Payroll Interface



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables from the Define Payroll Process window.

Understanding Pay Groups

When you implement PeopleSoft Payroll Interface, one of the major decisions you have to make is which pay groups to set up. A pay group is a set of employees within a company that has been grouped together for processing. The system processes one pay group at a time. Then the system verifies that the company and pay group assigned on the employee job records match the company and pay group that are specified for the process run.



Before you start to group people together, consider the characteristics that the employees must share to be part of the same pay group.

Pay Group Checklist

As you set up your pay groups, use this checklist to verify that the employees you're grouping together should, in fact, be in the same pay group:

- All employees belong to the same company.
- All employees are paid at the same pay frequency.
- All employees have the same check date.
- All employees share the same pay period begin and end dates.
- All employees work in the same country.

- All employees are assigned the same work schedule for proration.
- All employees are assigned the same minimum net pay.
- All employees are assigned to the same earnings program.
- **For USF Customers:** All employees are assigned to the same pay plan.



When processing payroll information, you can group multiple pay groups together, as long as they can be scheduled and completed concurrently. The processing is grouped by Pay Run IDs. All pay groups sharing the same Pay Run ID must share the same Pay End Date.



For more information, see [Creating Pay Calendars](#).

Defining Pay Groups

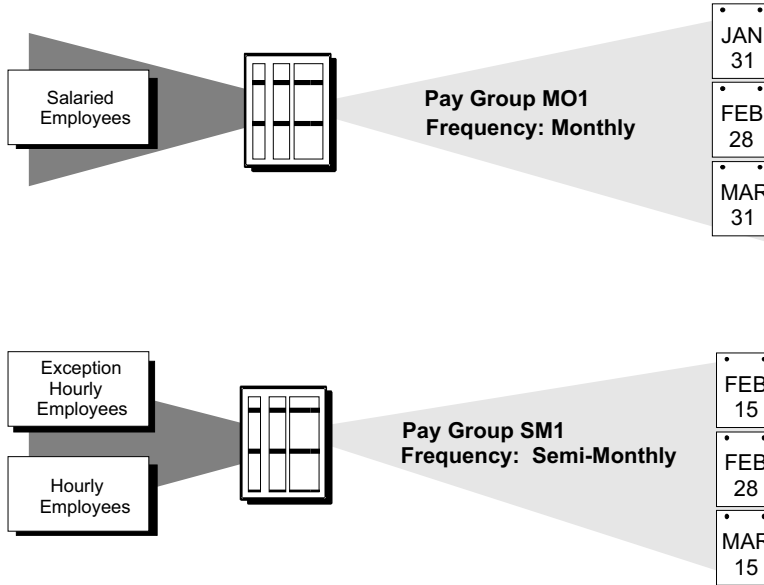
For example, when setting up pay groups for a company, we grouped employees as follows:

MOI (Monthly)

Employees who are paid monthly and share the same pay period, which ends on the last day of the month, can belong to the same pay group. Salaried employees at our company are paid monthly.

SMI (Semi-monthly)

Employees who are paid semi-monthly and share the same pay periods—ending on the fifteenth and last day of the month—can belong to the same pay group. Exception Hourly and Hourly employees at our company are paid semi-monthly.



Setting up pay groups

Now let’s take a look at the type of information you need to provide to set up pay groups on the Pay Group Table.

Setting Up Pay Groups

When you first attempt to add a Pay Group, the system will prompt you to enter a Company ID and Pay Group ID. The Company ID is a key field on the Pay Group Table, means that all employees in a pay group are also in the same company. For the Pay Group ID, you can enter any 3-character, alphanumeric ID that conforms to your payroll standards.



When you add a new pay group, the system executes the PeopleCode that creates a TableSet Record Group Control entry. The SetID defaults to the Pay Group ID. If the SetID for this pay group should be pointing to a different SetID—for example, a company-level SetID—then you must update the default SetID on the pay group page.



Some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, so you can also access these tables from the Define Payroll Process window.

Pay Group Table - Definition Page

Usage	Use the Pay Group Table - Definition page to define and/or maintain
-------	---

	your pay groups.
Object Name	PAYGROUP_TABLE1
Navigation	Define Business Rules, Define Payroll Interface, Setup, Pay Group Table, Definition
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

The screenshot displays the 'Pay Group Table - Definition' page. At the top, there are tabs for 'Definition', 'Process Control', and 'Calc Parameters'. Below these, the 'Company' is set to 'GBI' (Global Business Institute) and the 'Pay Group' is 'KU1'. The main section is titled 'Pay Group Information' and includes a search bar with 'Find', 'First', '1 of 1', and 'Last' buttons. Fields include:

- *Effective Date: 01/01/1980
- *Status: Active
- *SetID: SHARE
- *Description: US Weekly
- Short Description: US Weekly
- *Country: USA
- Currency: USD (Dollar)
- *Employee Type Default: Salaried
- *Pay: WW (Weekly)
- *Daily: D (Daily)
- *Monthly: M (Monthly)

 There are also checkboxes for 'Retiree Pay Group', 'PI Configuration ID', and 'Deduction Priority'. A 'GL Use' section at the bottom left contains 'Rate Type: OFFIC' and 'Conv Date: C'.

Pay Group Table - Definition page

Select a **Country**.

Select the **PI Configuration ID** that applies to this pay group. Each pay group must have only one **PI Configuration ID** only, but you can assign the same **PI Configuration ID** to any number of your pay groups. You define your **PI Configuration IDs** on the PI Configuration ID Table in Administer Payroll Interface.

Make sure your **PI Configuration ID** is synchronized with the effective date of your setup. An effective date that is in the future will not function properly.

Set the **Employee Type Default** to the most common employee type within the pay group. This field provides the default, which is determined by the pay group that the employee is assigned to, for Employee Type on the employee’s job record. The Pay Group default on the job record is determined by the Company record. Employee types are generally defined as follows:

Hourly

Employees who don’t work the same number of hours each pay period. Typically, an hourly employee requires positive time reporting.

<i>Exception Hourly</i>	Employees who work a set number of hours each pay period.
<i>Salaried</i>	Employees whose earnings are based on an amount per pay period, rather than accumulated hours.

Frequency indicates how often an employee belonging to this pay group should be paid.

Payroll Interface uses the Frequency Table page to allow you to define your own compensation and pay frequencies, which you then use wherever earnings frequency conversions occur within the system. The values defined on the Frequency Table are available anywhere in the Payroll Interface system where compensation and pay frequency fields exist. All compensation and pay frequency fields display available Frequency ID values, which are values in the Frequency ID field in the Frequency Table record.

Two fields—Comp (compensation) Frequency and Pay Frequency—used throughout the Payroll Interface system refer to the Frequency Table for their values.



For more information on the Frequency Table, see Setting Up and Using Frequencies in your *PeopleSoft Application Fundamentals* PeopleBook. For more information about defining your **PI Configuration IDs** on the Interface Configuration Table, see Interface Configuration Table Page in the Preparing for Data Export section of this PeopleBook.

Pay Group Table - Process Control Page

Usage	Use the Pay Group Table - Process Control page to specify the Employee Type for a Pay Group.
Object Name	PAYGROUP_TABLE2
Navigation	Define Business Rules, Define Payroll Interface, Setup, Pay Group Table, Process Control
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Group Table - Process Control page

For each Pay Group, you need to establish a valid **Employee Type**.

You must establish each **Employee Type** on the Pay Group Table before you can assign them to any employees. When you enter the **Employee Type** on an employee’s Job Record, the system will verify that the **Employee Type** has been assigned to the Pay Group.



The remaining fields on this page do not apply to PeopleSoft Payroll Interface.

Pay Group Table - Calc Parameters Page

Usage	Use the Pay Group Table - Calc Parameters (calculate parameters) page to specify the Earnings Program ID to which you want the employee records in this pay group to default.
Object Name	PAYGROUP_TABLE3
Navigation	Define Business Rules, Define Payroll Interface, Setup, Pay Group Table, Calc Parameters
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Definition		Process Control		Calc Parameters	
Company:	GBI	Global Business Institute			
Pay Group:	KU1	US Weekly			
Pay Group Information Find First 1 of 1 Last					
Effective Date:	01/01/1980	Status:	Active		
Earnings Program ID:	KU1	US Earnings Program			
Holiday Schedule:	KU01	US Holiday Schedule			
Earnings					
*Regular Hours:	REG	Default Benefit Program:	KU1		
*Overtime Hours:	OTP	Retro Pay Program ID:	KU1		
*Regular Earnings:	REG	Final Check Program ID:	KU1		
*Holiday:	HOL				
Addl Educ/Govt Earnings Codes		<input type="checkbox"/> FLSA Required			

Pay Group Table - Calc Parameters page



PeopleSoft Payroll Interface does not use **Retro Pay Program ID** or **FLSA Required**.



Note About Retiree Pay Groups. We recommend that you set up a special pay group for retirees because their processing requirements tend to differ from those of active employees.

The code fields in the **Earnings** component are required for Payroll Interface. For each earnings code field (**Regular Hours**, **Overtime Hours**, **Regular Earnings**, and **Holiday**) shown on this page, you must set up a corresponding earnings code on the Earnings Table.

The system uses the **Default Benefit Program** you specify on this page as the default for the employee's job record. The default you enter on this page is edited against the Benefit/Deduction Program Table in the Administer Base Benefits window. Either set up that table first, or leave this field blank for now.



For more information about setting up earnings codes, see Earnings Table - General Page in this PeopleBook.



The remaining fields on this page do not apply to Payroll Interface.

Specifying Pay Group Defaults on the Company Table

There is no limit to the number of pay groups that you can define for a company. For example, you may need two pay groups: one for employees with a monthly pay frequency, and another for a semi-monthly pay frequency. You may need only one pay group, but it's more likely that you'll need several pay groups, to accommodate the different payroll schedules you have.

Once you set up all the valid pay groups for a company, you'll need to go back to Manage Human Resources, Company Table 2, to assign a pay group default. Typically, that default is the most common pay group for the company. Employees assigned to that company in their job record will default to the pay group established for that company and the employee type established for that pay group.



For more information about pay group defaults on the Company Table, see the Setting Up Human Resources Tables section of this PeopleBook.

Establishing Pay Run IDs

You use the Pay Run Table to establish the Pay Run IDs that you will use to group pay calendar entries from different pay groups together for processing. In its simplest form, a Pay Run ID identifies a single pay calendar to process. When you have several pay groups, you might want to process them together in a single run, by assigning them the same Pay Run ID.

All calendar entries that share a Pay Run ID have the same pay end date.



A Pay Run ID must be unique throughout payroll history. You must create Pay Run IDs on the Pay Run Table before you enter them on the pay calendar.



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables from the Define Payroll Process window.

The pay groups used by a common Pay Run ID must use the same Payroll Interface System ID.

Pay Run Table Page

Usage	Use the Pay Run Table page to create the Pay Run IDs that you will use to group pay calendar entries from different pay groups for processing.
-------	--

Object Name	PAY_RUN_TABLE
Navigation	Define Business Rules Define Payroll Interface, Setup, Pay Run Table
Prerequisites	You must have already created the pay groups that you are going to group together for processing.
Access Requirements	Enter a Pay Run ID.

Pay Run Table

Pay Run ID: KC7-00-01

Description:

Short Description:

Pay Calendar Data Find | View All First 1 of 1 Last

Company	Pay Group	Pay Period End Date
GBI GBI	KC7 CAN PI	01/02/2000

Pay Run Table page

The **Pay Calendar Data** component displays all the pay calendar entries grouped under the **Pay Run ID**. Once you enter the pay run IDs on the Pay Calendar Table, you can go back to this page and check the Pay Calendar data assigned to each **Pay Run ID**.

Establishing a Balance ID

You'll need to set up a calendar year for each company for which you import and export data to the Payroll Interface system.



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables from the Define Payroll Process window.

Balance ID Table 1 Page

Usage	Use the Balance ID Table 1 page to set up a calendar year for each company for which you import and export data to the Payroll Interface system.
Object Name	BALANCE_ID_TBL1
Navigation	Define Business Rules, Define Payroll Interface, Setup, Balance Id Table, Balance Id Table 1
Prerequisites	None
Access Requirements	Enter a Set ID and Balance ID.

Balance Id Table 1 Balance Id Table 2

SetID: SHARE

Balance ID: CY *Description: Calendar Year Short Desc: Cal. Year

*Periods in a Year: 12

*Quarters in a Year: 4

Bal for Calendar Year

Yr:

End Date Default: None Month BiMonth Quarterly Days

Maintain Earnings Bal Maintain Dedn Bal Maintain Tax Bal Maintain Check Bal Maintain Gam Bal

Use Date: Check Date Period End Date

Create

*Year	*Period	*Begin Date	*End Date	*Period Name	*Abbrev
1998	1	01/01/1998	01/31/1998	January	Jan
1998	2	02/01/1998	02/28/1998	February	Feb
1998	3	03/01/1998	03/31/1998	March	Mar
1998	4	04/01/1998	04/30/1998	April	Apr

Balance ID Table 1 page

When creating a new Balance ID for Payroll Interface processing, the key field SetID must be the same as the Company code. For example, if you have created a company of CCB, the SetID selected for the Balance ID must be SetID.



The only 2-character **Balance ID** needed is **CY**. If you attempt to define a **Balance ID** other than **CY**, Payroll Interface will not function properly.

The information you enter on this page is displayed on the pay calendar. Enter long and short descriptions in the **Description** and **Short Desc** (short description) fields. Specify the number of **Periods in a Year**, the number of **Quarters in a Year**, and the **End Date Default** that applies to the calendar year.

Use the **SetID** button to access a **SetID** page. The **SetID** for the Balance ID Table is specified on the Company Table. This page enables you to see which **SetIDs** are used for which companies and what Balance ID tables are used by a particular company.

Balance SetID				Find View All		First	1-5 of 112	Last
SetID	Set Control Value	Record Group ID	Record (Table) Name					
BEL	BEL	PY_01	BALANCE_ID_TBL					
BEL01	BEL01	PY_01	BALANCE_ID_TBL					
BEL01	KB1	PY_01	BALANCE_ID_TBL					
BWH	BWH	PY_01	BALANCE_ID_TBL					
CAN	CAN	PY_01	BALANCE_ID_TBL					

OK Cancel

SetID Company List

Calendar Year Balances

When you're setting up the balance types for the calendar year, select **Bal. for Calendar Year** (balance for calendar year). Selecting this check box protects the remaining check boxes and edit boxes on the page. All balance types are automatically selected for the calendar year, and the **Use Check Date** option is automatically selected.

Selecting the **Bal. for Calendar Year** check box enables the **Yr** (year) field and the **Create** button. When you enter a valid year and click **Create**, the system populates the **Year**, **Period**, **Begin Date**, **End Date**, **Period Name**, and **Abbrev** (abbreviation) fields for that year.

Balance ID Table 2 Page

Usage	The Balance ID Table 2 page contains the actual quarter definition by company and year for each Balance ID.
Object Name	BALANCE_ID_TBL2
Navigation	Define Business Rules, Define Payroll Interface, Setup, Balance ID Table, Balance ID Table 2
Prerequisites	None
Access Requirements	Enter a Set ID and Balance ID.

Balance Id Table 1 | Balance Id Table 2

SetID: SHARE

Balance ID: CY Calendar Year Cal. Year

Periods in a Year: 12

Quarters in a Year: 4

Bal for Calendar Year

End Date Default: None Month BiMonth Quarterly Days

Use Date: Check Date Period End Date

Maintain Earns Bal Maintain Dedn Bal

Maintain Tax Bal Maintain Check Bal

Maintain Garn Bal

*Year	*Qtr	*Period Name	*Abbrev	*From Per	*To Period:		
1998	1	Quarter 1	Q1	1	3	<input type="button" value="+"/>	<input type="button" value="-"/>
1998	2	Quarter 2	Q2	4	6	<input type="button" value="+"/>	<input type="button" value="-"/>
1998	3	Quarter 3	Q3	7	9	<input type="button" value="+"/>	<input type="button" value="-"/>
1998	4	Quarter 4	Q4	10	12	<input type="button" value="+"/>	<input type="button" value="-"/>

Balance ID Table 2 page

For a calendar year, the system loads this information automatically when you click **Create** on the Balance ID Table 1 page.

Use the **SetID** button to access a **SetID** page. The **SetID** for the Balance ID Table is specified on the Company Table. This page enables you to see which **SetIDs** are used for which companies and what Balance ID tables are used by a particular company.

Creating Pay Calendars

You'll use the Pay Calendar Table to create cycles for processing by pay group. Before we discuss this page in detail, let's talk a little about how the system uses pay calendars and the Pay Run ID—which you'll set up on the Pay Run Table—in conjunction with the pay groups that you set up earlier.

With the pay calendar, you schedule payroll cycles for your pay groups. On the Pay Calendar Table, you provide information about when pay periods begin and end and about Pay Run IDs, which tells the system which pay calendar entries to process together.

Each entry on the Pay Calendar Table corresponds to a specific pay period—defined by its begin and end dates—for a pay group. So a monthly pay group would have 12 entries in the Pay Calendar Table, representing one year of processing.

You group pay calendar entries from different pay groups for processing by using a Pay Run ID, which you set up on the Pay Run Table. To process payroll information, the pay calendar entry being processed must be assigned a Pay Run ID. Generally, all pay calendar entries that share a Pay Run ID have the same pay end date, but not necessarily the same pay frequency. Typically, you set up a different Pay Run ID for each Pay Period End Date on the Pay Calendar Table.

For example, if you have a semi-monthly pay and a monthly pay calendar, you can process both calendar entries together for the month-end run because they have the same Pay Period End Date. Your own processing schedule will determine which groups can and cannot be grouped together.

You can build the pay calendar manually or have the system do it for you.



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables from the Define Payroll Process window.



USF Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables from the Define Payroll Process (USF) window.

Pay Calendar Table Page

Usage	If you choose to build the pay calendar manually, you'll use the Pay Calendar Table page for each calendar entry you want to add. Remember, you must have a calendar entry for every pay period for each pay group that you set up.
Object Name	PAY_CALENDAR_TABLE
Navigation	Define Business Rules, Define Payroll Interface, Setup, Pay Calendar Table, Pay Calendar Table
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, and Pay Period End Date, or enter a Pay Run ID.

Pay Calendar Table Confirm Err Option

Company: GBI Global Business Institute Off-Cycle Calendar?

Pay Group: KC1 Canadian Weekly

Pay Period End Date: 09/24/2000 Pay Run ID:

*Pay Period Begin Date: 09/18/2000 Aggregate ID: *Paycheck Issue Date: 09/22/2000

Pay Period Close Date: 09/24/2000

Weeks in this Period: 1

*Pay Periods Per Year: 52

Accrual Percent: Reverse Accruals *FLSA On-Cycle Pay End Date: 09/17/2000

*Deductions Taken: Deduction Deduction Subset ID:

Pay Period of the month First Second Third Fourth Fifth

Paysheets Run Payroll Confirmation Started GL Interface Run T&L Extract costs

Payroll Preliminary Calc Run Payroll Confirmation Run Off-Cycle Calcs Outstanding Single Chk for Multiple Jobs

Payroll Calculation Run Pay Distribution Run Off-Cycle Closed CA GL Interface Run

Balance ID details				
Balance ID	Year	Quarter	Period	
CY	Cal. Year	2000	3	9

Pay Calendar Table page

The **Off-Cycle Calendar** check box does not apply to Payroll Interface.

Each Payroll Interface batch process needs a **Pay Run ID** to determine what pay group(s) it should process. All pay calendar entries with the same **Pay Run ID** will be processed at the same time. Before you start payroll Interface processing for a pay period, you must assign a **Pay Run ID** on this page, and that ID must first be set up on the Pay Run Table. The Payroll Interface Process can't run without a Pay Run ID.

Pay Period Begin Date and **Pay Period End Date** are used to define the date parameters for the payroll cycle. The Deduction Calculation process uses these dates to determine which deductions will be used.

To indicate the number of weeks within the payroll cycle, use the **Weeks in this Period** field. The number of weeks is based on the number of Wednesdays in the pay period.

When the system calculates deductions, it looks at the Deduction Table, annualizes the amount of each deduction and then divides the result by the number of **Pay Periods Per Year**. For example, if you set up a deduction of \$100 per month, the system would multiply \$100 by 12 to arrive at \$1200, and then, for employees paid monthly, divide by 12 to arrive at a deduction of \$100 per pay period. For semi-monthly employees, the system would divide the deduction by 24.

For weekly and biweekly pay periods, it is not quite so simple. Depending on the day of the week payday falls on, there may be 53 (instead of 52) weekly pay periods during a particular year; likewise, there may be 27 (instead of 26) biweekly pay periods. To accommodate this peculiarity, you can specify whether the pay calendar you're setting up should have 26, 27, 52, or 53 Pay Periods Per Year.

The system always annualizes amounts by multiplying by 52, 26, 24, or 12, depending on whether the deduction is weekly, biweekly, semi-monthly, or monthly; it deannualizes by dividing by the number you enter in **Pay Periods Per Year**.

If you are working with a monthly or semi-monthly pay calendar, the **Pay Periods Per Year** field is not available for entry because the only possible values are 12 and 24, respectively.

In the **Deductions Taken** field, select *Deductions* to use the deductions defined on the Deduction Table.

The **Balance ID Details** component displays the **Year, Qtr** (quarter), and **Period** that are applicable to the pay period for each **Balance ID** for which you've defined balances.

The **Pay Period of the Month** is the pay period for which deductions are calculated for this calendar entry. During the Deduction Calculation process, if the pay period for a deduction matches the pay period being processed, the system calculates the deduction.

Building Pay Calendars Automatically

You may want to run the Pay Calendar Creation (CALENDAR) batch process to automatically build the pay calendar entries for all or part of a year, depending on your needs. To build a pay calendar automatically, follow these steps.



You must have the Balance ID Table set up before you can create your Pay Calendars.



For more information see Establishing a Balance ID in this section.

Step 1: Create Pay Calendar Run Control Data

First, you need to create run control data for the Pay Calendar Creation process.

Pay Calendar Creation Page

Usage	Use the Pay Calendar Creation run control page to automatically build pay calendars.
Object Name	RUNCTL_PAY_CAL_BLD
Navigation	Define Business Rules, Define Payroll Interface, Process, Pay Calendar Creation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Calendar Creation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

*Company:

*Pay Group:

*Pay Period End Date:

Check Date Days From Pay End Date:

Pay Periods Per Year:

Pay Calendar Creation page



Because Pay Calendar Creation is a PeopleSoft Payroll process, you can also access this page from the Define Payroll Process window.



USF Because Pay Calendar Creation is a PeopleSoft Payroll process, you can also access this page from the Define Payroll Process (USF) window.

Enter the **Company** and **Pay Group** for which you want to build a pay calendar. To build a pay calendar for the entire calendar year, enter the **Pay Period End Date** of the first pay period of the year. For example, for a semi-monthly payroll for 2000, you would enter **01/15/2000**.

To build a pay calendar for a partial calendar year, enter the end date of the pay period where you want the calendar to start. In other words, to start the calendar for the pay period on March 15, you would enter **03/15/2000**.

The **Check Dt Days From Pay End Dt** (check date days from pay end date) is the number of days (plus or minus) from the pay period end date to the check issue date. For example, if the pay period end date is January 31 and the check date is February 3, set the number of days to 3. If the pay period end date is January 31 and the check date is January 30, enter -1. If the check date falls on a holiday or weekend day, the system will search backward on the calendar to find the first workday before the holiday or weekend day, to issue checks.

Pay Periods Per Year is a display only field that defaults based on the pay frequency defined on the Pay Group Table.

Step 2: Run the Pay Calendar Creation Program

Click the Run or Run with Defaults toolbar icon to run the Pay Calendar Create Process.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Step 3: Review Error Messages

If the system encounters errors during processing, you will get a CHECK MESSAGES!!! warning in the COBOL log file.

If you want to view the messages online, use **Compensate Employees, Administer Payroll Interface, Inquire, Interface Messages**.



Remember that you need to follow the same steps for each pay group. Each time you run the Pay Calendar Creation process, the system deletes the control data. Therefore, whenever you need to rerun the process, you need to enter the control data again.

Tables Supporting the Payroll Process

In the following topics, we'll review the various tables that support the payroll tables you use to set up earnings and deductions and to organize your payroll. Some of these tables—the Tax Location Table, Bank Table, Form Table, Balance ID Table, and Holiday Table—must be completed because certain fields on the primary Payroll Process Tables are edited against them. The remaining tables are optional; you complete them only if they maintain information you need to track.



It should be emphasized that the Tax Location Table, Bank Table, Form Table, Balance ID Table, and Holiday Table must be completed in order for Payroll Interface to function properly. The completion steps for the Balance ID Table, Form Table, and Holiday Table are not included here. For more information about setting up these tables, refer to your *PeopleSoft Human Resources* PeopleBooks.

Setting Up Your Tax Location Table

The Tax Location Table enables you to organize—by location—all the state and local tax jurisdictions in which employees work. You should establish a **Tax Location Code** for each location for which you process payroll and tax data. You can associate any number of states and localities with the **Tax Location Code**.



If you select Automatic Employee Tax Data on the Installation Table, Product Specific page and assign a Tax Location Code to each employee on the Job Data Table, each employee's tax data will default to the Employee Tax Data page and the Employee Tax Distribution page. Automatic creation of a tax distribution record will not occur if the tax location represents more than one state or more than one non-linked locality.



USF If you select Automatic Employee Tax Data on the Installation Table, Product Specific page and assign a Tax Location Code to each employee on the Job Data page of the Administer Workforce Employee Data Table, each employee's tax data will default to the Employee Tax Data page and the Employee Tax Distribution page. Automatic creation of a tax distribution record will not occur if the tax location represents more than one state or more than one non-linked locality.



For more information about the Installation Table, see the Setting Up Human Resources Tables section of this PeopleBook. For more information about the Job Data pages, see your Human Resources PeopleBooks.

Tax Location Table - Address Page

Usage	Use the Tax Location Table - Address page to define locations for which you process payroll and taxes.
Object Name	TAX_LOCATION_TBL1
Navigation	Define Business Rules, Define Payroll Interface, Setup, Tax Location Table, Address
Prerequisites	None
Access Requirements	Enter a Tax Location Code.

Address **State/Province/Locality**

Tax Location Code: L00005 *Status: Active

Tax Location Information

*Description: Headquarters
 Short Desc: HQ
 Country: USA United States
 Address 1: President's Building
 Address 2: 1600 Penn Ave
 Address 3: Rm 987
 City: Washington
 County: Postal: 20001
 State: DC District of Columbia
 Alaska Area Code:

Tax Location Table – Address page

Tax Location Table – State/Province/Locality Page

Usage	Use the Tax Location Table State/Province/Locality page to associate any number of states and localities with the Tax Location Code.
Object Name	TAX_LOCATION_TBL2
Navigation	Define Business Rules, Define Payroll Interface, Setup, Tax Location Table, State/Province/Locality
Prerequisites	None
Access Requirements	Enter a Tax Location Code.

Address **State/Province/Locality**

Tax Location Code: L00005 Headquarters Status: Active

Tax Location Information Find | View All First 1 of 1 Last

*State / Province	Locality	Locality Name	Other Work Locality
DC			

Tax Location Table – State/Province/Locality page

The states and localities you establish on this page will default to the Employee Tax Data pages and the Employee Tax Distribution page, for the employees that you assign to this Tax Location.



The states and localities you associate with a Tax Location Code must be defined on your Company State Tax Table and your Company Local Tax Table.

A Note About Indiana: You should never attempt to split payroll tax distribution among multiple Indiana localities. Regardless of the number of Indiana locations in which an employee can work, either simultaneously or over the course of the year, the employee is liable for Indiana county tax for only *one* Indiana county per calendar year—the Indiana county of residence as of January 1, if that county imposes a tax, or the Indiana county of principal work activity as of January 1, if the residence county does not impose a tax.

Use **State** to identify each state that is associated with his. You can associate any number of states with a single Tax Location. For each **State**, identify each taxing **Locality**, if any.

Other Work Locality is used strictly for where multiple taxes apply in one location. Examples of this are:

- Paducah, Kentucky and McCracken County, Kentucky.
- Earned Income Tax, School District, and Occupational Privilege Tax in Pennsylvania.

To form additional links in a locality chain:

1. Add another row with the same **State**.
2. Enter the **Other Work Locality** from the previous row in **Locality**.
3. Enter the new Other Work Locality.



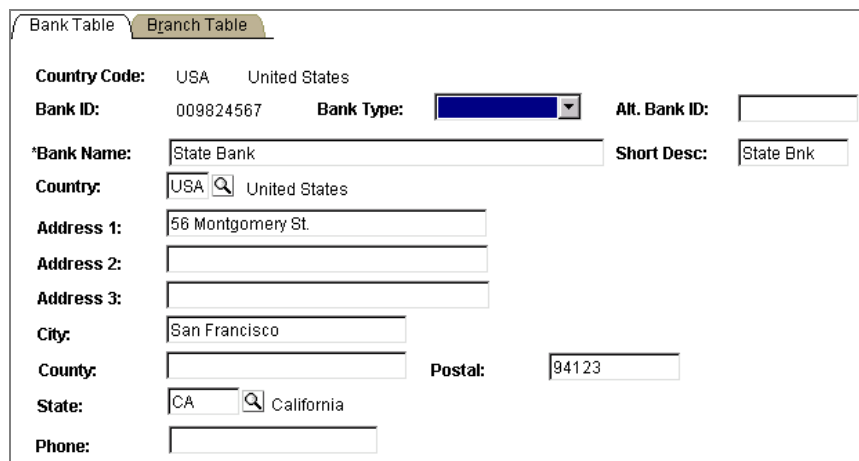
You need to define a **Locality** for the last **Locality Link** you define in a chain.

Establishing Bank Codes

The Bank Table is where you'll identify every bank and financial institution where your company has accounts established for payroll purposes—with the exception of direct deposit accounts. The system uses the bank number (or, as they're officially known in the United States, Federal Reserve Transit numbers) to identify the bank on which checks or advices are drawn for a pay group. You must always create at least one entry on this table, for the bank on which paychecks or direct deposits are drawn.

Bank Table Page

Usage	Use the Bank Table page to identify banks and financial institutions where your company has accounts established for payroll purposes.
Object Name	BANK_EC
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table, Bank Table
Prerequisites	None
Access Requirements	Enter a Country Code and Bank ID.



Bank Table page

When you add a bank or savings institution, the system will first prompt you for the **Bank ID**. The Bank ID number you enter on Pay Group Table 3 will be edited against this table.

In the standard PeopleSoft Payroll Interface, you wouldn't use this table to edit against the bank ID numbers for your employees' direct deposit accounts—simply because if you allow employees to make direct deposits to any bank, it would be almost impossible to maintain a table of all valid bank numbers. U.S. companies should let the prenote process itself validate the bank ID numbers, which you specify at the employee level.

USF Bank Table Page



USF You can find the Bank Table page for USF customers at Define Business Rules, Define Payroll Process (USF), Setup 1, Bank/Branch Table, Bank Table.

Reviewing and Configuring Messages

You'll find all the error messages that can occur during the batch processes on the Pay Message Table. On that table, you'll find each error message identified by a Message ID number and a complete description of the error.

PeopleSoft maintains this table and delivers a new version with each new release. You don't have to worry about it—unless you want to use it to configure or add your own messages.

If you configure the system, and your changes include new error messages, you can add new error message codes and text to the Pay Message Table. When you add a new message code, use a number that is greater than 90,000, to avoid conflict with the message codes provided by PeopleSoft.

You can also modify the long text description of error messages to include procedures that are unique to your own environment. For example, you might add something like this to a message:

Call Pat Jones at ext 23 and ask her to run ded calc confirm.

Adding a Message

To add a new message, complete the Pay Message Table page

Pay Message Table Page

Usage	Use the Pay Message Table page to add or modify error messages that may occur during the batch processes.
Object Name	PAY_MESSAGE_TABLE
Navigation	Define Business Rules, Define Payroll Interface, Setup, Pay Message Table
Prerequisites	None
Access Requirements	Enter a Message ID.

Pay Message Table	
Message ID:	000001
Description:	Too Many Earnings Types
Description:	The maximum number of earnings types (displayed below) that can be used on a single check, has been exceeded.
Continue With This Error	
*Continue With This Error:	No
Maximum Errors:	
Distribute With This Error	
<input type="checkbox"/> Distribute With This Error	

Pay Message Table page



Because the Pay Message Table is among those used in Defining PeopleSoft Payroll, you can also access this table from the Define Payroll Process window.



USF Because the Pay Message Table is among those used in Defining PeopleSoft Payroll, you can also access this table from the Define Payroll Process (USF) window.

Defining Earnings

Process Tables within PeopleSoft are the driving force behind how earnings and deductions are organized and calculated for each of your employees. In this section you will learn how and when you use these tables, and the various ways you can specify earnings rules.



Important! Usually the only earnings that are applicable for Payroll Interface export are for mapping additional pay, which can be exported as a negative deduction to the payroll vendor. You need to create a default earnings program with the minimum number of earnings codes to save the program. Then, the default earnings program is attached to the Pay Group Table so you can save the Pay Group Table. Your payroll vendor performs the gross-to-net processing. Earnings codes are set up and maintained in your payroll system. In most cases, you are just exporting a code and amount to your payroll vendor.



For more information on defining deductions and specifying deduction rules, see [Defining Deductions](#). For more information on implementation guidelines, see [Implementing Payroll Interface](#).



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll process, you can also access these tables in the Define Payroll Process window.

The procedures for accessing and entering information on the Process Tables are the same as those for updating any PeopleSoft table or page.



For more information about PeopleSoft pages and tables, see the [Using PeopleSoft 8 Applications PeopleBook](#).

Preparing to Define Earnings

The primary function of the Process Tables discussed in this chapter is to enable you to specify how earnings are calculated and to help you organize your calculation processes. In some cases, you will use fields that store or provide information required by other tables that actually drive these processes. Trying to grasp the many underlying relationships among all the Process Tables, pages, and fields can be overwhelming—unless you step away from the screen and take a global view of what is going on.

Earnings Table

The Earnings Table stores the Earnings Codes that identify your various types of earnings—regular, overtime, any additional applicable pay, and so forth. Here is where the parameters and rules for calculating earnings reside. Since Payroll Interface does not perform any earnings calculations, this table is simply used to define the earnings to export and/or import. It is also important to remember that Payroll Interface does not perform gross to net calculations. Gross to net calculations occur solely within your third party payroll system.

Organizing the Payroll Interface Process

PeopleSoft Payroll Interface employs three organizational tools or concepts to help you categorize employee types and to streamline processing: pay groups, pay calendars, and Pay Run IDs.

Pay groups represent groups of employees that share certain characteristics: the company they work for, the frequency with which they are paid, and the country in which they reside.

The pay calendar allows you to schedule payroll cycles for your pay groups. On the Pay Calendar Table, you provide information regarding when pay periods begin and end, as well as Pay Run IDs which tell the system which pay calendar entries to process together.

The Pay Run ID enables you to assign a unique ID to each pay calendar entry; therefore, more than one pay group can be run together. The basic concepts that you should remember are the following:

- Pay calendar entries are assigned by pay group.
- Pay Run IDs are assigned to one or more pay calendar entries.

Suppose you set up two different pay groups: a semimonthly pay group that consists of salaried employees and a monthly pay group composed of executive employees. The second pay period for your semi-monthly group starts on January 16th and ends on January 31st. Not surprisingly, the monthly executive group pay period also ends on January 31st. Even though these two groups remain completely separate, you can process them at the same time at month end by assigning the same Pay Run ID to the calendar entries for both pay groups. In this example we use Pay Run ID EMA to combine pay groups SM1 and MO1.

Pay Periods	Pay Group	Pay Run ID
01/01/96 to 01/15/96	SM1	MMA
01/16/96 to 01/31/96	SM1	EMA
01/01/96 to 01/31/96	MO1	EMA

In the sections that follow and in subsequent chapters of this book, we will take a closer look at these and other Process Tables, examining any special considerations you should keep in mind as you work with them. You will also find examples of the different ways you can set up earnings, deductions, and pay groups.

Understanding Earnings

The only earnings required for Payroll Interface are regular, overtime, and holiday—these are required fields on the Pay Group Table. If you have any additional pay items, you will also need to define those as Earnings Codes.

All earnings are calculated in your third party payroll system. When you export data to your third party payroll system, you are exporting default data that is used in earnings calculations, but you are not actually performing the calculations within Payroll Interface. In essence, when you export your data via Payroll Interface you are sending your third party payroll system codes and amounts that will be used by your third party payroll system during the calculation of gross to net.



You can, however, set up Earnings Codes for all the earnings used in your payroll system. This could help you when troubleshooting problems, but is not required by PeopleSoft Payroll Interface.

Earnings Table - General Page

Usage	Use the Earnings Table - General page to add an Earnings Code.
Object Name	EARNINGS_TABLE1
Navigation	Define Business Rules, Define Payroll Interface, Setup, Earnings Table, General
Prerequisites	None
Access Requirements	Enter a three-character Earnings Code.

General		Taxes		Calculation		Special Process	
Earnings Code: BNS							
Earnings Information Find First 1 of 1 Last							
*Effective Date:	01/01/1980	*Status:	Active				
*Description:	Bonus						
Short Description:	Bonus						
*Allowable Employee Types:	All						
Payment Type				Effect on FLSA			
<input type="radio"/> Either Hours or Amount OK <input type="radio"/> Both Hours and Amount OK <input type="radio"/> Hours Only <input checked="" type="radio"/> Amounts Only <input type="radio"/> Unit/Override Rate <input type="radio"/> Flat Amount				<input type="radio"/> None <input type="radio"/> Both Hours and Amount <input type="radio"/> Hours Only <input checked="" type="radio"/> Amounts Only			
				Eligible for Retro Pay			
				<input type="checkbox"/> Eligible for Retro Pay <input type="checkbox"/> Used to Pay Retro			
<input type="checkbox"/> Hours Distribution		<input type="checkbox"/> Administrative Stipend Flag					

Earnings Table, General page



When you define Earnings Codes, you need to set up several basic Earnings Codes on Pay Group Table 3.



For more information about the Pay Group Table, see the Understanding Pay Groups section of this PeopleBook.

The system uses **Allowable Employee Types** to determine which employees are eligible for this **Earnings Code**. If the **Earnings Code** you are defining is for a certain employee type only, select that employee type.



The **Payment Type**, **Effect on FLSA**, and **Eligible for Retro Pay** group boxes are not used by Payroll Interface. Earnings Table 2, 3, and 4 do not apply to Payroll Interface.

Establishing Earnings Programs

Once you have set up your Earnings Codes on the Earnings Table, you can establish Earnings Programs on the Earnings Program Table. An Earnings Program is a set of Earnings Codes that are valid for one or more pay groups. A single company may have any number of Earnings Programs. An individual employee may belong to only one program; and the Earnings Codes constituting that program are the only valid Earnings Codes for that employee. When you set up an Earnings Program, you are defining which Earnings Codes will be valid for the pay groups

that use the program and which Earnings Codes will be valid for employees belonging to those pay groups.

For example, executives ordinarily do not get overtime pay; therefore, their pay group’s Earnings Program should not include Overtime as a valid Earnings Code. You might also want to exclude part-time employees who work less than 30 hours a week from being eligible for certain benefits.

Employees are assigned to Earnings Programs through their pay group. As you may recall, the Earnings Program you enter on Company Table will become the default Earnings Program for the pay groups you set up on the Pay Group Table. You can override this default and specify a different Earnings Program for a pay group on Pay Group Table 3. You cannot override the pay group Earnings Program at the employee level: if Nancy Blue belongs to a certain pay group, she belongs to that pay group’s Earnings Program.

Earnings Program Table Page

Usage	Use the Earnings Program Table page to set up or maintain an earnings program.
Object Name	EARNS_PROGRAM_TBL
Navigation	Define Business Rules, Define Payroll Interface, Setup, Earnings Program Table
Prerequisites	None
Access Requirements	Enter an Earnings Program ID.

Earnings Program Table

Earnings Program ID: KU1

Earnings Program Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active + -

*Description: US Earnings Program

Short Description: US Erns

Earnings Code(s) Find | View All First 1-7 of 50 Last

*Earnings Code	Description		
AAL	Automobile Allowance	+	-
ADJ	Adjustments	+	-
ADV	Advance	+	-
ALL	Allocated Tips	+	-
AUT	Automobile Allowance	+	-
AWA	Award -- Cash	+	-
AWVD	Award - Non Cash	+	-

Earnings Program Table page

Setting up an Earnings Program is simple. All you have to do is enter an **Effective Date**, **Description**, and **Short Description**. Then, insert each **Earnings Code** you would like as part of the program.

USF Only: Setting up an Earnings Program is simple. Select Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Program Table.

USF Earnings Program Table Page

Usage	Use the Earnings Program Table page to set up or maintain an earnings program.
Object Name	EARNNS_PROGRAM_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Program Table • Define Business Rules, Define Payroll Interface, Setup, Earnings Program Table
Prerequisites	None
Access Requirements	Enter an Earnings Program ID.

Earnings Program Table

Earnings Program ID: GS

Earnings Program Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active + -

*Description: General Schedule

Short Description: General Sc

Earnings Code(s) Find | View All First 1-7 of 89 Last

*Earnings Code	Description		
FAA	FG-Annual Leave Adjustment	+	-
FAB	FG-Annl Lv Lump Paymnt	+	-
FAC	FG-Award Cash	+	-
FAD	FG-Admin Lv Adjustment	+	-
FAE	FG-Admin Leave	+	-
FAJ	FG-Time Off Award Adj	+	-
FAL	FG-Annual Leave	+	-

Earnings Program Table page

Setting up an Earnings Program is simple. All you have to do is enter an **Effective Date**, **Description**, and **Short Description**. Then, insert each **Earnings Code** you would like as part of the program.

USF Establishing Pay Plans

To establish Pay Plans, you use the Pay Plan and Pay Plan Process Control pages. Employees are assigned to Pay Plans when they are assigned their Positions or Job Codes.



For more information about Positions and the Job Code Table, see your *PeopleSoft Human Resources* PeopleBooks.

USF Pay Plan Page

Usage	Use the Pay Plan Table page to set up a Pay Plan.
Object Name	GVT_PAYPLAN_TBL
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan
Prerequisites	None
Access Requirements	Enter a Pay Plan.

The screenshot displays the 'Pay Plan Process Control' interface. At the top, there are tabs for 'Pay Plan' and 'Pay Plan Process Control'. Below the tabs, the 'Pay Plan' section shows 'Pay Plan: GS'. A navigation bar includes 'View All', 'First', '1 of 1', and 'Last'. The main form contains the following fields and options:

- *Effective Date:** 01/01/1980
- *Status:** Active
- *Description:** General Schedule
- Short Description:** GS
- *Classification Authority:** Title 5, GS Class System
- Pay Plan is Eligible for:**
 - Auto Within Grade Increase
 - Interim Geographic Adjustment
 - Premium Pay
 - Law Enforcement Officer Pay
 - Non-Numeric Steps
 - Locality Adjusted Pay
- Wage Grade FEGLI Accumulator:** FEGLI Accumulator: []

Pay Plan Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Description**.

Classification Authority Click this field to select the Pay Plan's Classification Authority from the Translate Table.

Auto Within Grade Increase	If the Pay Plan is eligible for automatic within grade increases, select this check box.
Premium Pay	If the Pay Plan is eligible for premium pay, select this check box.
Non-Numeric Steps	If the Pay Plan has non-numeric steps, select this check box.
Interim Geographic Adjustments	If the Pay Plan is eligible for interim geographic adjustments, select this check box.
Law Enforcement Officer Pay	If the Pay Plan is eligible for LEO (law enforcement officer) pay, select this check box.
Locality Adjusted Pay	If the Pay Plan is eligible for locality adjustments, select this check box.
FEGLI Accumulator	If needed, select the Special Accumulator used for accumulating FEGLI for this Pay Plan.

USF Pay Plan Process Control Page

Usage	Use the Pay Plan Process Control page to establish pay limits and exempt overtimes rates for your Pay Plans.
Object Name	GVT_PAYPLAN_TBL2
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan Process Control
Prerequisites	None
Access Requirements	Enter a Pay Plan.

Pay Plan Process Control page

Biweekly Pay Limits

Pay Limit Check Required If the plan is subject to biweekly check limitations, select this check box.

OK to Pay If the **Pay Limit Check Required** check box is selected, you need to select this check box.

Special Accumulator Code This appears only if you select the **Pay Limit Check Required** check box. Select the **Special Accumulator Code** for biweekly check limitations.

Pay Limits and Exempt Overtime Rates

Earnings Process Type Select the type of pay limits that apply to this pay plan.

LEO Rule If LEO Rule applies, select this check box.

Loc. Rule If Locality Rule applies, select this check box.

Pay Plan Select the Pay Plan for each pay limit.

Grade Select the grade for each pay limit.

Step Select the step for each pay limit.

Mult. Factor Enter the multiplication factor for each pay limit.

Conversion Factors**Standard Hours From**

Enter a number of standard hours from which to count.

Standard Hours To

Enter a number of standard hours to which to count.

Hourly Rate Conv Factor

Enter the conversion factor that will be used to convert standard hours to the hourly rate.

CHAPTER 5

Defining Deductions

When you are setting up deductions in PeopleSoft HRMS, you should keep in mind that there are actually two parts to defining a deduction in our system.

You will use the Deduction Table to specify processing of the deduction, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and so on.

You define the actual calculation of a deduction on the General Deduction Table or on the Benefits Tables, depending on the type of deduction you are setting up. You will use the General Deduction Table for non-benefit deductions, such as parking, union dues, or charitable contributions. You will use the Benefits Tables for benefit deductions, such as those for medical and life insurance plans.



Important! Remember that your payroll vendor performs all of the gross-to-net calculations. Items such as Tax Classification for Deduction Codes are set up and maintained in your payroll system, not in Payroll Interface. In most cases, you are just exporting a code and amount to your payroll vendor. You need to set up deductions so that the correct code and amount are calculated for each pay period and updated to the Deduction Calculation Table (DED_CALC).

Combined, these tables enable you to specify exactly how you want the system to process the deduction. It is mandatory that each entry on the General Deduction Table or the Benefits Tables has a corresponding entry on the Deduction Table in order for PeopleSoft Payroll Interface Deduction Calculation to process the deduction. If it does not, you will receive an error message during calculation.



Because some of the tables described in this section are among those used for defining the PeopleSoft Payroll Process, you can also access these tables in the Define Payroll Process window.



For more information, see *Setting Up Benefit Providers and Deduction Codes* in your *PeopleSoft Base Benefits* PeopleBook. Benefit deduction plan types vary depending on the nature of the benefit, and the system uses the appropriate calculation routines for that plan type.

Before you get started, we recommend that you read through the sections that describe how to set up these tables. Then map out how you would like your deductions, general deductions, and benefits to be defined and segregated within the system before you actually set them up. You may want to develop a deduction worksheet where you lay out what you will need to know to set up deductions in the related tables.

This section reviews the Deduction and General Deduction Tables.

Setting Up Deductions

The primary functions of the Process Tables discussed in this chapter are to enable you to specify how deductions are calculated and to help you organize your calculation processes. In some cases, you will use fields that store or provide information required by other tables that actually drive these processes. Trying to grasp the many underlying relationships among all the Process Tables, pages, and fields can be overwhelming—unless you step away from the screen and take a global view of what is going on.

Deduction Tables

In PeopleSoft, there are two types of deductions: benefit deductions and general deductions. The system uses different deduction calculation routines depending on the type of deduction you are setting up.

Benefits Tables

Define calculations for health plans, life insurance plans, and so forth. Note that, in most cases, different tables are used for each category of benefits.

General Deduction Table

Defines calculation routines for general deductions, which are deductions typically not related to benefits, such as parking fees and union dues.

Regardless of which type of deduction you are defining, you must set up a corresponding entry on the Deduction Table.

For example, if you were setting up a \$50 deduction for parking, you would indicate the dollar amount and any special calculation routines on the General Deduction Table. The fact that this is a monthly, after-tax deduction, however, will be stored on the Deduction Table. Likewise, you would set up the deduction calculation for a monthly life insurance premium on the Life and AD&D Table, then create a corresponding entry on the Deduction Table to tell the system that this, too, is an after-tax deduction.

The Deduction Table

The Deduction Table defines the tax effect on deduction types and specifies how the system processes various deductions. Deductions consist of all payroll deductions and employer contributions to benefit plans—not including taxes. We refer to deductions for taxes simply as *taxes*.



Important! Your payroll vendor performs all of the gross-to-net calculations. Items such as Tax Classification for Deduction Codes are set up and maintained in your payroll system, not in Payroll Interface. In most cases you are just exporting a code and amount to your payroll vendor.

Use the Deduction Table to set up deduction classifications, which we define as *after-tax* or *before-tax* for employee deductions, and *nontaxable benefit* and *nontaxable before-tax benefit* for employer contributions.

Some deductions may have more than one classification. For example, retirement plan deductions, such as 401(k) benefit deductions in the U.S., can have both before- and after-tax classifications as well as a nontaxable classification for any employer contributions. Certain benefits, such as life insurance, may have a before- or after-tax classification for the employee contribution in addition to a nontaxable or taxable classification for the employer contribution.

Let us say your company has a life insurance plan that provides coverage in an amount equal to three times your base salary of \$40,000 a year. You pay for the after-tax deduction portion of the plan, while your company picks up the tab for the nontaxable benefit portion. Because of IRS rules governing employer-paid insurance for coverage over \$50,000, there is also a taxable benefit classification for the plan.



USF A retirement plan deduction, such TSP benefit deductions, can have a before-tax and a nontaxable classification for any employer contributions. Certain benefits, such as FEGLI, will have an after-tax classification for the employee contribution.



Let us say your agency has a FEGLI plan that provides coverage in an amount equal to three times your base salary of \$40,000 a year. You pay for the after-tax deduction.

Deduction Table, Setup Page

Usage	Use the Deduction Table, Setup page to add a deduction.
Object Name	DEDUCTION_TABLE1

Navigation	Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Setup
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

The screenshot displays the 'Deduction Table, Setup' page. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. Below the tabs, the 'Plan Type' is set to '00' (General Deduction) and the 'Deduction Code' is 'KCUNON'. The 'Deduction Information' section includes:

- *Effective Date: 01/01/1980
- *Description: Union Dues
- Short Description: Union Dues
- Deduction Priority: 500
- Special Processing: (Invalid Value)

 A 'Maximum Arrears Payback' section contains three radio button options:

- No Maximum
- Flat Maximum for Payback
- Factor x Regular Deduction

 To the right, a 'Deduction Subset' table is shown with columns for '*Subset ID' and 'Description'. The table currently contains one row with a search icon next to the ID field.

Deduction Table, Setup page

Specifying Deduction Priority

Deduction Priority is not required for Payroll Interface, but you can use this page to set up deduction priorities that mirror those of your payroll system. The order in which PeopleSoft Payroll takes deductions is based on **Deduction Priority**.

Payroll Interface does not use the **Maximum Arrears Payback** or **Deduction Subset** fields.

USF Deduction Table, Setup Page

Usage	Use the Deduction Table, Setup page to add a deduction.
Object Name	DEDUCTION_TABLE1
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Setup
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

The screenshot displays the 'Deduction Table, Setup' page. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. Below these, the 'Plan Type' is set to '00' (General Deduction) and the 'Deduction Code' is 'CREDUN'. The 'Deduction Information' section includes:

- *Effective Date:** 01/01/1980
- *Description:** Credit Union
- Short Description:** CU
- Deduction Priority:** 500
- Special Processing:** (Invalid Value) (126)

 A 'Federal Data' button is present. The 'Maximum Arrears Payback' section has three options:

- No Maximum
- Flat Maximum for Payback
- Factor x Regular Deduction

 A 'Deduction Subset' table is also shown with columns for 'Subset ID' and 'Description'.

Deduction Table, Setup page

Specifying Deduction Priority

Deduction Priority is not required for Payroll Interface, but you can use this page to set up deduction priorities that mirror those of your payroll system. The order in which PeopleSoft Payroll takes deductions is based on **Deduction Priority**.

Payroll Interface does not use the **Maximum Arrears Payback** or **Deduction Subset** fields.

Deduction Table, Tax Class Page

Usage	Use the Deduction Table, Tax Class page to determine the effect on taxable gross pay.
Object Name	DEDUCTION_TABLE2
Navigation	Define Business Rules, Define Payroll Interface, Setup Deduction Table, Tax Class
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Deduction Table, Tax Class page

Turn on the appropriate radio button to specify the classification for the deduction you are defining.

After-Tax	Reduces net pay. A typical example might be a monthly parking allowance.
Before-Tax	Reduces net pay and federal withholding taxable gross. One example is an employee contribution to a retirement program, such as a 401(k) plan.
Nontaxable Benefit	Represents an employer contribution (not subject to federal tax) to an employee benefit plan, such as a health plan or retirement plan. The contribution has no payroll effect. The after-tax matching contribution for savings plans is a nontaxable benefit.
Nontax Btax Benefit (nontax before-tax benefit)	Represents an employer contribution (not subject to federal tax) to an employee benefit plan. Currently only used for the before-tax matching contribution to savings plans.
Taxable Benefit	Represents an employer contribution (subject to federal tax) to an employee benefit plan, such as life insurance. The contribution increases federal withholding taxable gross (for tax purposes) but does not increase total gross (for pay purposes).

Understanding U.S. Deduction Classifications

Let us take a look at how these U.S. Deduction Classifications would affect total gross and federal taxable gross for an employee with an initial gross pay of \$1000.

Deduction	Class	Priority	Effect on Tax	Amount	Federal Gross
Life Insurance	Taxable Benefit	200	Adds to	\$25	\$1025
401(k)	Before-Tax	400	Reduces	\$100	\$925

CALCULATE FEDERAL WITHHOLDING TAXES NOW (based on \$925 Taxable Gross)

Deductions that do not affect Federal taxes, but do affect net pay

Loan Payback	After-Tax	200	No Effect	\$100	
Union Dues	After-Tax	300	No Effect	\$25	
401(k)	Nontaxable Benefit	400	No Effect	\$50	
Life	Nontaxable Benefit	200	No Effect	\$10	
Parking	After-Tax	500	No Effect	\$10	

You will notice that a deduction may have more than one classification. However, it is still considered one deduction. For example, a 401(k) plan might consist of a standard before-tax portion, an after-tax portion for those employees who want to contribute more to the plan, and a nontaxable portion relating to the employer’s matching contribution.



You should establish appropriate Deduction Codes to mirror your payroll system.



For more information, see Preparing for Data Export.

Remember the Priorities for Federal, State, and Local Taxes

The PeopleSoft Payroll Interface Deduction Calculation process will calculate a deduction amount for each tax classification.

USF Deduction Table, Tax Class Page

Usage	Use the Deduction Table, Tax Class page to determine the effect on taxable gross pay.
Object Name	DEDUCTION_TABLE2
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Tax Class
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Deduction Table, Tax Class page

The fields on this page are identical to the fields on the page found by selecting Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Deduction Table 2 and their functionality is the same.

Deduction Table, Tax Effect Page

Nothing on this page is applicable to Payroll Interface.

Deduction Table, Process Page

Usage	Use the Deduction Table, Process page to define your deduction parameters to match your payroll system even though Payroll Interface does not use these deduction parameters.
Object Name	DEDUCTION_TABLE4
Navigation	Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Process
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Deduction Table, Process page

Partial Deduction Allowed, Deduction Arrears Allowed, and Deductions Taken From Sep Chk are not used in Payroll Interface.

For each **Deduction Classification**, select **Stop Deduction at Termination** to tell the system not to take the deduction from a terminated employee. For example, most health insurance plans are prepaid—premiums deducted for this month are used to provide coverage for next month. If employees no longer have health benefits after they are terminated, the deduction should not be taken.



The GL Account #-Expense and GL Account #-Liability fields are for your own documentation use only. The results of processed payrolls, which were once imported by Payroll Interface, are not reverse-mapped to PeopleSoft Deduction Codes; therefore, the PeopleSoft Deduction Code accumulators are not activated.

You can enter the General Ledger expense account and liability account numbers to which this deduction should be charged in the GL Account #-Expense and GL Account #-Liability fields.

USF Deduction Table, Process Page

Usage	Use the Deduction Table, Process page to define your deduction parameters to match your payroll system even though Payroll Interface does not use these deduction parameters.
Object Name	DEDUCTION_TABLE4
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Process
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Deduction Table, Process page

The fields on this page are identical to the fields on the page found by selecting Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Deduction Table 4 and their functionality is the same.

Deduction Table, Schedule Page

Usage	Use the Deduction Table, Schedule page to specify the pay periods the deduction should be taken during and with the pay frequencies you would like to override. By default, each deduction comes out every pay period regardless of pay frequency. If you would like a deduction to be taken out on a schedule other than every pay period, you need to complete this page.
Object Name	DEDUCTION_TABLE5
Navigation	Define Business Rules, Define Payroll Interface, Setup Deduction Table, Schedule
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Deduction Table, Schedule page

For those deductions that do not come out of every pay period, use the **Deductions** group box options to define the appropriate pay periods to take the deduction for the **Pay Frequency** specified. Use the check boxes in conjunction with F7 Row Insert to tell the system during which pay period the deduction should be taken. (Note that you will need to insert a new row for every pay frequency for which you have a pay group defined.) Because a deduction with a monthly frequency is always taken once a month, there is no override for that pay frequency on this page.

Suppose you have a semimonthly payroll, but health deductions should only come out of the last paycheck of the month. In this case, you would select a **Pay Frequency** of *Semimonthly* and select the **Second Pay Period** check box in the **Deductions** group box.



If you select a *Weekly* frequency, you can check the **Fifth Pay Period** only if you have also checked the First, Second, Third, and Fourth periods. Likewise, for a *Biweekly* frequency you can only select the Third Pay Period if you have also checked the First and Second.

USF Deduction Table, Schedule Page

Usage	Use the Deduction Table, Schedule page to specify the pay periods the deduction should be taken during and with the pay frequencies you would like to override. By default, each deduction comes out every pay period regardless of pay frequency. If you would like a deduction to be taken out on a schedule other than every pay period, you need to complete this page.
Object Name	DEDUCTION_TABLE5
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Schedule
Prerequisites	None
Access Requirements	Enter a Plan Type and Deduction Code.

Setup Tax Class Tax Effect Process Schedule

Plan Type: 00 General Deduction
 Deduction Code: CREDUN Credit Union

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980 + -

Deduction Schedule Find | View All First 1-2 of 2 Last

*Pay Frequency: B Biweekly + -

Deduction Frequency
 First Pay Period Second Pay Period Third Pay Period
 Fourth Pay Period Fifth Pay Period

*Pay Frequency: S Semimonthly + -

Deduction Frequency
 First Pay Period Second Pay Period Third Pay Period
 Fourth Pay Period Fifth Pay Period

Deduction Table, Schedule page

The fields on this page are identical to the fields on the page found by selecting Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Deduction Table 5 and their functionality is the same.

Defining General Deductions

In PeopleSoft HRMS, a general deduction is any deduction that is not a benefit deduction. Charitable deductions, union dues, parking, and so forth all fit into this category.

General Deduction Table Page

Usage	Use the General Deduction Table page to specify how non-benefit deductions are calculated. For Benefit Deductions, you will use one of the benefits tables. For general deductions, you do not have to specify a plan type, because it is always 00 (zero zero). However, you will need to create a matching entry on the Deduction Table that contains a Plan Type of 00 and the same Deduction Code you enter on this table.
Object Name	GENL_DEDUCTION_TBL
Navigation	Define Business Rules, Define Payroll Interface, Setup, General Deduction Table
Prerequisites	None
Access Requirements	Enter a Deduction Code.

General Deduction Table

Deduction Code: LPRKNG Parking

General Deduction Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 + -

*Deduction Calculation Routine: Flat Amount

Deduction Rate or %:

Special Accumulator Code:

SetID:

Vendor ID:

Pay Mode:

AP Payment Date Type: Check Date Separate AP Payment

Amount Per Pay Period Find | View All First 1 of 1 Last

Flat/Additional Amount: \$20.00 + -

*Pay Frequency: M Monthly

Loan Processing (Canada)
 Ben Admin Taxable Ben (Canada)
 Allow update via Emp Self Serv

General Deduction Table page

Defining Calculation for a General Deduction

For each general deduction, you need to indicate a specific **Deduction Calculation Routine** for the system to determine the amount of the deduction. The only valid **Deduction Calculation Routines** for Payroll Interface are *Flat Amount* and *Special Deduction Calculation*.

If you select *Flat Amount*, enter the amount in **Flat/Addl Amount per Pay Period** for each **Pay Frequency** your company uses. If the amount varies from employee to employee, such as with United Way or other charitable contributions, leave **Flat/Addl Amount per Pay Period** blank. This information can be maintained at the employee level on the General Deduction Data page in Maintain Payroll Data.

Keep in mind that the default **Deduction Rate or %** you enter here can be overridden at the employee level.

Specifying Amounts Per Pay Period

You can also click the plus sign button in the inner scroll area to add rows and create multiple entries.

For example, to set up a \$50 per month parking deduction, you could create two rows: one for a **Semimonthly Pay Frequency** with \$25.00 to be taken every pay period and the other for a **Monthly Pay Frequency** with \$50. Note that when you select this option, the **Deduction Rate or %** is grayed out.

If you have a deduction that varies by **Pay Frequency**, you must indicate the dollar amount to be taken each pay period for *each Pay Frequency*. For our \$50 per month parking deduction, you can set up the deduction for the semimonthly pay group, SM1, so that it applies only to the last pay period of the month. Rather than taking out \$25 each **Pay Frequency**, you take the full \$50 at the end of the month. To set this up, you need to indicate both the frequency and dollar amount. Set the frequency as *Semimonthly*, and enter \$50.00. Indicate which semimonthly period to take the deduction for SM1 on the Deduction Table.

If you select a Deduction Calculation Routine that uses a Deduction Rate, you can also enter a **Flat/Addl Amount Per Pay Period** to be deducted. However, you need to indicate the amount here only if it is the same for all employees within a **Pay Frequency**. If it varies from employee to employee, you will enter the amounts for each employee on General Deduction Data in Maintain Payroll Data.

Using Benefit Deductions

Once you have set up your deductions (and benefits), you must establish benefit deductions on the Benefit Program Table. A benefit program is a set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs. An employee with concurrent jobs may have multiple benefit programs. Hence, when you set up a benefit program, you are defining which benefits and deductions will be valid for the employees enrolled in the program.



For more information about the Benefit/Deduction Program Table, see Building Benefit Programs in your *PeopleSoft Base Benefits* PeopleBook.



If you are using Multiple Jobs functionality, there is additional setup necessary for the Human Resources and Benefit applications. For more information, see your *PeopleSoft Human Resources* and *Benefits* PeopleBooks.

Defining Your Payroll Taxes



Important! If you plan on mapping and exporting employee-level tax information, this section is relevant to you. If you do not plan on mapping and exporting employee-level tax information, you can ignore this section.

Although PeopleSoft Payroll Interface does not calculate taxes, the Payroll for North America tax tables store tax information such as state and locality codes which can be used by the Payroll Interface system. In this section, we'll look at both the tables that PeopleSoft provides and maintains and those that your company will be responsible for initializing and updating.



Most of this section does not apply to Payroll Interface. For Payroll Interface users, the primary purpose of this section is to explain the setup of tables that will allow you to export state and locality codes as well as marital status and number of exemptions at the employee level. If you are using both PeopleSoft Payroll for North America and Payroll Interface, then all of the information in this section will be relevant as it applies to PeopleSoft Payroll for North America. If you are using just Payroll Interface, then you can skip the sections titled "Overview of the Payroll Tax Tables" and "PeopleSoft-Maintained Tax Tables" and proceed directly to Tax Tables That You Maintain. It is under the "Tax Tables That You Maintain" section that you will find information on how to set up your tax data in order to export employee-level tax information.



Those using only Payroll Interface do not need to apply tax updates. If you are using PeopleSoft Payroll for North America, please refer to the PeopleSoft Payroll for North America PeopleBook. An example of customer tax table maintenance would be when your payroll vendor created a new locality. You could either translate an existing locality delivered by PeopleSoft, or add one directly into the tax tables as described in the documentation below.



Taxes are calculated in your payroll system, not by Payroll Interface. If you want to map and export employee-level tax codes to your payroll system from PeopleSoft, please review this chapter.



When you are analyzing the mapping of employee-level tax information, remember that you generally want to export a code and possibly a corresponding numeric field (percent or flat amount). How you set it up and map it is up to you. Be sure to define the relationship between employee-level tax data in PeopleSoft and how the data needs to be imported into your payroll system. We deliver a FED_ST_TAX_VW to export the more common employee-level tax data.



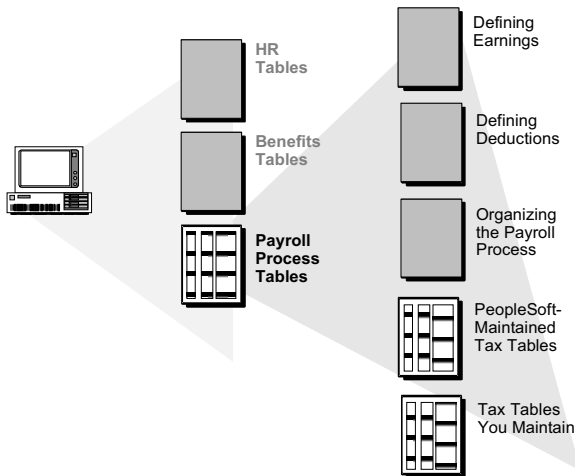
These tax tables are designed to support PeopleSoft Payroll for North America. The logical representation of your payroll system's tax data may not mirror the way PeopleSoft uses them. If necessary, you may create your own views with corresponding end-user documentation to extract employee-level tax information to match your payroll system's requirements.



Be sure that the individuals who perform data entry of employee-level tax data into PeopleSoft HRMS are thoroughly trained to meet your own business requirements.

Overview of the Payroll Tax Tables

Most of the Payroll Tax tables we review in this section are provided and maintained by PeopleSoft.



Working with Payroll Tax tables

These are the PeopleSoft-maintained tables for U.S. companies:

- Federal/State Tax and Local Tax tables, which contain rates and other constants used in the calculation of most forms of taxes for U.S. federal, state, and local taxing entities.
- State and Local Tax Reciprocity Tables, which define reciprocal taxing agreements between states and localities, as well as other rules for determining tax liabilities when multiple jurisdictions are involved.
- Taxable Gross Definition Table, which identifies differences between states or localities and the federal government in the definition of taxable wages.
- SWT Marital Status Table, which defines the valid marital status codes for each state.

This is the PeopleSoft-maintained table for Canadian companies:

- Canadian Tax Tables, which contain rates and other constants used in the calculation of all forms of federal, provincial, and Quebec taxes.

We deliver tax data for all federal and state or provincial taxing entities and almost all localities as part of PeopleSoft Payroll. Should you need a locality that we do not yet support, you can easily add and maintain entries using the tax pages. Once you notify us of the missing locality, we will add it to our standard system and maintain it for you in subsequent releases.

You are responsible for completing the tax tables that contain data specific to your company.

U.S. companies must define and maintain the following tables:

- Tax Location Table, which contains the locations for which you process payroll and taxes.
- Company State Tax and Company Local Tax tables, which store tax identification numbers, unemployment and disability experience rates, and GL codes for the states and localities for which your company collects and pays taxes.
- Tax Reporting Parameters Table, which controls the execution of many of your quarterly and annual tax reports and specifies data needed for magnetic media filing.

Canadian companies must define and maintain:

- The Canadian Wage Loss Plan Table, which identifies your company's valid wage loss replacement plans and general ledger account numbers.
- The Canadian Company Tax Table, which defines the Prescribed Interest rate, Provincial Premium Tax rate, and Health Insurance rate override.
- Canadian Tax Reporting Parameters Table, which controls the execution of many quarterly and annual tax reports and specifies data needed for magnetic media filing.



The page for Federal/State Tax, Taxable Gross Definition, and Canadian Tax tables reference more than one table.

PeopleSoft-Maintained Tax Tables

PeopleSoft provides and maintains the majority of the tax tables in the Payroll system. We furnish a complete set of tables with each release and send updates as needed.

Should you discover an error or missing information, please notify your Global Support Center, so we can incorporate the change or addition in the next Tax Update or Payroll release. In the event that you need to make a change or addition to the standard tax information delivered with the system, you are responsible for maintaining the change until it is incorporated into PeopleSoft-maintained tax tables.

Viewing Federal/State Tax Information

You can use the four Federal/State Tax Table pages to view the tax data PeopleSoft Payroll uses to calculate U.S. federal, state, and certain local taxes. These pages supply the following information:

- Identify the general type of withholding tax calculation employed by each jurisdiction and provide all the constants needed by the calculation routines for income tax withholding as well as unemployment and disability taxes.
- Contain the wage bracket rate data used by the taxing authorities for implementing graduated taxes.

In addition to the rules for state withholding, the rates for calculating federal withholding, FICA, and federal unemployment are defined on this table, primarily because the method of calculation is similar. Localities that use graduated tax tables are also included. These entries are identified by special state codes such as Z1 and Z2.

Here are some of these special codes:

Code	Description
\$E	Earned income credit
\$U	U.S. federal tax
Z1	New York City local tax
Z2	Yonkers local tax
ZA	Maryland 3.01% local tax
ZB	MD resident works in DE

Federal/State Tax Table - General Page

Usage	Use the General page to display standard deductions, allowance amounts, and supplemental rates.
Object Name	STATE_TAX_TABLE1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Federal/State Tax Table
Prerequisites	None
Access Requirements	Enter a State Code.

General **Special Tax Amts** Rates Additional Rates

State: CA California

State Tax Information Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 04/01/2000 *Status: Active [+ -]

*State Tax Calculation Type: Graduated Tax Tbls-Allowances

FWT Credit Non-Resident Declaration Req Allow Withholding Reduction

*FICA Credit: No FICA

Single Standard Deduction: \$2,711

Married Standard Deduction: \$5,422

Allowance Amount: \$1,000

Supplemental Method

*Paid with Regular Wages: Aggregate

*Separate Payment: Aggregate-No Tax else Percent

Supplemental Wage Rate: 0.060000

Federal/State Tax Table - General page



You shouldn't need to modify this table, but if you must, you can make changes if you have the appropriate security authorization.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

State Tax Calculation Type	Indicates the type of tax calculation required by the state.
FWT Credit	This check box indicates whether credit is given for FWT during calculation of state income tax withholding.
Non-Resident Declaration Required	This check box indicates whether the state requires a Non-Resident Declaration for non-resident employees.
Allow Withholding Reduction	This check box indicates whether the state allows a reduction amount to be computed in the state withholding calculation. Currently, this only applies to Connecticut.
FICA Credit	This check box indicates whether credit is given for FICA during calculation of state income tax withholding.
Single Standard Deduction	This is the state's Single Standard Deduction.
Married Standard Deduction	This is the state's Married Standard Deduction.
Allowance Amount	This is the allowance amount.
Supplemental Method	
Paid With Regular Wages	PeopleSoft delivers the required selection: <i>Aggregate – No Annualize, Aggregate, Aggregate-No Tax else Percent, Non-Resident Supplemental, Not Applicable, Percent of Taxable Gross, Special Table with Exemptions, and Special Table.</i>
Separate Payment	PeopleSoft delivers the required selection: <i>Aggregate – No Annualize, Aggregate, Aggregate-No Tax else Percent, Non-Resident Supplemental, Not Applicable, Percent of Taxable Gross, Special Table with Exemptions, and Special Table.</i>
Supplemental Wage Rate	The wage rate is displayed here.

Calculating Tax on Supplemental Wages

PeopleSoft Payroll tax processing supports the various tax calculation methods required by some states for supplemental earnings, including the use of aggregate tax methods.

The methods used for calculating withholding tax on supplemental payments may differ depending on the following criteria:

- The employee receives a supplemental payment Paid with Regular Wages.
- The employee receives a supplemental payment as a Separate Payment.



We use the term normal wages to mean the employee’s pay from regular and other earnings codes taxed using the annualized tax method.

The Federal/State Tax Table specifies which method of supplemental withholding tax calculation the system uses in each of the two above situations. These are the Supplemental Tax Calculation Methods:

- Aggregate – No Annualize*** Normal wages are annualized, but supplemental wages are not annualized, as follows:
1. Annualize the employee’s normal wages and compute tax on this amount.
 2. Annualize normal wages, add in the supplemental wages, and compute tax on the total.
 3. Subtract the difference in the tax amounts. The remainder is the withholding on the supplemental wages.

This method is used only for supplemental wages paid separately from normal wages.

Example

A Delaware employee, single with one allowance, earning \$500 per week, is paid a \$5000 bonus as a separate check.

Without Bonus		With Bonus
\$26,000.00	Annualize Gross Wages	\$31,000.00
1,104.55	Annual Delaware Tax	1,426.15
	Tax on Wages w/o Bonus	(1,104.55)
	Tax to Withhold on Bonus	321.60

Aggregate

For supplemental wages paid with normal wages, calculate withholding (using the annualized method) as if the aggregate of supplemental and normal wages were a single wage payment for the normal payroll period.

Example

A Maine employee, single with one allowance, is paid a \$1000 bonus on the same paycheck as his normal weekly earnings of \$500:

Normal Wages	\$500.00
Supplemental Wages	1,000.00
Total Wages	1,500.00
Annualized (x52)	\$78,000.00
Annual Maine Tax	5,720.75
Tax to Withhold (/52)	110.01

For supplemental wages paid separately from normal wages, calculate withholding by aggregating supplemental wages with normal wages from the last preceding on-cycle confirmed payroll in the same calendar year. Using the annualized method, compute the tax on the combined total. Subtract the annualized tax on the normal wages. The deannualized remainder is the withholding on the supplemental wages.

Example

A Maine employee, single with one allowance, is paid a \$1000 bonus as a separate check. The employee's last previous on-cycle confirmed paycheck in the current year was for normal weekly earnings of \$500:

Normal Wage		Reg + Bonus
\$26,000.00	Annualize Gross Wages	\$78,000.00
1,300.75	Annual Tax	5,720.75
	Annualized Tax on Normal Wages	(1,300.75)
	Remainder	4,420.00
	Tax to Withhold on Bonus (/52)	85.00

***Aggregate –
No Tax else Percent***

When supplemental wages are paid separately from normal wages, withholding depends on whether tax was withheld on the employee's last previous on-cycle confirmed payment of normal wages in the same pay group in the same calendar year.

If no tax was withheld on the last previous on-cycle confirmed payment of normal wages, calculate tax on supplemental wages using the Aggregate Method described above for supplemental wages paid separately.

If tax was withheld on the last previous on-cycle confirmed payment of normal wages, calculate tax using a flat percent rate as specified by the state, without regard for marital status or allowances.

Example

A Connecticut employee, single with one allowance, is paid a \$1000 bonus as a separate check. The employee's last previous on-cycle normal paycheck in the current year was for normal weekly earnings of \$500, from which \$10.92 Connecticut tax was withheld. Using the flat rate of 4.5 percent specified by Connecticut, calculate the Connecticut tax to be withheld on the bonus:

$$4.5\% \times \$1000 = \$45$$

Percent of Taxable Gross

Calculate the tax to be withheld on supplemental wages by using the special flat rate specified by the state, without regard for marital status or allowances. For some states, this method uses a Percent of Federal Tax Withheld instead of a Percent of Taxable Gross.

This method may apply both to supplemental wages paid with normal wages and to supplemental wages paid separately.

Examples

An employee subject to Indiana withholding is to be paid a \$4000 bonus. Using the flat rate of 3.4 percent specified by Indiana for supplemental wages, calculate the Indiana tax to be withheld on the bonus:

$$3.4\% \times \$4000 = \$136$$

As an example of a calculation using a Percent of Federal Tax Withheld instead of a Percent of Taxable Gross, an Arizona employee electing an Arizona withholding rate of 32 percent is paid a \$3000 bonus on which \$600 Federal tax is withheld. Calculate the Arizona tax to be withheld:

$$32\% \times \$600 = \$192$$

Non-resident Supplemental

When supplemental wages are paid separately from normal wages to a non-resident employee, calculate tax using a flat percent rate specified for non-residents, without regard for marital status or allowances.

Example

A non-resident of Yonkers employed in Yonkers and subject to Yonkers tax is to be paid a \$2000 bonus as a separate payment. Using the flat rate of .5 percent specified by Yonkers for non-residents, calculate the Yonkers tax to be withheld on the bonus:

$$0.5\% \times \$2000 = \$10$$

Special Table with Exemptions

Louisiana only. The system uses the annual rate computed from the job record.

Special Table

For Georgia, West Virginia, and Wisconsin only. The system uses the annual rate computed from the job record.

Federal/State Tax Table - Special Tax Amounts Page

Usage	The fields shown on the Special Tax Amounts page are needed for tax calculations. This page also provides information on requirements for quarterly unemployment reporting, tips processing, and the statutory minimum wage. This page is maintained by PeopleSoft to comply with both federal and state requirements. The page you see for the Federal Tax Table differs from the one you see for specific states.
Object Name	STATE_TAX_TABLE2
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Federal/State Tax Table
Prerequisites	None.
Access Requirements	Enter a State Code.

General		Special Tax Amts		Rates		Additional Rates	
State: CA California							
State Tax Information Find View All First 1 of 1 Last							
Effective Date:	04/01/2000	Dummy Name:	Active				
Special Tax Amount 1:	8405.000000	Description:	Low Inc Exem				
Special Tax Amount 2:	16810.000000	Description:	Low Inc Exem				
Special Tax Amount 3:	72.000000	Description:	Tax Crd				
Special Tax Amount 4:		Description:					
Special Tax Amount 5:		Description:					
State Statutory Minimum Hourly Rate:	5.750000	*Report Neg Wages:	Separate				
		*Tax Reporting:	Quarterly				
<input checked="" type="checkbox"/> Delay W/H for tips		<input checked="" type="checkbox"/> Employee Detail Required on tax reports		<input type="checkbox"/> Use Common PayMaster for SUI?			

Federal/State Tax Table - Special Tax Amounts page



You shouldn't need to modify this table, but if you must, you can make changes if you have the appropriate security authorization.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status, Description.**

- Special Tax Amount** Enter a tax amount.
- State Statutory Minimum Hourly Rate** The system uses this field to calculate tip credit to pay overtime for tipped employees. The minimum hourly rate required by that state displays here.
- Report Neg Wages** Options are *include* or *separate*.
- State Tips W/H Threshold** This field displays the monthly threshold amount that the state allows employers to delay withholding on tip income. For states that allow you to delay withholding on tips, you can specify by Pay Group.
- Tax Reporting** Options include *Annual, Monthly, or Quarterly*.
- Employee Detail Required On Tax Reports** This field is informational only and indicates whether a state requires the quarterly reporting of individual employee wage data. All states currently require such reporting.

Federal/State Tax Table - Rates Page

Usage	The Rates page lists wage bracket information.
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Object Name	STATE_TAX_TABLE3
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Federal/State Tax Table
Prerequisites	None
Access Requirements	Enter a State Code.

The screenshot displays the 'Rates' tab of the 'Federal/State Tax Table' for California. The 'Effective Date' is 04/01/2000 and the 'Status' is Active. The table below shows the following data:

*Tax Status	Low Gross	Low Tax	Tax Rate (after form)	Credit Amount
Head Hous	\$47,025.00	\$1,717.99	0.093000	0.00
Head Hous	\$39,812.00	\$1,140.95	0.080000	0.00
Head Hous	\$32,168.00	\$682.31	0.060000	0.00
Head Hous	\$24,955.00	\$393.79	0.040000	0.00
Head Hous	\$10,531.00	\$105.31	0.020000	0.00
Head Hous	\$0.00	\$0.00	0.010000	0.00
Married	\$69,096.00	\$3,042.16	0.093000	0.00
Married	\$54,674.00	\$1,888.40	0.080000	0.00
Married	\$39,384.00	\$971.00	0.060000	0.00

Federal/State Tax Table - Rates page



You shouldn't need to modify this table, but if you must, you can make changes if you have the appropriate security authorization.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

- Tax Status** The appropriate Federal/State tax status (Married, Single, etc.) displays here.
- Low Gross** The minimum gross for the bracket.
- Low Tax** The tax to be withheld at the corresponding minimum gross.
- Tax Rate** The rate to be applied until the next bracket is reached.

Credit Amount Not currently used by PeopleSoft Payroll for North America.

Federal/State Tax Table - Additional Rates Page

Usage	The Additional Rates page displays wage limits for unemployment and disability taxes.
Object Name	STATE_TAX_TABLE4
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Federal/State Tax Table
Prerequisites	None
Access Requirements	Enter a State Code.

General Special Tax Amts Rates Additional Rates

State: CA California

State Tax Information Find | View All First 1 of 1 Last

Effective Date: 04/01/2000 Status: Active

*Tax Class	*Calculation Type	*Tax Base	Tax Rate (after form)	Max Gross
OASDI/EE	% Tax Grs	Disability	0.007000	46327
Unempl ER	% Tax Grs	Unemployrn		7000
Vol Dis/EE	% Tax Grs	Disability		46327

Federal/State Tax Table - Additional Rates page



This table is delivered as display-only; PeopleSoft maintains this table for you. You shouldn't need to modify this table, but if you must, you can make if you have the appropriate security authorization.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Tax Class	Different taxes which share certain characteristics are identified by tax class.
Calculation Type	Options are <i>% Tax Grs</i> , <i>%ER Wage</i> , and <i>N/A</i> .
Tax Base	Options are <i>Disability</i> , <i>Unemploymt</i> , and <i>Withholding</i> .
Tax Rate	The Tax Rate for employer unemployment or disability contributions is blank on this page. The rate used during payroll calculations comes from the Company State Tax Table.
Max Gross	If a tax applies only to the first portion of an employee's annual wages, such as employer unemployment taxes, that limit amount is entered in the Max Gross field. An entry of all 9s , as with Medicare taxes, indicates a tax without limit.
Period Max	If selected, the Period Max option indicates that the tax is calculated for a period other than annual. Two examples of this are SDI in New York and Hawaii, both of which have weekly maximums.
Self Adj.	The Self Adj. box indicates that a tax is self-adjusting in the system. Each time payroll is processed for an employee, the system makes any necessary adjustment to ensure that the employee's YTD tax amount is the correct percentage of the YTD taxable gross amount. Examples include social security, Medicare, and unemployment taxes. Withholding is never self-adjusting.
Delay Withholding for Tips	Select this option if you want to delay withholding for tips.
Max Tax	If there is an annual limit on a particular type of tax, such as Pennsylvania's occupational privilege taxes, that limit amount is entered here.
EE/ER Both	This field indicates whether a tax is paid by the employee, paid by the employer, or paid in equal matching amounts by both.

Pennsylvania Limit on Occupational Privilege Tax

For Pennsylvania employees, the Tax Class Occ Priv represents Occupational Privilege Tax (OPT). The state of Pennsylvania only requires an employee to take this tax class one time annually. Therefore, if an employee moves from one locality to another midyear, the employee should not be taxed an additional OPT tax amount in the new locality until the next year. In order to keep track of how much Pennsylvania OPT tax an employee has paid, there exists a state level Pennsylvania OPT Memo tax record. The sole purpose of this tax record is to keep track of how much Pennsylvania tax an employee has paid *regardless* of the Pennsylvania locality. During the

OPT tax calculation, a check will be made against this state Memo tax balance before the local OPT tax is computed.



Pennsylvania’s Occupational Privilege Tax (OPT) is withheld as an annual fixed amount. When you hire an employee who has already paid OPT for the current tax year, you should adjust the employee’s tax balance for the tax year. This prevents the system from withholding OPT from that employee’s pay twice in one year.



The Payroll calculation process determines the Pennsylvania OPT limit by Employee ID. To adjust an employee’s memo balance for PA OPT, select **Compensate Employees, Maintain Payroll Data US, Use, Adjust Tax Balance**.

Voluntary Disability Plans

Of the states that provide disability insurance plans (currently California, Hawaii, New Jersey, New York, Rhode Island, plus Puerto Rico) all but Rhode Island allow employers to provide voluntary disability plans in place of the state plan. PeopleSoft maintains the Tax Class rows on the Federal/State Tax Table 4 page for the Employer and Employee paid tax for voluntary disability plans for each of these states.

*Tax Class	*Calculation Type	*Tax Base	Tax Rate (after form)	Max Gross
OASDI/EE	% Tax Grs	Disability	0.007000	46327
Max Tax: <input type="text"/>		*EE/ER Both: <input type="text"/>	<input type="checkbox"/> Period Max	<input checked="" type="checkbox"/> Delay Withholding for Tips
		<input type="checkbox"/> Self Adj		

Federal/State Tax Table, Tax Class Row for a Voluntary Disability Plan - Additional Rates page



If you implement a voluntary disability plan for California, Hawaii, New Jersey, New York, or Puerto Rico, you need to set up the appropriate tax rates on the Company State Tax Table and the VDI Administrator Table.



For more information about setting up the Company State Tax Table, see Company State Tax Table - General Page in this section.

Updating Local Tax Information

The Local Tax Table pages display information used when the system calculates local withholding tax. On this table, each locality is assigned a code of up to ten characters. Typically this is how these codes are assigned:

- For cities: a five-character Federal Information Processing Standards (FIPS) code.
- For counties: a three-digit county number.
- For Ohio school districts: a four-digit district number.

Local Tax Table 1 Page

Usage	Use the Local Tax Table 1 page to view information about the geographic area associated with a Locality code.
Object Name	LOCAL_TAX_TABLE1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Local Tax Table, Local Tax Table 1
Prerequisites	None
Access Requirements	Enter a State Code and a Locality Code.

The screenshot displays the 'Local Tax Table 1' page. At the top, there are three tabs: 'Local Tax Table1', 'Local Tax Table2', and 'Local Tax Table3'. Below the tabs, the 'State' is set to 'CA California' and 'Locality' is '67000'. A search bar contains 'Local Tax Information' and navigation controls for 'Find | View All', 'First', '1 of 1', and 'Last'. The main form includes fields for '*Effective Date:' (01/01/1900), '*Status:' (Active), and 'Local Jurisdiction:' (Municipal). There are radio buttons for 'Customer' and 'PeopleSoft' under 'Maintenance Responsibility', and a checkbox for 'Partial Indicator (PA only)'. Text input fields are provided for 'Locality Name:' (SAN FRANCISCO ER TAX), 'County:' (SAN FRANCISCO), 'Other Locality Name:', 'Other Locality Short Name:', and 'School dist code (PA only):'.

Local Tax Table 1 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status, County.**

Locality	The locality you specified in the entry page is displayed here.
Maintenance Responsibility	All entries that we supply are marked as the maintenance responsibility of PeopleSoft. However, if you add a locality to this table, the system marks it as <i>your</i> maintenance responsibility.
Local Jurisdiction	The possible values for this field are: <i>Combined, School, Municipal, Other, State</i> and <i>County</i> . Use <i>Municipal</i> when the locality represents a municipality, <i>School</i> for a school district, <i>State</i> or <i>County</i> when those terms apply, and <i>Combined</i> for a combination of the two.
Partial District Indicator (PA Only)	This check box is selected for any Pennsylvania Locality where a single school district applies to multiple municipalities.
Locality Name	The municipality name from the register (except for school district entries, which will be school district name). Combined jurisdictions will have the appendage M+SD.
Other Locality Name	Combined entries will display the school district name here.
Other Locality Short Name	Enter an abbreviation for the other locality.
School District Code (PA Only)	For Pennsylvanian localities, the appropriate school district code is displayed here.

For Pennsylvania Localities

The State of Pennsylvania provides a registry of tax rates for all the cities, counties, political subdivisions, school districts, and so on located in Pennsylvania. For each municipality and overlying school district, the registry lists effective tax rates for both Earned Income Tax (EIT) and Occupational Privilege Tax (OPT) for residents and, where applicable, non-residents.

For each municipality and overlying school district, we deliver the following Locality types:

- For Combined Earned Income, Municipality and School District Tax, the Locality is identified by the letter “I” for income and the six-character locality code from the Pennsylvania Register, followed by the letter “C” for combined. For example:

I123456C

- For Earned Income Municipality Tax, the Locality is identified by the letter “I” for income and the six-character locality code from the Pennsylvania Register, followed by the letter “M” for municipal. For example:

I123456M

- For Earned Income School District Tax, the Locality is identified by the letter “I” for income and the six-character locality code from the Pennsylvania Register, followed by the letter “S”

for school district. For example:

I123456S

- For Combined Occupational Privilege Municipality and School District Tax, the Locality is identified by the letter “O” for occupational privilege and the six-character locality code from the Pennsylvania Register, followed by the letter “C” for combined. For example:

O123456C

- For Occupational Privilege Municipality Tax, the Locality is identified by the letter “O” for occupational privilege and the six-character locality code from the Pennsylvania Register, followed by the letter “M” for municipal. For example:

O123456M

- For Occupational Privilege School District Tax, the Locality is identified by the letter “O” for occupational privilege and the six-character locality code from the Pennsylvania Register, followed by the letter “S” for school district. For example:

O123456S



Each of these Locality Codes can potentially have a numerical sequence added on to it when a school district applies to more than one municipality. For example: I123456C1, I123456C2, I123456M1, I123456M2, and so on.

Local Tax Table 2 Page

Usage	Local Tax Table 2 page documents the method used to calculate local withholding taxes. Tax rates and other constants are also displayed on this page.
Object Name	LOCAL_TAX_TABLE2
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Local Tax Table, Local Tax Table 2
Prerequisites	None
Access Requirements	Enter a State Code and a Locality Code.

Local Tax Table 2 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Locality The locality’s ID code is displayed here.

Locality Name The locality name corresponding to the locality ID shown above is displayed here.

Local Tax Calculation Type The tax location type is displayed here.

Withhold On Work Locality Only When this check box is selected for a locality, only wages earned in that locality are considered taxable for resident taxes. If the employee does not work in the locality, then no resident tax is taken.

Graduated Tax Table Code This option comes into play if the locality requires that tax tables be referenced during calculation, as do New York City, Yonkers, and Maryland counties. In this case, the **Graduated Tax Table Code** entered on this page links the record to the appropriate entry in the PeopleSoft Federal/State Tax Table where tax rates are stored.

Tax Rates

Resident This field displays the tax rate for residents of the locality.

Nonresident This field displays the tax rates for nonresidents in the locality.

Low Gross The low gross is displayed here.

Minimum Tax The minimum tax is displayed here.

Maximum Tax The maximum tax is displayed here.

Tax Class The tax class is displayed here.

Annual Exemption The annual exemption is displayed here.

Adding Tax Localities

For each locality PeopleSoft supports, we maintain the entries for that locality in the following tables:

- Local Tax Table
- Local Tax Reciprocity Table (if applicable)
- Taxable Gross Definition Table (GTL, 401k, and 125 only) (if applicable)

Local Tax Table 3 Page

Usage	Enter data on the locality’s tax reporting requirements on Local Tax Table 3.
Object Name	LOCAL_TAX_TABLE3
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Local Tax Table, Local Tax Table 3
Prerequisites	None
Access Requirements	Enter a State Code and a Locality Code.

Local Tax Table1 Local Tax Table2 Local Tax Table3

State: CA California
 Locality: 67000

Local Tax Information Find | View All First 1 of 1 Last

*Effective Date: 08/29/2000

Tax Reporting

Locality Short Name:
 Tax Reporting: Quarterly Employee Detail Required on tax reports
 W2 Print Name:
 W2 Mag Media Code:

Local Tax Table 3 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date.**

Locality The locality’s ID code is displayed here.

Tax Reporting

Locality Short Name Enter the locality’s abbreviated name here.

Tax Reporting The **Tax Reporting** group box shows the interval required by the locality for tax reporting as *Monthly, Quarterly,* or *Annual.*

Employee Detail Required on tax reports The check box indicates whether employee detail is required on tax reports.



Important! If you add a locality, you are responsible for maintaining the entries on these tables for the new locality until PeopleSoft incorporates it into a tax update. Contact your Global Support Center if you discover any localities not listed or any errors so we can include the addition or correction in the next PeopleSoft Payroll Tax Update.

State Tax Reciprocity Table Page

Usage	Use the State Tax Reciprocity Table page to display the rules used during payroll calculation to determine withholding liability when an employee lives in one state and works in another. The system references the laws of both states when deciding which rule to apply.
Object Name	STATE_TX_RECIP_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, State Tax Reciprocity Table • Define Business Rules, Define Payroll Taxes (USF), Setup, State Tax Reciprocity Table
Prerequisites	None
Access Requirements	Enter a State of Residence and a State of Employment.

State Tax Reciprocity Table	
State of Residence:	CA California
State of Employment:	DC District of Columbia
State Tax Reciprocity Information Find View All First 1 of 1 Last	
*Effective Date:	01/01/1988
*Status:	Active
<input checked="" type="checkbox"/> SUT Credit credit when employee transfers to residence state	
Reciprocity Rule	
<input type="radio"/> Withhold on total wages in both states <input type="radio"/> Calculate residence state's withholding on total wages. Then reduce the withholding by work state's withholding <input type="radio"/> Calculate residence state's withholding on total wages. Then factor the withholding by the percentage of wages earned in the residence state <input type="radio"/> Reduce total wages by taxable wages earned in all work states. Then calculate residence state's withholding on these reduced wages. <input checked="" type="radio"/> Do not withhold for the work state if the employee is taxed by residence state <input type="radio"/> Special - MD works in DE	

State Tax Reciprocity Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**.

State of Residence The employee's state of residence is displayed here.

State of Employment The employee's state of employment is displayed here.

Reciprocity Rule This field displays the rule applied to the residence/employment state combination.

Although the residence state may also require withholding on the same wages, most states provide credit for taxes paid to another state in one way or another. Many other examples of reciprocity agreements also exist between states. Under these agreements, wages earned in a work state that has an agreement with the residence state are taxed by, and taxes withheld are submitted to, the employee's residence state.

This table doesn't identify every state-to-state combination because most states have a single rule for dealing with residents who earn taxable wages in other states. The default reciprocity rule between a state of residence and all other states of employment is the one in which the **State of Employment** is blank.

If you need to make changes to these table entries, you should first consult the Global Support Center.



If you're a multi-state employer, you should review the rules in this table, particularly if you can be considered a non-resident employer for certain employees. For example, Alabama requires that resident employers withhold Alabama tax on wages earned both inside and outside the state by Alabama residents. Non-resident employers need to withhold on only those wages earned in Alabama, regardless of where the employee resides. The entries in the State Tax Reciprocity Table—as delivered by PeopleSoft—assume that you are a resident employer in each state.

Local Tax Reciprocity Table Page

Usage	Use the Local Tax Reciprocity Table page to identify reciprocal agreements between an employee's state of residence and a locality of employment. When the residence locality differs from the employment locality, the system calculates both taxes and applies the reciprocity rule from this table to produce the net withholding for the employee in each locality.
Object Name	LOCL_TAX_RECIP_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Local Tax Reciprocity Table • Define Business Rules, Define Payroll Taxes (USF), Setup, Local Tax Reciprocity Table
Prerequisites	None
Access Requirements	Enter State of Residence, Locality of Residence, State of Employment, and Locality of Employment.

Local Tax Reciprocity Table	
State of Residence:	OH Ohio
Locality of Residence:	2002 CENTRAL LOCAL SD
State of Employment:	
Locality of Employment:	\$DFLT
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Local Tax Reciprocity Information</div> <div style="text-align: right; font-size: small; color: #4a7ebb;">Find View All First ◀ 1 of 1 ▶ Last</div> <div style="padding: 5px;"> *Effective Date: 01/01/1900 <input type="button" value="📅"/> *Status: Active <input type="button" value="▼"/> Reduce Percent: <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/> </div> <div style="border: 1px solid #4a7ebb; padding: 5px; margin-top: 5px;"> Reciprocity Rule <ul style="list-style-type: none"> <input checked="" type="radio"/> Withhold on total wages in both localities. <input type="radio"/> Calculate residence locality's withholding on total wages, Then reduce withholding by percentage of work locality's withholding <input type="radio"/> Calculate work locality's withholding on work locality's wages, Then reduce withholding by percentage of residence locality's withholding <input type="radio"/> Reduce Total wages by taxable wages earned in all work localities. Then calculate residence withholding on these reduced wages. <input type="radio"/> Do not withhold for the work locality if the employee is taxed by residence locality </div> </div>	

Local Tax Reciprocity Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**.

State of Residence

The employee's state of residence is displayed here.

Locality of Residence

The ID corresponding to the employee's locality of residence is displayed here. This table does not identify every locality-to-locality combination, because most localities in a given state follow the same rule. The default value, **\$DFLT**, is used when there is no individual entry. Any exceptions require separate entries and act as overrides.

Entries that identify reciprocity agreements between a state of residence and employment localities are special cases. The residence state is specified as usual, but the value in **Locality of Residence** is a special code: **STATERC**.

State of Employment

The employee's state of employment is displayed here.

Locality of Employment

The ID corresponding to the employee's locality of employment is displayed here. This table does not identify every locality-to-locality combination, because most localities in a given state follow the same rule. The default value, **\$DFLT**, is used when there is no individual entry. Any exceptions require separate entries and act as overrides.

Reduce Percent

Reduce Percent, where allowed, represents a percent of employment withholding to be credited toward the withholding amount required by the place of residence. This is not always 100%. When such a credit applies, PeopleSoft displays the percent allowed.

Reciprocity Rule

This field displays the rule applied to the residence/employment locality combination.

Local Work Work Reciprocity Page

Usage	Use the Local Work Work Reciprocity page to establish reciprocal agreements between work localities.
Object Name	LOCLWK_TXRCP_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Local Work Work Reciprocity • Define Business Rules, Define Payroll Taxes (USF), Setup, Local Work Work Reciprocity
Prerequisites	None
Access Requirements	Enter State of Employment, Locality of Employment, State of Other Jurisdiction, and Locality of Other Jurisdiction.

Local Work Work Reciprocity

State of Employment: KY Kentucky
Locality of Employment: 145 MCCRACKEN CO
State of Other Jurisdiction: KY Kentucky
Locality of Other Jurisdiction: 58836 PADUCAH

Local Work Tax Reciprocity Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active Reduce Percent: 100.00 + -

Reciprocity Rule

Withhold on total wages in both localities.

Calculate work locality's withholding on work locality's wages, Then reduce withholding by percentage of other jurisdiction's withholding.

Local Work Work Reciprocity Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

State of Employment	The employee's state of employment is displayed here.
Locality of Employment	The employee's locality of employment is displayed here.
State of Other Jurisdiction	The state of other jurisdiction for each record represents the primary tax jurisdiction. That is, the jurisdiction whose tax must be withheld in full, which, in the example shown, is <i>Kentucky</i> .
Locality of Other Jurisdiction	The Locality of Other Jurisdiction for each record represents the primary tax jurisdiction. That is, the jurisdiction whose tax must be withheld in full, which, in the example shown, is <i>PADUCAH</i> .
Reduce Percent	Reduce Percent , where allowed, represents a percent of other jurisdiction withholding to be credited toward the withholding amount required by the locality of employment. This is not always 100%. When such a credit applies, PeopleSoft displays the percent allowed.
Reciprocity Rule	This field displays the rule applied to the residence/employment locality combination.

Updating the Taxable Gross Definition Table

Overview of the Taxable Gross Definition Table

The Taxable Gross Definition Table defines the taxability for specific earnings or deduction types that must be treated in a differently at the state or local level than they are treated at the federal tax level. These definitions are necessary because taxing jurisdictions may have different rules as to whether a given type of earnings or deduction should be taxed.

In PeopleSoft Payroll, we track these differences in taxability by documenting where the taxable wage definition of a particular jurisdiction differs from a standard definition for the following basic types of payroll taxes:

- Income
- Unemployment
- Disability

For each of these tax types, certain earnings and deductions are taxable, while others are not. What is taxable differs for each tax, so we need a separate standard definition for each type. Because most states and localities follow federal guidelines on the taxability of earnings, we chose Federal income tax withholding, Federal unemployment, and FICA as the standard taxes from which to develop these rules.

The system automatically maintains federal taxable grosses, FWT, FICA, and FUT, based on entries in the Earnings Table and Deduction Table:

<i>Deduction Table</i>	<i>Earnings Table</i>
Deduction classification =Taxable	Subject to FWT
Effect on FICA gross	Subject to FICA
Effect on FUT gross	Subject to FUT

Normally, the system calculates state and local taxes using the following taxable grosses:

<i>To Calculate</i>	<i>Payroll Uses</i>
State withholding taxes (SWT)	FWT gross
State unemployment taxes (SUT)	FUT gross
State disability insurance (SDI)	FUT gross
Local withholding taxes (LWT)	FWT gross

You can override the federal definitions of taxable gross for the following taxable grosses:

- State withholding
- State unemployment
- State disability
- Local withholding

When a state or locality declares that taxability of a certain earnings deduction is different from one of these federal standards, a rule must be placed into the Taxable Gross Definition Table indicating the deviation. The system uses the rules stored in the Taxable Gross Definition Table to adjust the taxable gross for the states and localities that deviate from the norm.

For each of these taxable gross definitions, you need to identify a Taxable Gross Component ID and assign it to the various states or localities affected.

What We Provide

PeopleSoft supplies entries on this table for 401(k), Section 125, and group-term life taxable gross definitions. You need to maintain any taxable gross definitions that you add.

For Section 125 cafeteria plans, the taxable gross definitions are for employee deductions only. You may need to set up your own entries to handle specific parts of your plan. In some states, the taxability of deductions depends on whether the employee has the option of receiving cash.

We urge customers to review the definitions in this table carefully with regard to their particular 125 plans.



These pages are delivered as display-only. If you want to add or modify a Taxable Gross Definition, you must have the appropriate security authorization to adjust your standard record definitions.

How Taxable Gross Definitions Affect Earnings and Deductions

The standard definition of taxability of an earnings or deduction type is determined by entries on the Earnings and Deduction Tables. When establishing an entry on these tables, you specify if the earning or deduction is to be taxed for FWT, FUT, and FICA. Any earnings and deductions you marked as taxable are totaled during payroll processing to determine an employee's taxable gross for each of the standard tax types. For earnings or deduction types that increase or decrease the state or local taxable grosses compared to the federal taxable gross, you enter a Taxable Gross Component ID that identifies which rules on the Taxable Gross Definition Table to use.

For example, Pennsylvania considers employee before-tax 401(k) contributions taxable for state withholding, whereas they are not taxed at the federal level. Therefore, we must have a Taxable Gross Definition for 401(k) deductions that tell the Payroll calculation programs that when taxable gross for withholding is determined, 401(k) deductions should be included as earnings for Pennsylvania (but not for federal) withholding purposes.

Taxable Gross Definition Table Page

Usage	Use the Taxable Gross Definition Page to set up a Section 125 definition.
Object Name	TAXGR_DEFIN_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Taxable Gross Definition Tbl • Define Business Rules, Define Payroll Taxes (USF), Setup, Taxable Gross Definition Tbl
Prerequisites	None
Access Requirements	Enter a State Code.

Taxable Gross Definition Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Locality The locality is displayed here.

Taxable Gross

Taxable Gross Select *Disability*, *Unemployment*, or *Withholding* to identify the type of taxable gross you're defining.

Base Gross Set this field to either *FICA*, *FUT* (Federal Unemployment Tax) for unemployment or *FWT* (Federal Withholding Tax) for withholding.

Adjustment to Base Gross

The **Adjustment to Base Gross** scroll lists the specific components for which adjustments are necessary.

Taxable Gross Component ID The taxable gross component ID you specify here must be unique. If it is not unique, it can cause the taxable grosses to be incorrect.

Plan Type The corresponding plan is displayed here.

Tax Gross Effect This field controls the effect of the gross. It can either add to the gross, subtract from it, or have no effect.



Pennsylvania does not recognize certain before-tax benefits deductions. Pennsylvania requires specific before-tax deductions to be included in taxable gross wages. You can identify these plans to the system by Plan Type and Deduction Code on the Taxable Gross Definition record for Pennsylvania. These fields pertain to Pennsylvania only.

SWT Marital Status Table Page

Usage	Use the SWT Marital Status Table page to enter a state’s marital status codes.
Object Name	SWT_MAR_STATUS_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, SWT Marital Status Table • Define Business Rules, Define Payroll Taxes (USF), Setup, SWT Marital Status Table
Prerequisites	None
Access Requirements	Enter a State name and a SWT Marital/Tax Status.

The screenshot shows the 'SWT Marital Status Table' page. At the top, it displays 'State: CA California' and 'SWT Marital/Tax Status: S'. Below this is a table titled 'SWT Marital Status Information' with a search bar and navigation controls. The table contains the following data:

SWT Marital Status Information	
*Effective Date:	01/01/1900 [calendar icon] *Status: Active [dropdown] [add] [remove]
Short Description:	S/M-2 Inc
Description:	Single, or Married with two or more incomes

SWT Marital Status Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status, Short Description, Description.**

SWT Marital/Tax Status Enter the State Withholding tax marital tax status here. It will be used in the employee’s state tax data.

Defining Canadian Tax Information

The Canadian Tax Tables are used during payroll calculation to compute all federal, provincial, and Quebec taxes. Since these tables are maintained largely by PeopleSoft and updated based on the standards outlined in the Canada Customs and Revenue Agency (CCRA) publication Payroll Deductions Formulas for Computer Programs and the Revenu Quebec publication Guide for Employers: Source Deductions and Contributions, you shouldn't need to modify them. However, you can make changes using the Canadian Tax Table pages if you have the appropriate security authorization.

CPP/QPP EI Page

Usage	Use the CPP/QPP EI page to hold the constant values required for calculation of contributions to Canada and Quebec Pension Plans and premiums for Employment Insurance.
Object Name	CAN_TAX_TABLE1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Table, CPP/QPP EI
Prerequisites	None
Access Requirements	None

The screenshot shows the 'CPP/QPP & EI' configuration page. At the top, there are tabs for 'CPP/QPP and EI', 'Tax Rates, Credits and Other', 'Provincial Rates', and 'Provincial Tax Thresholds'. The 'Effective Date' is set to 07/01/2000. The page is divided into sections for 'Canada Pension Plan', 'Quebec Pension Plan', 'Employment Insurance', and 'Quebec Employment Insurance'. The 'Canada Pension Plan' section includes fields for Max Annl Pensionable Earnings (\$37,600.00), Basic Annual Exemption Amount (\$3,500.00), Employee Contribution Percent (3.900), Minimum Age (18), and Maximum Age (70). The 'Employment Insurance' section includes fields for Employee Premium Percent (2.40000), Standard Employer Premium Rate (1.4000), Max Annual Insurable Earnings (\$39,000.00), Minimum Hours Per Week (0.000), % of Max Insurable Earnings (0.000), and Maximum Age (999).

Canadian Tax Table - CPP/QPP EI page

PeopleSoft maintains this table for you.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Canada Pension Plans

Max Annual Pensionable Earnings	The maximum annual amount of pensionable earnings is displayed here.
Basic Annual Exemption Amount	The basic annual exemption amount is displayed here.
Employee Contribution Percent	The maximum employee contribution percent is displayed here.
Minimum Age	The minimum contributor age is displayed here.
Maximum Age	The maximum contributor age is displayed here.

Quebec Pension Plans

Fields in this section correspond with those in the Canadian Pension Plans section.

Employment Insurance

Employee Premium Percent	The employee premium percent is displayed here.
Standard Employer Premium Rate	The standard employer premium rate is displayed here.
Max Annual Insurable Earnings	The maximum annual insurable earnings are displayed here.
Minimum Hours Per Week	The minimum is displayed here.
Pct of Max Insurable Earnings	The percent of maximum insurable earnings is displayed here.
Maximum Age	The maximum contributor age is displayed here.

Quebec Employment Insurance

All fields in this section correspond with those in the Employment Insurance section, except for the field listed below.

Quebec EI Employer Rate	The Quebec employment insurance employer rate is displayed here.
--------------------------------	--

Tax Credits, Rates, and Other Page

Usage	Tax Credits, Rates, and Other page contains the wage threshold and rates for calculating Canadian federal surtax. The TD1 and Quebec
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	basic exemption amounts, the taxation rate for Goods and Services, the Wage Claim Protection Act percent, the RPP/RRSP Limit specified by the government, and the federal Labour Sponsored Funds threshold and rate also appear on this page. Also included, as collapsible sections, are rates and thresholds used in the calculation of federal and Quebec income tax, as well as those used during a lump sum tax calculation.
Object Name	CAN_TAX_TABLE4
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Table, Tax Credits, Rates and Other
Prerequisites	None
Access Requirements	None

Canadian Tax Table - Tax Credits, Rates, and Other page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Other Rates

RRP/RRSP Limit (F factor) This field is used during the calculation of Canadian income taxes subject to the commission tax method.

Labor Sponsored Funds (LCF)

Maximum Credit

This field displays the monetary amount to be applied to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC). The federal tax credit is limited the lesser of the **Maximum Credit** and the LCF Rate. The system applies this credit to each participating employee, according to the LCF Amount you enter on the employee's Canadian Income Tax Data page.

LCF Rate

This field displays the percentage to be applied to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC). The federal tax credit is limited to the lesser of the **Maximum Credit** and the **LCF Rate**. The system applies this credit to each participating employee according to the LCF Amount you enter on the employee's Canadian Income Tax Data page.

Canadian Tax Table - Provincial Rates Page

Usage	The Provincial Rates page displays rates, thresholds, and constants needed to determine withholding of Canadian provincial taxes, including withholding, health insurance, and sales taxes. The information for each province or territory is contained within its own collapsible section.
Object Name	CAN_TAX_TABLE2
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Table, Provincial Rates
Prerequisites	None
Access Requirements	None

Canadian Tax Table - Provincial Rates page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Province

Maximum LCP Credit

For provinces where provincial labor-sponsored venture tax credits are available, you maintain the **Maximum LCP Credit** amount to be applied for that province on this table. This applies to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC).

LCP Rate

For provinces where provincial labor-sponsored venture tax credits are available, you maintain the **LCP Rate** to be applied for that province on this table. This applies to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC).

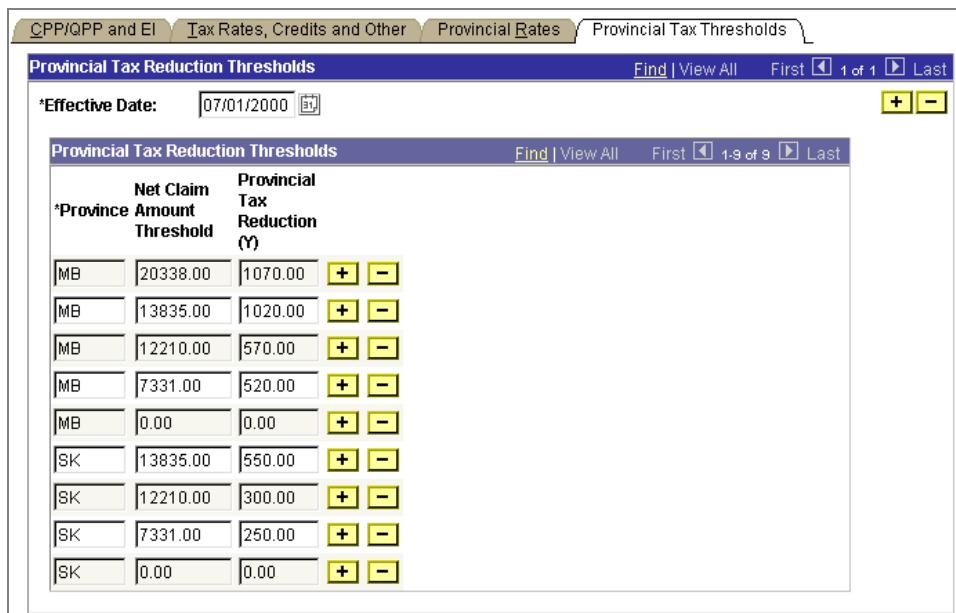
Health Insurance Rate

You override the default health insurance rate on the Canadian Company Tax Table.

Provincial Tax Thresholds Page

Usage	The Provincial Tax Thresholds page lists by province the net claim amount threshold and tax reduction amount. Note that this page does not affect all provinces.
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Object Name	CAN_TAX_TABLE3
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Table, Provincial Tax Thresholds
Prerequisites	None
Access Requirements	None



Canadian Tax Table - Provincial Tax Thresholds page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Province.**

PeopleSoft maintains this table for you.

Tax Tables That You Maintain

U.S. companies are responsible for setting up and maintaining the Company State Tax Table and Company Local Tax Table. Canadian companies are responsible for maintaining the Canadian Wage Loss Plan Table and Canadian Company Tax Table. Both U.S. and Canadian companies need to maintain the Tax Form Definitions Table.

Establishing Company State Taxes

You must set up an entry in the Company State Tax table for each state where your company collects or pays taxes, and for states used in employee state tax data. The table includes employer IDs for tax reporting, general ledger account numbers for taxes, and company-specific state unemployment and/or disability rates.

Company State Tax Table - General Page

Usage	You must set up an entry in the Agency State Tax table for each state where your federal payroll agency collects or pays taxes. The table includes employer IDs for tax reporting, general ledger account numbers for taxes, and agency-specific state unemployment and/or disability rates. The State field in State Tax Data 1 and Local Tax Data is edited against this table. Because of this, you need to create entries in this table before entering any state and local tax information for your employees.
Object Name	CO_STATE_TAX_TBL
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Company State Tax Table, Company State Tax Table 1
Prerequisites	None
Access Requirements	Enter a Company Code and a State Code.

General
VDI
GL Accounts

Company: GBI Global Business Institute
State: CA California

Company State Tax Information Find | View All | First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

State Withholding
 Employer ID: TC1CASWT Non-Resident Declaration Req

State Unemployment
 Exempt From SUT Override
 Employer ID: TC1-CA-SUI
 Experience Rate: 2.00000 (%) Health Ins Rate (MA only):
 Effective Yr/Qtr: 1994 First Qtr Branch Code: 1

State Disability
 Exempt From ER Disability
 Experience Rate: (%) Effective Tax Yr/Qtr:
 Employer ID:

Company State Tax Table General page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Company The company is displayed here.

State Withholding

Employer ID Enter your State **Employer ID** for State Withholding.

Non-Resident Declaration Req The Non-Resident Declaration Required check box defaults to either *on* or *off* according to the Federal/State Tax Table 1 record for the **State**. This check box indicates whether the state requires a Non-Resident Declaration for non-resident employees.

State Unemployment

Exempt From SUT In the **State Unemployment** group box, select **Exempt from SUT** if the company is not required to pay SUT for this state. You use this option if you've specified, on the Company Table, that the company as a whole is not **Exempt from SUT**. If you select it here, **Exempt from SUT** becomes the default at the employee level; employees hired in this state will have **Exempt from SUT** checked on Maintain Payroll Data, State Tax Data 2.

Employer ID Enter your State **Employer ID** for State Unemployment.

Override The Massachusetts standard **Health Ins Rate** defaults from the State Tax Table. For Massachusetts, the Health Insurance Rate differs for newer employers. If you're a Massachusetts employer to whom a lower rate applies, select the **Override** check box in the **State Unemployment** group box and enter the correct Massachusetts **Health Ins Rate**.

Experience Rate The **Experience Rate** you enter in the **State Unemployment** group box should reflect the rate you receive from your state unemployment agency. Enter the year and quarter when the rate becomes effective in the **Effective Yr/Qtr** field. This enables you to have different rates within a single calendar year.

Health Ins Rate (MA only) Each state's standard **Health Ins Rate** defaults from the State Tax Table. For Massachusetts, however, the Health Insurance Rate differs for newer employers. If you're a Massachusetts employer to whom a lower rate applies, select **Override** in the **Employer IDs** group box and enter the correct **Health Ins Rate**.

Effective Yr/Qtr	Enter the year and quarter in which these changes become effective.
Branch Code	If your agency is based in California, you can use a Branch Code to designate by location where wages are earned. Use this option to track earnings by location for unemployment insurance.
State Disability	
Exempt From ER Disability	In the State Disability group box, select Exempt from ER Disability if employees in this state are exempt from state disability tax. You use this option if you've specified on the Company Table that the Employees' SDI Status is <i>Subject</i> for the company as a whole. If you select Exempt from ER Disability here, <i>Exempt</i> becomes the default SDI Status for this state at the employee level; employees hired in this state will have <i>Exempt</i> checked as their SDI Status on Maintain Payroll Data, State Tax Data 2.
Experience Rate	The Experience Rate you enter in the State Disability group box should reflect the rate you receive from your state disability agency. Enter the year and quarter when the rate becomes effective in Effective Tax Yr/Qtr . This enables you to have different rates within a single calendar year.
Effective Tax Yr/Qtr	Enter the year and quarter in which these changes become effective.
Employer ID (E&G)	Enter the appropriate Employer ID for the State Disability group. This is used for quarterly tax reporting for California when you specify to separately report UI, DI, and PIT wages. You can set this default on the Company Table.



The TAX002 and TAX810 reports are generated based on SUT wages. When you select the **Exempt From SUT** field, the system does not generate taxable wages, and the TAX810 report cannot be run. For more information, see the following procedure.

To generate taxable earnings, enabling the TAX810 report to run, while still remaining exempt from State Unemployment Taxes:

1. Ensure that the **Company Exempt from SUT** field on the Company Table-FICA/Tax Details page is cleared.

2. Leave the **Exempt From SUT** field on the Company State Tax Table 1 page cleared.

These steps should ensure that the **Exempt From SUT** field on the State Tax Data 2 field remains unchecked for each employee. However, you should verify that this is the case. The **Exempt From SUT** field should be cleared on all three pages.

3. Enter a value of 0 (zero) in the State Unemployment Experience Rate.

After you have followed these steps, the system can track taxable wages without calculating SUT tax dollars. The TAX002 or TAX810 report can run and report the taxable wages.



You must set up a record for Quarter 1, because the system assumes a Quarter 1 record exists. There will be a record for a subsequent quarter only if the rate changes mid-year. If you set up a Quarter 2 record, and you don't have a Quarter 1 record, you receive the error "SUT rate not found on Company/State Tax Table" during Pay Calculation. This error occurs regardless of the pay end date you are processing.

Company State Tax Table - VDI Page

Usage	Use the VDI page to establish the voluntary disability plans associated with the company.
Object Name	CO_STATE_TAX_TBL2
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Company State Tax Table, Company State Tax Table 2
Prerequisites	VDI is the second page in the Company State Tax Table component. You must first enter data on the General page.
Access Requirements	Enter a Company Code and a State Code.

Company State Tax Table – VDI page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Company The company is displayed here.

Voluntary Disability Plan

Voluntary Disability Plan To indicate that the plan you’re defining is a voluntary disability plan allowed by the state, select this check box.

Plan Number Enter the **Plan Number** that identifies the voluntary disability plan. For New Jersey, this number prints on W-2s.

VDI Administrator Code Select the code that identifies the administrator of the voluntary disability plan. You define valid VDI Administrator Codes on the VDI Administrator Table.

Effective Yr/Qtr Enter the year and quarter for which the rates are effective.

Employee Rate Enter the employee-paid rate.

Employer Rate Enter the employer-paid rate.

Company State Tax Table - GL Accounts Page

Usage	Use the GL Accounts page to enter your GL account numbers for State taxes.
Object Name	CO_STATE_TAX_TBL3

Navigation	Define Business Rules, Define Payroll Taxes, Setup, Company State Tax Table, Company State Tax Table 3
Prerequisites	GL Accounts is the third page in the Company State Tax Table component. You must first enter data on the General page. You may also enter data on the VDI page.
Access Requirements	Enter a Company Code and a State Code.

General VDI GL Accounts

Company: GBI Global Business Institute
 State: CA California

Company State Tax Information Find | View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

GL Liability #	Non Commit Acct
SWT:	TC1-CO-LIA-SWT
SUT (Employee):	TC1-CO-LIA-SUT-EE
SUT (Employer):	TC1-CO-LIA-SUT-ER
SDI (Employee):	TC1-CO-LIA-SDI-EE
SDI (Employer):	TC1-CO-LIA-SDI-ER
VDI (Employee):	TC1-CO-LIA-VDI-EE
VDI (Employer):	TC1-CO-LIA-VDI-ER

Company State Tax Table - GL Accounts page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Company The company is displayed here.

GL Liability Account Numbers

SWT If you have a General Ledger account number for your company’s State Withholding liabilities, enter it here.

SUT (Employee) If you have a General Ledger account number for your company’s State Unemployment employee liabilities, enter it here.

SUT (Employer) If you have a General Ledger account number for your company’s State Unemployment employer liabilities, enter it here.

- SDI (Employee)** If you have a General Ledger account number for your company's State Disability employee liabilities, enter it here.
- SDI (Employer)** If you have a General Ledger account number for your company's State Disability employer liabilities, enter it here.
- VDI (Employee)** If you have a General Ledger account number for your company's Voluntary Disability employee liabilities, enter it here.
- VDI (Employer)** If you have a General Ledger account number for your company's Voluntary Disability employer liabilities, enter it here.

Maintaining the Tax Collector Table for Pennsylvania

For each municipality and overlying school district, the State Tax Register lists the effective rates for both Earned Income and Occupational Privilege taxes for residents and, when applicable, non-residents. Earned income and occupational privilege tax collector information for each municipality and school district are also listed. In some instances, there are different tax collectors for the school district. When this occurs, employers must remit the school district's tax to its collector and the municipality's tax to its collector.

Once you define all the Tax Collector information needed for your organization, you can assign the appropriate Tax Collector to each local tax on the Local Tax Table 3 page.



For more information about the Local Tax Table 3 page, see Local Tax Table 3 Page, in this section.

Vendor Information Page

Usage	Use the Vendor Information page to enter information about a tax-collecting agency.
Object Name	VNDR_ID1
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table, Vendor Information • Define Business Rules, Define Payroll Taxes (USF), Setup, Tax Collector Table, Vendor Information
Prerequisites	None

Vendor Classification

HRMS Classification

This field displays the HRMS classification used to create views so you see the appropriate vendors on the appropriate tables: garnishment vendors on the Garnishment Payee Table, tax vendors on the Tax Collector Table. **HRMS Classification** is also used to identify tax and non-tax deductions when we extract deductions to create AP vouchers. Available values are:

- General Deduction (D)*
- Garnishment Payee (G)*
- National Health Service Provider (H)*
- Industrial Insurance Board Provider (I)*
- General Provider (P)*
- Tax Collector (T)*

Status

To send deduction vouchers payable to this vendor to the Accounts Payable system, the status must be set to **Approved**. If set to any other status, contact your Accounts Payable department.

Persistence

The period of time through which the vendor remains active. If the **Persistence** field is set to any value other than **Permanent**, contact your Accounts Payable department.

Addresses Page

Usage	Use the Addresses page to enter address information for a tax-collecting agency.
Object Name	VNDR_ADDRESS
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table, Addresses • Define Business Rules, Define Payroll Taxes (USF), Setup, Tax Collector Table, Addresses
Prerequisites	Addresses is the second page in the Tax Collector Table component. You must first enter data on the Vendor Information page.
Access Requirements	Enter a SetID and a Vendor ID.

The screenshot displays the 'Tax Collector Table - Addresses' page. At the top, there are tabs for 'Vendor Information', 'Addresses', 'Locations', 'Contacts', and 'Policy Information'. The 'Addresses' tab is active. Below the tabs, the 'SetID' is 'SHARE' and the 'Vendor' is 'USAKUAETNA Aetna Insurance'. The 'Vendor Address' section shows 'Address: 1' and 'Description: Aetna Insurance'. The '*Address Type' is 'Business'. Below this is the 'Address Detail' section, which includes 'Effective Date: 01/01/1980', 'Status: Active', 'Country: USA United States', 'Address 1: 781 Main Street', 'City: Walnut Creek', 'State: CA California', and 'Postal: 94596'. There are also links for 'Alternate Names', 'Telephone', and 'Email ID'.

Tax Collector Table - Addresses page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Description, Effective Date, Status, Address.**

Vendor The Vendor ID you entered to access the page appears in this field.

Vendor Address

Addr The number automatically assigned to this address when it was entered is displayed here.

Address Type *Premium Payment* and *Remittance* are the only valid address types for deduction recipients. If any other address type is displayed for this vendor, contact your Accounts Payable department.

Premium Payment generally applies to benefit deductions and *Remittance* applies to all other types of deductions including taxes.

Country The country associated with the vendor. The **Country** code you enter in this field determines the format of the address fields that follow.

Address Detail

Alternate Names Select **Alternate Names** to access the Alternate Names page, where you can view alternate names to be used for payments.

Telephone

Select **Telephone** to access the Phone Information page, where you can display the vendor's phone number(s).

Alternate Names Page

Usage	Use the Alternate Names page to view alternate names to be used for payments.
Object Name	VNDR_ADDR_ALTNAME
Navigation	Click the Alternate Names link on the Address page.

Alternate Names

Alternate Name 1:

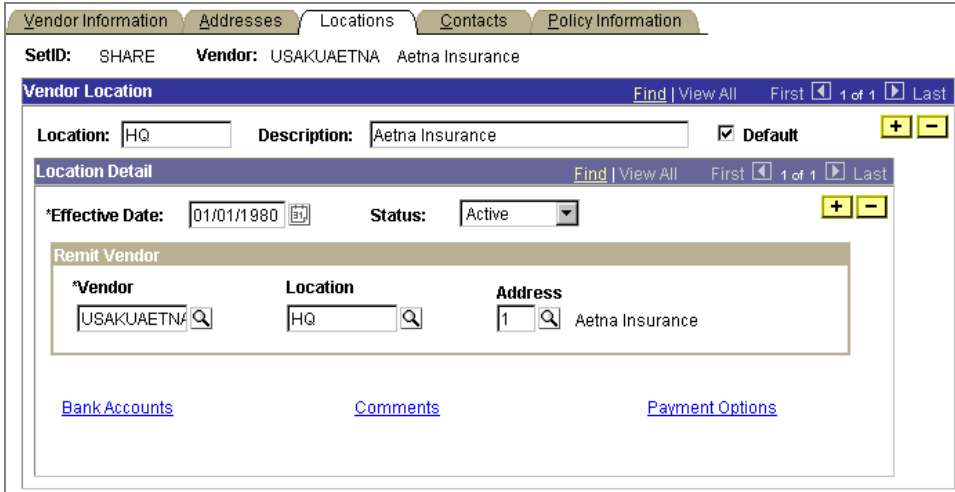
Alternate Name 2:

Alternate Names page

If an alternate name appears on the Alternate Names page, Accounts Payable uses this information (instead of the name that appears on the Vendor Information page) when it generates payments for the location that uses this address.

Phone Information Page

Usage	Use the Phone Information page to display phone information for the vendor.
Object Name	VNDR_ADDR_PHN
Navigation	Click the Phone Information link on the Address page.



Tax Collector Table - Locations page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Description, Effective Date, Status.**

Vendor The Vendor ID you entered to access the page appears in this field.

Vendor Location

Location The vendor location for which you are currently viewing information. If more than one location is set up for the vendor, you can use the previous page and next page links on the Vendor Location bar to display information for the location in which you're interested.

Default The **Default** checkbox is selected if this is the vendor's default location. This location defaults onto all the vouchers for the vendor.

Remit Vendor

Vendor The vendor to whom payments will be sent.

Location The location used for remitting deductions.

Address The address for remitting deductions.

Bank Accounts Select this field to access the Bank Accounts page, where you can view the bank accounts into which the vendor wants to have payments deposited.

Comments Select this field to access the Comments page, where you can see any notes entered for this vendor.

Payment Options

Select this field to access the Payment Options page where you can view the payment options for the location.

Bank Accounts Page

Usage	Use the Vendor Bank Accounts page to display banking information for the vendor.
Object Name	VNDR_BANK_ACCOUNT
Navigation	Click the Bank Accounts link on the Locations page.

The screenshot shows a web interface titled "Bank Accounts" with the following details: SetID: SHARE, Vendor: USAKU00017, Location: HRMSSD. Below this is a "Vendor Bank Accounts" section with a search bar and navigation controls. The main form includes a "Default" checkbox, a "Description" field, and several input fields: "Bank ID Qual", "Branch ID", "Bank ID", "Acct Type" (a dropdown menu), "Account #", "Check Digit", "DFI Qualifier" (a dropdown menu), and "DFI ID". There are also links for "Bank Address" and "Phone Details", and "OK" and "Cancel" buttons at the bottom.

Bank Accounts page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Description.**

Vendor

The Vendor ID you entered to access the page appears in this field.

Location

The vendor location for which you are currently viewing information.

Vendor Bank Accounts

Default

The **Default** check box is selected if this is the default bank account for the location. The default bank account is copied to each payment schedule for this vendor.

Bank ID Qual

The country-specific numeric value by which the bank/counterparty is identified. This value controls how the bank/counterparty pages edit and display bank information.

Object Name	BANK_ACCT_ADDR_SEC
Navigation	Click the Bank Address link on the Bank Accounts page.

Bank Address page

Country

The bank’s **Country** defaults from the Bank Accounts page. The form of the address fields varies, depending on the country.

Phone Details Page

Usage	Use the Phone Details page to display phone information for the bank.
Object Name	BANK_ACCT_PHON_SEC
Navigation	Click the Phone Details link on the Bank Accounts page.

Phone Details page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Telephone, Extension.**

Country Code The country code associated with the phone number.

Fax Number Enter the fax number.

Comments Page

Usage	Use the Comments page to record any comments regarding the vendor location.
Object Name	VNDR_LOC_COMMENTS
Navigation	Click the Comments link on the Locations page.



Comments page

Comments Text Enter your comments here.

Payment Options Page

Usage	Use the Payment Options page to display the payment processing rules for the vendor location.
Object Name	VNDR_PAY
Navigation	Click the Payment Options link on the Locations page.

Payment Options

SetID: SHARE Vendor: USAKU00017 Location: HRMSSD

<p>Payment Control</p> <p><input type="checkbox"/> Hold Payments</p> <p><input checked="" type="checkbox"/> Separate Payment</p>	<p>Bank</p> <p>Bank ID: <input type="text"/></p> <p>Bank Account: <input type="text"/></p>
<p>Payment Handling</p> <p>*Flag: <input type="text" value="Specify at This Level"/></p> <p>Code: <input type="text" value="Regular Payments"/></p>	<p>Payment Method</p> <p>*Flag: <input type="text" value="Specify at This Level"/></p> <p>Code: <input type="text" value="System Check"/></p>

OK Cancel

Payment Options page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**.

- Vendor** The Vendor ID you entered to access the page appears in this field.
- Location** The vendor location for which you are currently viewing information.
- Payment Control**
- Hold Payments** If the **Hold Payments** option is selected, Accounts Payable automatically places any payments for this vendor on hold.
- Separate Payment** When the **Separate Payment** check box is selected, Accounts Payable creates a separate payment for each voucher, even if the system processes multiple vouchers for the vendor in the same pay cycle.
- Bank**
- Bank ID** The code for the bank from which you want to make payments for this vendor.
- Bank Account** The account from which payments will be made to this vendor.
- Payment Handling**
- Flag** The **Flag** field works with the **Codes** field. If *Default from Higher Level* is selected, the payment handling instructions for the vendor defaults from the control hierarchy. If *Specify at this Level* is selected, the payment handling instruction for the vendor is displayed in the **Code** field below.

Code If *Specify at this Level* is displayed in the **Flag** field, the **Code** field shows the payment handling instructions your Accounts Payable department follows when payments are issued for this vendor. Valid options are:
High Dollar Processing
Internal Distribution
Regular Payments
Route to Purchasing

Payment Method

Flag The **Flag** field works with the **Codes** field. If *Default from Higher Level* is selected, the payment method for the vendor defaults from the control hierarchy. If *Specify at this Level* is selected, the payment method for the vendor is displayed in the Code field below.

Code If *Specify at this Level* is displayed in the **Flag** field, the **Code** field shows the payment method specified for this vendor. Valid payment codes are:
Automatic Clearing House
Customer Initiated Draft
Direct Debit
Draft – Customer EFT
Electronic Funds Transfer (EFT)
Giro – EFT
Giro – Manual
Letter of Credit
Manual Check
System Check
Treasury Wire Flat File
Vendor Initiated Draft
Wire Report

Contracts Page

Usage	Use the Contacts page to enter specific contact information for a tax-collecting agency.
Object Name	VNDR_CNTCT
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table, Contracts • Define Business Rules, Define Payroll Taxes (USF), Setup, Tax Collector Table, Contracts
Prerequisites	Contracts is the fourth page in the Tax Collector Table component. You must first enter data on the Vendor Information, Addresses, and Locations pages.
Access	Enter a SetID and a Vendor ID.

Requirements

The screenshot displays a web interface for managing vendor contacts. At the top, there are tabs for 'Vendor Information', 'Addresses', 'Locations', 'Contacts', and 'Policy Information'. Below the tabs, the 'SetID' is 'SHARE' and the 'Vendor' is 'USAQUAETNA Aetna Insurance'. The main section is titled 'Vendor Contact' and shows a table with one entry: Sequence No: 1, Description: Medical Insurance. Below this is a 'Vendor Detail' section for the selected contact, showing fields for Effective Date (01/01/2000), Status (Active), Type (Customer Service), Contact Name (Carmen Herrera), Title (Customer Service Representative), Address (Aetna Insurance), and URL. There are also buttons for '+', '-', and 'Telephone'.

Tax Collector Table - Contacts page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Description**, **Effective Date**, **Status**.

Vendor The Vendor ID you entered to access the page appears in this field.

Vendor Contact

Sequence No The number automatically assigned to the contact when a new contact is added for the vendor.

Vendor Detail

Type The contact's role, for example, *Management* or *Sales*.

Contact Name The contact's name.

Title The contact's title.

Addr The contact's address as defined on the Addresses page.

URL The contact's Internet address appears in the first **URL** field. A description appears in the field to the right.

Telephone Select **Telephone** for the Telephone page.

For more information on the Telephone page, see the Phone Information Page section in this PeopleBook.

Company Local Tax Table Page

Usage	You set up an entry in the Company Local Tax Table page for each locality where the company withholds or pays taxes. You must complete this table before local tax data for employees is entered, because the locality field on the Local Tax Data page is edited against this table.
Object Name	COMP_LOCAL_TAX_TBL
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Company Local Tax Table
Prerequisites	None
Access Requirements	Enter a Company Code, a State Code, and a Locality Code.

Comp Local Tax Tbl

Company: ACC State of Accord
State: NY New York
Locality: 84000 YONKERS

Company Local Tax Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active

Employer ID: PAC-NY-SWT

GL Account # - Local Withholding- Non Comm. Acctg.

Employee:

Employer:

Company Local Tax Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **State, Effective Date, Status.**

Company The company is displayed here.

Locality The locality code is displayed here.

Company Local Tax Information

Employer ID This field is used for local withholding tax for this locality. It defaults to the **Employer ID** for state withholding taxes on the Company State Tax Table.

GL Account

Employee If you have a General Ledger account number to which you post liability for local withholding tax for this locality, enter the employee account number here.

Employer If you have a General Ledger account number to which you post liability for local withholding tax for this locality, enter the employer account number here.

Canadian Company Tax Table Page

Usage	Use the Canadian Company Tax Table page to identify the Prescribed Interest Percent, Province, Provincial Premium Tax Percent, and Health Insurance Rate Override for each company you set up.
Object Name	CAN_USR_TAX_TABLE1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Company Tax Table
Prerequisites	None
Access Requirements	Enter a Company Name.

*Province	Provincial Premium Tax Percent	Health Insurance Rate Override
MB	0.00	0.045000
NF	4.00	0.000000
NS	3.00	0.000000
PE	3.00	0.000000
QC	2.35	0.000000

Canadian Company Tax Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Company The company is displayed here.

Company Tax Information

Prescribed Interest Percent If your company processes low interest loans, enter the current **Prescribed Interest Percent**. This rate is updated quarterly by the Canadian federal government.

Company Tax Rates

Province Enter all applicable provinces in which the company operates and needs to process PPT tax or override a Health Insurance Rate.

Provincial Premium Tax Percent Enter the **Provincial Premium Tax Percent** applicable to group life and health insurance benefit plan premiums, if your company is responsible for withholding and submitting the tax.

Health Insurance Rate Override Enter the **Health Insurance Rate Override** to specify the premium rate that applies to your company, if that rate is different from the rate defined on the Canadian Tax Table Provincial Rates page. This field applies to companies operating in provinces, such as Ontario and Manitoba, where variable rates apply based upon total gross payroll figures.



It is your responsibility to update all rates on the Canadian Company Tax Table.

Establishing Tax Types for Accounts Payable Integration

If you plan to use PeopleSoft Payables to send tax authorities the taxes deducted from employees' paychecks, you must link the appropriate set of deductions to each tax vendor. This is a two-step process:

1. First, you create names for the tax types you wish to use. A tax type represents a collection of tax classes, such as withholding, earned income credit, and so on, specific to a particular tax jurisdiction (federal, state, local, provincial). You define U.S. tax types from the Tax Type Table. For Canadian taxes, use the Canadian Tax Type Table page.
2. Next, you define each tax type by jurisdiction. That is, you select the set of tax classes that are to be paid to the vendor you specify. You use the following pages, as appropriate: Fed/State Tax Types/Classes, Local Tax Types/Classes, and Canadian Tax Type Table.

Example

In the state of California, employees are subject to two taxes for short-term disability: SDI (paid to the state) and OASDI (paid to the federal government). Each tax is comprised of a different set of tax classes. In this case, we might create a tax type named Short-Term disability. We would then access the Fed/State Tax Type/Classes page and define what Short-Term Disability represents at the federal level: For the vendor, we select the Internal Revenue Service; for the tax classes we select only those included in OASDI. We then repeat the process to define Short-Term Disability at the state level. This time, we select the Franchise Tax Board as the vendor and just those tax classes that contribute to SDI.



For more information about creating a vendor profile for a tax authority, see the Vendor Information Page. For more information about PeopleSoft Payables, consult your *PeopleSoft Payables* PeopleBook.

Tax Type Table Page

Usage	Use the Tax Type Table page to define the names of the tax types you wish to use. A tax type represents a set of tax classes.
Object Name	TAX_TYPE_TBL
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Tax Type Table
Prerequisites	None.

Access Requirements	Enter up to 10 alphanumeric characters for the tax type.
---------------------	--

Tax Type Table

Tax Type: KUHUITAX

Tax Type Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Description: Unemployment - Special

Tax Type Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description.**

Fed/State Tax Types/Classes Page

Usage	Use the Fed/StateTax Types /Classes page to link a tax type to a federal or state tax authority and set of tax classes.
Object Name	STAT_TAX_TYPE_PNL
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Fed/State Tax Types/Classes
Prerequisites	You must first define the tax type from the Tax Type Table.
Access Requirements	Specify the state to which the tax type applies.

Fed/State Tax Types/Classes page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

Tax Type Select the tax type you want to define. The prompt table displays the names of the tax types you set up on the Tax Type Table page.

SetID Select the SetID for the tax type. The **SetID** determines which set of vendors (tax authorities) you can select from the **Vendor ID** field.

Vendor ID Select the tax authority (vendor) to which you want the state or federal taxes for this tax type paid. The prompt table displays only those vendors associated with the **SetID** you selected.

Class Name From the drop-down list, select the tax classes associated with this tax type and vendor. Add all applicable tax classes.

Local Tax Types/Classes Page

Usage	Use the Local Tax Types/Classes page to link a tax type to the local tax authority and the applicable set of tax classes.
Object Name	LOCL_TAX_TYPE_PNL
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Local Tax Types/Classes
Prerequisites	You must first define the tax type from the Tax Type Table.

Access Requirements	Select the state and locality to which the tax type applies.
---------------------	--

Local Tax Types/Classes page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**.

- Tax Type** Select the tax type you want to define. The prompt table displays the names of the tax types you set up on the Tax Type Table page.

- SetID** Select the **SetID** for the tax type. The **SetID** determines which set of vendors (tax authorities) you can select from the **Vendor ID** field.

- Vendor ID** Select the tax authority (vendor) to which you want the local taxes for this tax type paid. The prompt table displays only those vendors associated with the **SetID** you selected.

- Class Name** From the drop-down list, select the tax class you want to associate with this tax type and vendor. Add all applicable tax classes.

Canadian Tax Type Table Page

Usage	Use the Canadian Tax Type page to define Canadian federal and provincial tax types.
-------	---

Object Name	CAN_TAX_TYPE
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Type Table
Prerequisites	None.
Access Requirements	Enter the name of the Tax Type.

Canadian Tax Type Table

Tax Type: QPST

AP Payment Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 Description: Quebec Sales Taxes

*Source: Provincial Sales Tax Province: QC Quebec

SetID: SHARE Vendor ID: CANKC00003 Ministere du Revenu du Quebec

Sales Taxes View All First 1-3 of 3 Last

Sales Tax Class	Description	
Q	QC Prov Sales Tax Insurance	+ -
S	QC Provincial Sales Tax	+ -
U	QC Provincial Premium Tax	+ -

Canadian Tax Type Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Description.**

Source Select the type of tax transaction from the drop-down list. Valid entries include:

EE (Employee) and ER (Employer) Income Tax
Provincial Sales Tax
Goods and Services Tax

SetID Select the appropriate **SetID** from the prompt table. The **SetID** determines which set of vendors (tax authorities) you can select from the **Vendor ID** field.

Province If you chose *Provincial Sales Tax* in the **Source** field, select the **Province** in this field.

Vendor ID Select the tax authority to be paid for the deductions taken for this tax type and province. The prompt table displays only those vendors associated with the **SetID** you selected.

Tax Class	<p>From the drop-down list, select the tax class you want to associate with this tax type and vendor. Add all applicable tax classes. The Source field determines which tax classes are available for selection.</p> <p>If EE and ER Income Taxes is selected, only income related tax types are available: CIT, CPP, CPR, EIE, EIR, HTX, PYT QIT, QPP and QPR.</p> <p>If Goods and Services Tax is selected, only federal sales tax types are allowed: G (GST) and H (HST).</p> <p>If Provincial Sales Tax is selected, only provincial sales tax types are allowed: I (PSTI), P (PST), Q (QSTI), S (QST), T (PPT), and U (QPT).</p>
Description	<p>The description of each tax class you select is displayed in this field.</p>

Defining Tax Locations

The system establishes federal, state, and local employee tax data and tax distribution data according to the information you establish on your Tax Location Table. On this table, you establish each of your locations with a Tax Location ID and identify the work states, provinces, and localities associated with each tax location.



If you've selected Automatic Employee Tax Data on the Installation Table, the system automatically sets up tax data for each work and resident state and locality of each of your employees. Tax distribution records will be created for the work state/locality if the tax location represents a single state/locality.

Tax Location Table - Address Page

Usage	Use the Address page to identify the locations for which you process payroll and taxes. The Tax Location Table enables you to organize by location all the state and local tax jurisdictions in which employees work.
Object Name	TAX_LOCATION_TBL1
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Tax Location Table, Address Page • Define Business Rules, Define Payroll Taxes (USF), Tax

	Location Table, Address Page
Prerequisites	None
Access Requirements	Enter a Tax Location Code.

Address State/Province/Locality

Tax Location Code: KUCA00 ***Status:** Active

Tax Location Information

***Description:** California Branch

Short Desc: California

Country: USA United States

Address 1: 1400 California St

Address 2:

Address 3:

City: Walnut Creek

County: **Postal:** 94596

State: CA California

Alaska Area Code:

Tax Location Table - Address page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Description, Short Description, Country, Address 1, Address 2, Address 3, City, County, Postal, State.**

Tax Location Code

You should establish a **Tax Location Code** for each location for which you process payroll and tax data. You can associate any number of states and localities with the **Tax Location Code.**

Alaska Area Code

If applicable select an Alaskan area code.



If you select Automatic Employee Tax Data on Installation Table 1 and assign a Tax Location ID to each employee on the Job Data Table, each employee's tax data defaults to the Employee Tax Data page and the Employee Tax Distribution page.

Tax Location Table - Locality Page

Usage	Use the Locality page to associate any number of states, localities, and linked localities with the Tax Location Code.
Object Name	TAX_LOCATION_TBL2
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, Tax Location Table, Locality Page • Define Business Rules, Define Payroll Taxes (USF), Tax Location Table, Locality Page
Prerequisites	Locality is the second page in the Tax Location Table component. You must first enter data on the Address page.
Access Requirements	Enter a Tax Location Code.

Tax Location Table - Locality page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status, Description.**

Tax Location Code The tax location code for the location with which you are working is displayed here.

State Use **State** to identify each state that is associated with the **Tax Location Code**. You can associate any number of states with a single Tax Location. For each **State**, identify each taxing **Locality**, if any.

The states you associate with this tax location code must be defined on your Company State Tax Table and your Company Local Tax Table. This value defaults to the Employee Tax Data pages and the Employee Tax Distribution page for employees you assign to this Tax location.

Locality

The localities you associate with this tax location code must be defined on your Company State Tax Table and your Company Local Tax Table. This value defaults to the Employee Tax Data pages and the Employee Tax Distribution page for employees you assign to this Tax location.

Other Work Locality

Other Work Locality is used only where multiple taxes apply in one location, such as:

- Paducah, KY and McCracken County, KY.
- Earned Income Tax, School District and Occupational Privilege Tax in Pennsylvania.

To form further links in a locality chain:

- Add another row with the same **State**.
- Enter the **Other Work Locality** from the previous row in **Locality**.
- Enter the new **Other Work Locality**.

Note. You should never attempt to enter multiple Indiana localities. Regardless of the number of Indiana locations in which an employee may work, either simultaneously or over the course of the year, the employee is liable for Indiana county tax for only one Indiana county per calendar year. This is the Indiana county of residence as of January 1, if that county imposes a tax, or the Indiana county of principal work activity as of January 1, if the residence county does not impose a tax.



Locality and Other Work Locality are not required in Canada, because a Canadian employee can be taxed in only one Province at a time, and there are no locality taxes in Canada.

E&G Establishing 1042 Processing for Non-resident Aliens

The U.S. government has entered into tax treaties with nearly 40 foreign jurisdictions. Income tax treaties coordinate the tax systems of the United States and other countries that are parties to treaties. Treaty provisions affect the taxation of non-resident aliens working in the U.S. While

tax treaties are generally based on a standard model, each treaty might have slightly different provisions.

To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits of only one treaty at any given time. Employees wishing to claim benefits under a tax treaty must submit a written statement and applicable forms (W-4, Form 8233, Form 1001) to their employer.

As an employer, you're required to apply the specific treaty rules when calculating federal withholding tax. These rules often include time limits and earnings caps. Different types of earnings, such as scholarships, grants, and fellowships, might be subject to different taxation rates. You need to produce a Form 1042-S and a 1042 summary form for each non-resident alien employee affected by the special withholding rates. If you're file 250 or more 1042-S forms, you're required to report on magnetic media. Earnings reported on a 1042-S are not reported on a W2; so, an employee may need both a W2 and a 1042-S if some earnings are covered by the special tax treaty rates and some are not.

In addition to employees covered by tax treaties, some non-resident alien employees, such as those with specific types of earnings such as scholarships, fellowships, and grants, must also have those earnings reported on a 1042-S.

Treaty/NR Alien Table Page

Usage	Use the Treaty/NR Alien table to set up the rules associated with the treaties required for each country with which the U.S. has an agreement. Use this page to capture the tax rates specified in tax treaties (including exempt earnings, which are recorded with a 0% tax rate). This table identifies those earnings subject to a 30% flat withholding tax.
Object Name	TREATY_NRA_TABLE
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Treaty/NR Alien Table
Prerequisites	None
Access Requirements	Enter a Country.

Treaty NR Alien Table

Country: CAN Canada
Treaty ID: CANTREATY

Treaty Info. Find First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active + -

*Treaty Description: Treaty with Canada

Short Description: Treaty wit

Allowances Permitted: 999

Months Eligible for Treaty: 0

Tax Info. View All First 1-2 of 4 Last

*Income Code (for 1042-S)	Max Earnings Eligible Per Year	Tax Rate (after form)	Tax Rate (before form received)	+ -
Scholarship/Fellowship Grants	9999999.99	0.140000	0.300000	+ -
Independent Personal Services	10000.00		0.300000	+ -

Treaty/NR Alien Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Short Description.**

Country

If you want to establish entries on the Tax Treaty NR Alien Table that are applicable to more than one country (for example, to use for all scholarship income that is to be taxed at 30%), you can use any value prefixed by a \$ in the country code (for example, **Country = \$\$**).

Treaty ID

The identification code for the treaty you entered is displayed here.

Treaty Description

A description of the treaty is displayed here.

Allowances Permitted

For each tax treaty record you establish, specify the number of **Allowances Permitted** by the treaty.

Months Eligible for Treaty

In **Months Eligible for Treaty**, indicate the time limit for the treaty, if applicable.

Income Code (for 1042-S)

To identify each type of earnings subject to special tax treatment under the treaty, select the **Income Code (for 1042-S)**.

Max Earnings Eligible Per Year

Specify the earnings caps that apply for each earnings type.

Tax Rate (after form)

Specify the taxation rates that apply for each earnings type.

Tax Rate (before form)

Specify the taxation rates that apply for each earnings type.



PeopleSoft re-delivers the tax treaty table with each major release (for example, 7.50) and with each Application Update (for example, 7.51). If interim changes are required, you must track and apply the changes in your environment.

UI Report Code Table Page

Usage	When your organization has multiple work sites, you can use the UI Report Code Table page to establish codes in PeopleSoft Payroll for each of the sites. The information you enter here works in conjunction with SQR TAX004, the Multiple Worksite Report. When you add an entry to the UI Report Code Table, the system prompts you to enter the Company Code and the Location Code of the site you want to establish for reporting statistics to state or county authorities.
Object Name	CO_UI_RPTCD_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, UI Report Code Table • Define Business Rules, Define Payroll Taxes (USF), Setup, UI Report Code Table
Prerequisites	None
Access Requirements	Enter a Company and a Location Code.

UI Report Code Table

Company: AI U.S. Institute of Peace
Tax Location Code: KCAB00 Alberta
Tax Location State: AB

Company UI Information Find | View All First 1 of 1 Last

*Effective Date: 31/08/2000 *Status: Active + -

UI Report Code: 345

UI Report Code Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

- Company** The company is displayed here.
- Tax Location Code** The tax location code you entered is displayed here.
- Tax Location State** The appropriate tax location state is displayed here.

Company UI Information

- UI Report Code** Enter the code you have received from the state for this site.

U.S. Standard Occupational Classifications Table Page

Usage	PeopleSoft Payroll uses the codes established on the U.S. Standard Occupational Classification (SOC) Table page in quarterly unemployment insurance reporting for the state of Alaska. If your company has no operations in Alaska, you can ignore this table.
Object Name	US_SOC_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, U.S. SOC Table • Define Business Rules, Define Payroll Taxes (USF), Setup, U.S. SOC Table
Prerequisites	None
Access Requirements	Enter a Standard Occupational Classification Code.

The screenshot shows a web interface for the 'U.S. SOC Table'. At the top, it says 'Standard Occupational Classification Code: 1132'. Below that is a table with a header 'Standard Occupational Information' and a search bar. The table has one row with the following data:

Standard Occupational Classification Code	Description
1132	HR Program Administrators

Navigation controls include 'Find | View All', 'First', '1 of 1', and 'Last'. There are also '+' and '-' buttons next to the effective date field.

U.S. Standard Occupational Classification Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Description**.

Standard Occupational Classification Code

The codes established here are used in the reports TAX002AK (Quarterly State Employee Wage Listing for Alaska) and TAX810AK (Quarterly UI Wage Tape for Alaska). These reports correspond to Alaska’s quarterly *Employer’s Report of Wages for Each Employee* form.



You use the Job Code Table in Manage Human Resources to link Standard Occupational Classification codes with particular job codes in your organization.

Voluntary Disability Insurance Administrator Table Page

Usage	If you offer your employees voluntary disability plans, this table enables you to store effective-dated location and contact information about the administrators of those plans.
Object Name	VDI_ADMIN_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Taxes, Setup, VDI Administrator Table • Define Business Rules, Define Payroll Taxes (USF), Setup, VDI Administrator Table
Prerequisites	None
Access Requirements	Enter a VDI Administrator Code.

VDI Administrator

VDI Administrator Code: 287

VDI Administration details Find | View All First 1 of 1 Last

Eff Date: 15/08/2000 *Description: Compl. + -

Country: USA United States

Address 1: 189 Aspen Loop

Address 2:

Address 3:

City: Union City

County: USA Postal: 94587

State: CA California

Phone: 98725

Contact Person: JEAN WONG Contact Phone: 925-416-8822

VDI Administrator Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Description, Country, Address 1, Address 2, Address 3, City, County, Postal, State, Phone.**

VDI Administrator Code The VDI administrator code you entered is displayed here. Once you’ve established your VDI Administrators, you can assign administrators to their voluntary disability plans on the Company State Tax Table 2 page.

Contact Person Enter the person’s name here.

Contact Phone Enter the contact person’s phone number here.

Tax Reporting Parameter 1 Page

Usage	The parameters on the Tax Reporting Parameters Table page are used in yearly and quarterly tax reporting and must be set up before you run quarterly or annual tax reports.
Object Name	TAX_RPT_PARAMETERS
Navigation	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Setup, Tax Reporting Parameters, Tax Reporting Parameter 1
Prerequisites	None
Access Requirements	None

Identifying Canadian Wage Loss Plans

The Canadian Wage Loss Plan Table identifies valid Canadian wage loss replacement plans. The Wage Loss Replacement Plan field in the Canadian Income Tax Data Table at the employee level is edited against this table. You must therefore create entries on this table before you enter any Canadian tax data for your employees.

Setting Up the Canadian Wage Loss Plan Table

You need to set up at least one entry on the Wage Loss Plan Table for each company. Typically, you create this entry using the default EI Employer Rate and corresponding Quebec EI Employer Rate. You need to set up additional entries for each wage loss plan your company has registered with CCRA.

Wage Loss Plan Liability Accounts Page

Usage	Use the Wage Loss Plan Liability Accounts page to set up a wage loss plan for your company.
Object Name	WAGES_PLN_TBL1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Wage Loss Plan Tbl, Wage Loss Plan Liability Accounts
Prerequisites	None
Access Requirements	Enter a Company ID and a Wage Loss Replacement Plan.

Wage Loss Plan Liability Accts
Wage Loss Plan Expense Accts

Company: GBI
Wage Loss Replacement Plan: KLO

Wage Loss Plan Information
Find | View All
First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/2000

Tax Year: 2000

EI Employer Rate: 1.2981

Quebec EI Employer Rate: 1.2981

***Status:** Active

Business Number: 123456789RP0002

Liability Accounts - Non Commitment Accounting
Find | View All
First ◀ 1-5 of 13 ▶ Last

Tax Class	GL Account #	+	-
Canadian Income Tax (T4)	P220009	+	-
Canada Pension Plan Employee	P220011	+	-
Canada Pension Plan Employer	P220012	+	-
Employment Insurance Employee	P220013	+	-
Employment Insurance Employer	P220014	+	-

Canadian Wage Loss Plan Table - Wage Loss Plan Liability Accounts page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

Company The company is displayed here.

Wage Loss Replacement Plan The Wage Loss Replacement Plan that you entered is displayed here.

Wage Loss Plan Information

Tax Year Enter the tax year here.

Business Number For each plan you set up, enter your company’s unique CCRA Taxation account number in **Business Number**. Because a company can have more than one **Wage Loss Replacement Plan**, you can set up any number of plans on this table.

EI Employer Rate The **EI Employer Rate** is the rate of your contribution to Employment Insurance. The default rate (which is taken from the Employer EI Premium Rate on the Canadian Tax Table) may be overridden with your specific plan rate.

RCT Acct # The **RCT Acct #** field is hidden on the page for all entries with an Effective Date of 01/01/1997 or later. The field will be displayed and available for use for all entries dated prior to 01/01/1997 for historical purposes only.

Quebec EI Employer Rate The **Quebec EI Employer Rate** is the rate of your contribution to Employment Insurance. You can override the default rate (which is taken from the Quebec Employer EI Premium Rate on the Canadian Tax Table) by entering your specific plan rate.

Liability Accounts – Non Comm. Acctg.

Tax Type Select the appropriate tax type from the available values.

GL Account # Enter the **GL Account Codes** to which you will post the various taxes.

Wage Loss Plan Expense Accounts Page

Usage	Use the Wage Loss Plan Expense Accounts page to set up expense accounts for your company.
Object Name	WAGES_PLN_TBL2
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Wage

	Loss Plan Tbl, Wage Loss Plan Expense Accounts
Prerequisites	None
Access Requirements	Enter a Company ID and a Wage Loss Replacement Plan.

Canadian Wage Loss Plan Table - Wage Loss Plan Expense Accounts page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

Company The company is displayed here.

Wage Loss Replacement Plan The Wage Loss Replacement Plan that you entered is displayed here.

Wage Loss Plan Information

Tax Year Enter the tax year here.

Business Number For each plan you set up, enter your company’s unique CCRA Taxation account number in **Business Number**. Because a company can have more than one Wage Loss Replacement Plan, you can set up any number of plans on this table.

EI Employer Rate The **EI Employer Rate** is the rate of your contribution to Employment Insurance. The default rate (which is taken from the Employer EI Premium Rate on the Canadian Tax Table) may be overridden with your specific plan rate.

Quebec EI Employer Rate The **Quebec EI Employer Rate** is the rate of your contribution to Employment Insurance. You can override the default rate (which is taken from the Quebec Employer EI Premium Rate on the Canadian Tax Table) by entering your specific plan rate.

Expense Accounts – Non Comm. Acctg.

Tax Type Select the appropriate tax type from the available values.

GL Account # Enter the **GL Account Codes** to which you will post the various taxes.

Canadian Tax Reporting Parameters Page

Usage	The parameters on the Canadian Tax Reporting Parameters Table page are used in yearly tax reporting and must be set up before you run annual tax reports.
Object Name	CTX_PRC_PARAMETERS
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Canadian Tax Reporting Parm s
Prerequisites	None
Access Requirements	None

The screenshot shows a window titled "Tax Reporting Parameters" with a "Parameters" section. The fields are as follows:

- Balance ID:** CY (Calendar Year)
- *Balances for Year:** 1999
- *Balances for Quarter:** 4 (Quarter 4)
- Alignment Count:** 2

Canadian Tax Reporting Table - Canadian Tax Reporting Parameters page

Balance ID The value you enter here defines the annual reporting period. The remainder of the data in the system is available to be used as needed.

Balances for Year	The value you enter here defines the annual reporting period. The remainder of the data in the system is available to be used as needed.
Balances for Quarter	Year-end reporting programs ignore this field.
Alignment Count	This field determines how many alignment pages are created at the beginning of the print files. The system multiplies the number of pages by the number of forms per page to determine how many alignment forms to print.

Canadian WCB Assessment Reporting

PeopleSoft Payroll enables employers registered with the Workers' Compensation Boards in Canada to report and pay assessments based on the total assessable earnings of their workers. The system even accommodates the assessment reporting structures of all provinces. This functionality provides for the reporting of assessments by Rate Groups and Classification Units.

In this section we explain how you can define your assessable earnings by province or territory; set up rate groups, classifications, and assessment rates; and link those components to jobs.

Tax Form Definitions Page

Usage	Use the Tax Form Definitions Table page to define WCB assessable earnings. To accomplish this, you need a new Tax Form ID—WCB Assessable Earnings—and the associated tax form Boxes for each province. The Boxes reflect the two-letter province code, preceded by a W. You also need to define and associate the assessable Earnings and Deduction Codes for each province with the WCB Assessable Earnings Tax Form ID. The Earnings Codes defined as Regular Hours and Overtime Hours on the Pay Group Table are automatically accumulated by the system as assessable earnings without defining them on the Tax Form Definitions page.
Object Name	TAXFORM_DEFN_TBL
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Tax Form Definitions, Tax Form Definitions
Prerequisites	None
Access Requirements	Enter WCB Assessable Earnings as the Tax Form Identification.

Canadian WCB Assessment Reporting Table - Tax Form Definitions page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, State.**

Select the applicable provinces and define the assessable earnings.

Then, associate the *WCB Assessable Earnings* tax form ID with the appropriate **Plan Type, Deduction Code, Ded (Deduction) Class, Sales Tax, and Earnings Code.**



The earnings codes defined as Regular Hours and Overtime Hours on the Pay Group Table are automatically accumulated by the system as assessable earnings without defining them on the Tax Form Definitions page.

WCB Classifications Page

Usage	Use the Canadian WCB Classifications page to set up WCB classifications, rate groups, and assessment rates. This page can accommodate both a single classification assigned to a single province and multiple Rate Groups associated with multiple classifications (or CUs) for a single province.
Object Name	CAN_WCB_CU_RATES
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian WCB Classifications
Prerequisites	None
Access	Enter a Company and Province ID.

Requirements

WCB Classifications

Company: GBI

WCB Firm Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 Province: BC + -

*WCB Firm Number: BC40132 Single Classification Firm

Rate Group Information Find | View All First 1 of 1 Last

*Rate Group: N/A Default Assessment Rate: + -

Description: Not Applicable

Classification Units and Assessment Rates Find | View All First 1-3 of 4 Last

*Classification	Description	Rate	+ -
065901	Classification 065901	1.72	+ -
072617	Classification 072617	2.16	+ -
082000	Classification 082000	4.13	+ -

Canadian WCB Assessment Reporting Table - WCB Classifications page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Province, Effective Date, Description.**

Company The company is displayed here.

WCB Firm Number Enter the **WCB Firm Number**. If a single rate group and/or classification and assessment rate applies to all covered employees in the province, select **Single Classification Firm**.

Single Classification Firm If this checkbox is selected, the Workers Compensation report PAY102CN uses the entry on this page as the source for reporting assessment information for all covered employees in the province. If this check box is cleared, the information defined on the Job Code Table (WCB Classifications page) 4 is used as the source for reporting.

Rate Group When adding the original entry for a province, **Rate Group** will default to *N/A*. If rate groups are applicable to the specified province, override the default by entering the **Rate Group**.

Default Assessment Rate If you enter a **Default Assessment Rate**, that rate defaults into **Assessment Rate** for each **Classification** assigned to the **Rate Group**.

- Description** (for Rate Group) Enter the rate group **Description**, if applicable. Similar to the **Rate Group** field, the **Description** defaults to *Not Applicable* when adding the original entry for a province.
- Classification** Define a classification or classification unit (CU).
- Assessment Rate** Enter the assessment rate applicable to the classification.

This page enables multiple classifications to be associated with a single rate group and multiple rate groups to be assigned to one province.

Job Code Table - WCB Classifications Page

Usage	Use the Job Code Table, WCB Classifications page to associate jobs with the applicable Provinces, Rate Groups, and Classifications that were previously setup using the Canadian WCB Classifications page.
Object Name	JOBCODE_TBL1_GBL
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, WCB Classifications
Prerequisites	None
Access Requirements	Enter a SetID and a Job Code.

Job Code Profile | Evaluation Criteria | Default Compensation | Non-Base Compensation

SetID: SHARE Job Code: KC002 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active + -

*Job Title: Director Canada
Job Title: Dir Can

Job Description: Responsible for Hr Operations in Canada. Reports directly to the

Job Function Code: HRS HR

Job Family: *Manager Level: Director

*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

*Comp Freq: M Monthly

Regular/Temporary: Regular Medical Checkup Required

Belgium

Canada

National Occupational Classif: 0011 Legislators

Pay Equity Job Class: Seasonal

BPS Activity:

Union Code:

Stats-Can Acad Teaching Survey

*Report Flag: Not Applicable

Duties:

Education and Government

Academic Rank:

Service Calculation Group:

WCB Classification Find | View All First 1 of 1 Last

Province	Rate Group	Classification
<input type="text"/>	<input type="text"/>	<input type="text"/>

Canadian WCB Assessment Reporting Table - WCB Classifications page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID, Effective Date, Status, Description, Short Description, Province.**

WCB Classification

Rate Group

Enter a rate group associated with that province, if applicable.

Classification

Select a classification associated with that province and rate group.



This step is not required for provinces that are defined as *Single Classification Firm* on the Canadian WCB Classifications page.

Job Information Page

Usage	In accordance with Canadian government requirements, the Workers Compensation report PAY102CN excludes certain employees based on the status of their Officer Code and province of work through the Job record on the Job Information page.
Object Name	JOB_DATA_JOBCODE
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Job Information
Prerequisites	None
Access Requirements	Enter an Employee ID.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Howe,Anthony R Employee ID: KC0010 Empl Rcd#: 0

Job Information
View All First 1 of 1 Last

Effective Date: 09/07/1997 **Effective Sequence:** 0 **Job Indicator:** Primary Job

Action / Reason: Hire Current

***Job Code:** Building Maintenance Engineer **Entry Date:**

***Regular/Temporary:** ***Full/Part:**

Empl Class: ***Officer Code:**

***Regular Shift:** **Shift Rate:** /

Standard Hours: **FTE:**

Work Period: Weekly

Contract Number: **Contract Type:**

Next Contract Number

▶ Belgium

▶ Germany

▶ Spain

▶ France

▶ United Kingdom

▶ Italy

Canadian WCB Assessment Reporting Table - Job Information page

Preparing for Data Export

The ultimate purpose of the Payroll Interface is to exchange data between your PeopleSoft system and your third party payroll system. Payroll Interface writes and reads sequential files containing data in a format that your payroll system can process. You can also export your data to a table rather than a file if your third party payroll system requires a table format. Your technical staff can also write an export interface from this table to meet your needs.

During an Export, the data that is sent to your third party payroll system is not actual pay data (hours, earnings, etc.), but rather more static data such as pay rates, taxes, deductions, and banking information. This is data that does not generally change from pay period to pay period.

The Payroll Interface Tables define that format and the rules required in order to transform personnel information from your PeopleSoft system into your payroll system. These same tables also define the Import process.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.



USF If you are exchanging data with the National Finance Center (NFC), then you should read this entire section as well as the section titled USF Configuring for Export to the NFC. The information contained in this section will apply to those agencies exporting data to the NFC, but additional information contained in USF Configuring for Export to the NFC specifically addresses issues vital to a successful NFC export.

Identifying Your Payroll System

On the Interface System Table, you will identify and describe one or more payroll systems with which your PeopleSoft system exchanges data. The Payroll Interface System page is the first step to setting up the Payroll Interface definition for a specific payroll system. Basically, you would set up one System ID for each different third-party vendor to which you are sending information.

To help you understand the important relationship that the System ID plays with the remaining setup tables, we have provided sample data. The sample data includes a number of setups for exporting and importing files using several different file formats.



USF If you are exporting your data to the National Finance Center, there is an existing NFC System ID delivered with Payroll Interface that is configured to export your data to the National Finance Center in the proper format. However, you may have data export needs that are not addressed in the generic NFC System ID configuration. Therefore, you should always validate the NFC System ID configuration to make sure it meets your data export needs prior to using the NFC configuration for data export to the National Finance Center.

Interface System Table 1 Page

Usage	Use the Interface System 1 Table page to define a third-party payroll system to Payroll Interface. You can add or update an interface system record using this page.
Object Name	PI_SYSTEM_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface System Table, Interface System Table 1
Prerequisites	None
Access Requirements	Enter Payroll Interface System ID.

The screenshot displays the 'Interface System Table 1' configuration page. At the top, there are tabs for 'Interface System Table 1' and 'Interface System Table 2'. Below the tabs, the 'System ID' is set to 'PHY'. The 'Definition' section includes various fields:

- *Effective Date:** 01/01/1980
- *Status:** Active
- Short Desc:** Physical
- *Description:** Physical File Format
- *System Code:** Other
- Version:** (empty)
- *Export:** Records with Field Changes
- *Eff Dt Ind:** Current
- *Convert:** Using Interface Employee Table
- *Process Filter:** None
- *Employee Field ID:** EMPLID
- Convert Case (only A thru Z):**
- Export Dest:** Ext File
- *Character Set:** ASCII
- *File Type:** Physical
- Logical File Type:**
 - External Field ID Indicator:
 - Field ID Length (in bytes): (empty)
- Delimiter File Types:**
 - Data Delimiter: Include Header:
 - Literal String Character: Remove Trailing Spaces:
 - End Last Field with Delimiter: Null Blank Character Flds:
 - Null Zero Numeric Flds:

Interface System Table 1 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Desc** (short description).

Payroll Interface is delivered with two values for **System Code**: *ADP Interface* and *Other*. You can define more **System ID Codes** as needed using the Application Designer. If you are using ADP as your third-party payroll system, you must enter the value *ADP Interface*. Use **Version** to specify which version of your payroll system you are using. **Version** is for your information only

In **Export**, specify your strategy for exporting data to your payroll system. You can select one of the following:

<i>Field Change Only</i>	To export only the individual fields in which data has changed.
<i>Record With Field Changes</i>	To export entire records, but only those with fields that have changed.



The Physical File Format will not export Field Changes Only. The entire row will be exported if a defined field changes for an employee.

If the system requires exported data in upper case only, select the **Convert Case (only A thru Z)** check box. This only is applicable for ASCII file formats.



You can override this setting for specific files. See Defining Interface Files.

Convert refers to **Employee Field ID**. Specify one of the options for converting the Employee ID from your PeopleSoft HRMS system to the payroll system. You can select one of the following:

<i>Using Interface Employee Table</i>	To convert employee IDs according to the Interface Employee Table described in this chapter. Note that if you choose this option, you will have to be certain that all of your employees are defined in the Interface Employee Table.
<i>Using PeopleSoft Employee ID</i>	To use PeopleSoft Employee IDs as they currently exist.
<i>Using National ID</i>	To use applicable National Identification codes—Social Security Number, Social Insurance Number, and so on—as the payroll system employee IDs.



For more information about the Payroll Interface Employee Table, see Interface Employee Table Page.

Employee Field ID is required. Use this field to indicate which Payroll Interface field contains the Employee ID. The Field ID is user defined on the Interface Field Table described in this section. Because of the above three Convert options on the Interface System Table, whatever field you have selected as the Employee Field ID does not need to have any PS Record/PS Field(s) mapped to it on the Interface Field 2 page.

If the target payroll system accepts effective dated transactions—for pay rate changes, for example—select an option in the **Eff Dt Ind** (effective date indicator) field:

Current

The target system is not effective-dated. Choose this option if you are interested only in exporting data that is current as of the end of the pay period.

All

The target system is effective-dated and requires and/or will process retroactive data. Select this option if you want to export both current and retroactive data.



Be sure to verify that your payroll vendor's import utility will accept multiple effective dated transactions.

The **Eff Dt Ind** (effective date indicator) performs two main functions:

- Selecting employees for processing: If you choose ***All***, all employees who have *ever* been in the Pay Group being processed will be eligible for processing. If you choose ***Current***, only those employees who were in the Pay Group *during* the pay period are eligible for processing.
- Retrieving employee data: If you select ***All***, the meaning of the value ***All Effdts*** in the Where Clause Type field on the PS Tables page literally means *all* effective dates. If you choose ***Current***, then ***All Effdts*** on PS Tables refers to all effective dates that are effective during the Pay Period.

In the **Process Filter** dropdown menu, indicate whether the system should process records whose Company value is different from the Process Company:

<i>None</i>	All rows created by Payroll Interface for each Company/Pay Group combination will be inserted into PI_PARTIC_EXPT and are available for export. The last history rows created for the current System ID will be retrieved for comparison.
<i>Company</i>	If you define a Key Field of Company on the Export field definition, this field will be compared to the Process Company. The system will only export records with a matching Company. For comparison, the system will retrieve the last history rows created for the current System ID and Company.

History Months is a performance control for the Payroll Interface Process. You should leave History Months at *zero* at first.



A large number of effective-dated entries in your Payroll Interface Setup Tables may slow down performance or exceed maximums in COBOL arrays during the Payroll Interface Process. You can limit the number of effective-dated entries selected from your setup tables by entering a non-zero value for **History Months**.

For example, if you want to select setup records ranging from twelve months ago to the present, enter **12**. If this field is blank or **0**, all effective-dated entries will be selected. When a setup entry is excluded by the **History Months** limit, the Comparison step of the Payroll Interface Process will process all the employee data entries in PS_PI_PARTIC_EXPT with all fields marked to be exported.

Specify an **Export Dest** (export destination). Valid **Export Destinations** are the following:

<i>External File</i>	Choosing this value will indicate to the system that you want the export data to be written out to a file.
<i>Table</i>	Choosing this value will indicate to the system that you want the export data to be written out to a table. When you choose Table , some fields on the page will be hidden since they do not apply to data written to a table.



For more information about how to export your data to a table, see Exporting to a Table.

Character Set allows you to export an interface file in other language codes. Typically, when you have a global implementation of the Payroll Interface, there is a need to produce a file in other language codes.

The following scenario might occur. Imagine that the processing headquarters is in the U.S. and the operating system's language code is set to Latin1. One of the company's global locations could be located in Japan. The Japan location has write access to the HRMS database through a networked system. The Japanese third-party payroll software operating system could be using the language code of Kanji. The data keyed into the HRMS system would be stored in the database on the U.S. server. Looking at the data you would be able to see the data in the two different language codes.

When the Payroll Interface is run for the Japanese site, the **Character Set** field would need to be set to the Kanji translate value. The result is an exported file in the Kanji character set that could be imported into the Japanese third-party payroll provider software. If you did not set the character set to the correct language code, the export file would be unreadable by the third-party software. The export file would be created in the same language code as the operating system that was creating the file. In this case, the file's character set would have been Latin1. Payroll Interface would create a file with garbage values because the system would be unable to recognize the Kanji character set.

An import will only process using an ASCII character set.

Payroll Interface will export to the following character sets:

Character Set	Description
ANSI	Current ANSI Code Page
ASCII	US 7-bit ASCII
Big5	Big5 (Traditional Chinese)
CCSID1027	IBM EBCDIC 1027 (Jap.-Latin)
CCSID1047	IBM EBCDIC 1047 (Latin1)
CCSID290	IBM EBCDIC 290 (Katakana)
CCSID300	IBM EBCDIC 300 (Kanji)
CCSID930	IBM EBCDIC 930 (Kana-Kanji)
CCSID935	IBM EBCDIC 935 (Simp. Chinese)
CCSID937	IBM EBCDIC 937 (Trad. Chinese)
CCSID939	IBM EBCDIC 939 (Latin-Kanji)
CCSID942	IBM EBCDIC 942 (Japanese PC)
CP1026	Windows 1026 (EBCDIC)
CP1250	Windows 1250 (Eastern Europe)
CP1251	Windows 1251 (Cyrillic)
CP1252	Windows 1252 (Latin1)

Character Set	Description
CP1253	Windows 1253 (Greek)
CP1254	Windows 1254 (Turkish)
CP1255	Windows 1255 (Hebrew)
CP1256	Windows 1256 (Arabic)
CP1257	Windows 1257 (Baltic)
CP1258	Windows 1258 (Vietnamese)
CP1361	Windows 1361 (Korean Johab)
CP437	MS-DOS 437 (US)
CP500	Windows 500 (EBCDIC 500V1)
CP708	Windows 708 (Arabic - ASMO708)
CP720	Windows 720 (Arabic - ASMO)
CP737	Windows 737 (Greek - 437G)
CP775	Windows 775 (Baltic)
CP850	MS-DOS 850 (Latin1)
CP852	MS-DOS 852 (Latin2)
CP855	MS-DOS 855 (IBM Cyrillic)
CP857	MS-DOS 857 (IBM Turkish)
CP860	MS-DOS 860 (IBM Portuguese)
CP861	MS-DOS 861 (Icelandic)
CP862	MS-DOS 862 (Hebrew)
CP863	MS-DOS 863 (Canadian French)
CP864	MS-DOS 864 (Arabic)
CP865	MS-DOS 864 (Nordic)
CP866	MS-DOS 866 (Russian)
CP869	MS-DOS 869 (Modern Greek)
CP870	Windows 870
CP874	Windows 864 (Thai)
CP875	Windows 875 (EBCDIC)
CP932	Windows 932 (Japanese)
CP936	Windows 936 (Simpl. Chinese)
CP949	Windows 949 (Korean)
CP950	Windows 950 (Trad. Chinese)

Character Set	Description
EBCDIC	IBM EBCDIC CCSID37 (USA)
EUC-JP	Extended Unix Code (Japanese)
EUC-KR	Extended Unix Code (Korean)
EUC-TW	Extended Unix Code (Taiwan)
EUC-TW-1986	Extended Unix Code (TW-1986)
GB12345	GB 2312 (Simplified Chinese)
GB2312	GB 2312 (Simplified Chinese)
ISO-2022-JP	ISO-2022-JP Japanese
ISO-2022-KR	ISO-2022-JP Korean
ISO_8859-1	ISO 8859-1 (Latin1)
ISO_8859-10	ISO 8859-10 (Latin6)
ISO_8859-11	ISO 8859-11 (Thai)
ISO_8859-14	ISO 8859-14 (Latin8)
ISO_8859-15	ISO 8859-15 (Latin9 / Latin0)
ISO_8859-2	ISO 8859-2 (Latin2)
ISO_8859-3	ISO 8859-3 (Latin3)
ISO_8859-4	ISO 8859-4 (Latin4)
ISO_8859-5	ISO 8859-5 (Cyrillic)
ISO_8859-6	ISO 8859-6 (Arabic)
ISO_8859-7	ISO 8859-7 (Greek)
ISO_8859-8	ISO 8859-8 (Hebrew)
ISO_8859-9	ISO 8859-9 (Latin5)
JIS_X0201	Japanese Half-width Katakana
JIS_X_0208	Japanese Kanji
Java	Java (Unicode encoding)
Johab	Johab (Korean)
Shift_JIS	Shift-JIS (Japanese)
UCS2	Unicode UCS-2
UTF7	Unicode UTF-7
UTF8	Unicode UTF-8

Specify a default **File Type**. Valid **File Types** include the following:

Logical

Data is defined within the file using an identifier followed by its value, not fixed format.

A ***Logical*** record is one in which the data is defined by a field identifier. For example, the field identifier of 1X2 might always immediately precede a value of 1 or 2 to indicate marital status. The field identifier is defined by your third-party payroll system and must match the field identifier defined in Payroll Interface exactly.

Physical

Traditional fixed-format file in which the data is defined by position.

A ***Physical*** record is one in which the data is defined by its position in the file. For example, a value of 1 or 2 in the 30th character position in the file might represent marital status. In such files blank characters are often inserted to maintain positional integrity when a data value is not available to take that position.

CSV

(Comma Separated Value) A file in which data is delimited by commas.

A delimited record is one in which the data is defined by its placement in a series of data values each separated by a delimiter. While a comma is the most commonly used delimiter, Payroll Interface gives you the ability to define any character as the delimiting character.

Tab Delm

A file in which data is delimited by tabs.

A delimited record is one in which the data is defined by its placement in a series of data values each separated by a delimiter. While a comma is the most commonly used delimiter, Payroll Interface gives you the ability to define any character as the delimiting character.

Other Delm

A file in which data is delimited by a character other than a comma or a tab. If you select this **File Type**, you will need to specify your delimiting character by entering it in **Data Delimiter**.

A delimited record is one in which the data is defined by its placement in a series of data values each separated by a delimiter. While a comma is the most commonly used delimiter, Payroll Interface gives you the ability to define any character as the delimiting character.

Literal String Character is where you specify the character used to enclose literal strings. This field defaults to the double quote (“), which is the character most commonly used for this purpose.

For delimited **File Types**, you have the option of ending the last field in the record with the **Data Delimiter** character. The default is *yes*. To change this, clear the **End Last Field with Delimiter** check box..

Delimited File Structures

- A delimited data file can contain only one Payroll Interface Record definition defined as Data type. The only time you can have two record definitions would be for a Stop Transaction record. Common examples are Deductions, Savings Plans, Additional Pay, and Direct Deposit.
- Numeric values cannot contain the thousands edit characters, for example: 1,100,100 will appear in both the Import and Export file as 1100100. The system does support a display character for the decimal place, for example: 100.50 or 100,50.
- If the decimal character is the same as the delimiter character, it must be enclosed in the **Literal String Character**. This rule applies to both Export files and Import files.

For example, if the decimal character is defined as a comma (,) and the **File Type** is *CSV* (comma separated), all numeric values that contain decimals will be enclosed by the **Literal String Character**, “*100,50*” for example.

- In the export file, all character values will be enclosed by the **Literal String Character** that you define. For example, if the **Literal String Character** is the double quote, the data record would look like *1235,”abcd”,”ef gh”,”Last Name, First Name”*.
- When data values contain the **Literal String Character**, the single character will be repeated within the data value when it is written to the Export file. Likewise, during the Import process, the system will examine the data value for two **Literal String Characters** together and change them to just one.

For example, the data value from the database is *Suite 200, Unit “A” West*. The data value will be written to the Export file as “*Suite 200, Unit “”A”” West*”. The Import process will interpret the data string from above and load it into the data base as: *Suite 200, Unit “A” West*.

The **External Field ID Indicator** check box and **Field ID Length (in bytes)** in the Logical File Type group box are active only if you specify *Logical* as your **File Type**. If your *Logical* file contains field identifiers, select the **External Field ID Indicator** and enter the **Field ID Length (in bytes)**.

The **Remove Trailing Spaces** check box indicates whether the trailing spaces in the field should be removed before writing the field to the Export file. You can override this flag at the field level.

The **Include Header** check box indicates whether a header record is the first record in the delimited file types. When selected for Export files, a header record is written as the first record in the file. The name used will be the external column name for each field on the record. When

selected for input files, the header record is compared to the record definition. If they do not match, the system stops processing for that file.

The **Null Blank Character Flds** (null blank character fields) check box indicates whether zero PeopleSoft character fields should be written to the Export file as null data. Null implies no data value for the field. You can override this flag at the field level.

The **End Last Field with a Delimiter** check box indicates whether the data delimiter character should follow the last field in the record.

The **Null Zero Numeric Flds** (null zero numeric fields) check box indicates whether blank PeopleSoft numeric fields should be written to the Export file as null data. Null implies no data value for the field. You can override this flag at the field level.

The System ID

The System ID allows you to efficiently set up multiple interfaces to multiple third-party payroll providers. The System ID will separate the third-party provider's required information such as the PeopleSoft tables, fields, Payroll Interface employee IDs, and definitions. Easier maintenance and setup will help, especially if you are implementing multiple payroll interface definitions.

The Payroll Interface System ID is a key field in the following list of Payroll Interface setup tables:

- PI_FIELD_LANG
- PI_FIELD_TBL
- PI_FIELD_XLAT
- PI_GROUP_LANG
- PI_GROUP_TBL
- PI_INST_VALUE
- PI_INSTANC_LANG
- PI_INSTANCE_TBL
- PI_PS_REC_LANG
- PI_PS_RECORD
- PI_PSREC_FLD
- PI_SYSTEM_LANG
- PI_SYSTEM_STAT
- PI_SYSTEM_TBL

The Payroll Interface System ID is also in the following tables:

- PI_DEFN_FILE
- PI_EMPLID_TBL
- PI_CONFIG_TBL

Interface System Table 2 Page

Usage	Use the Interface System 2 Table to identify each employee status you would like your payroll system to process as active as selected on the Payroll Interface Run Control page.
Object Name	PI_SYSTEM1_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface System Table, Interface System Table 2
Prerequisites	None
Access Requirements	Enter Payroll Interface System ID.

Interface System Table 2 page

You can add as many rows of PS Employees as needed. For each row, the prompt arrow displays the list of **Employee Status** categories available in the PeopleSoft system. This setting directly corresponds to the Selecting Active Employees checkbox on the Payroll Interface Run Control page.



These statuses are defined for employees on the Job Data Table.



Payroll Interface will only send out the current row if there is more than one effective sequence for a particular date.

PS Tables Page

Usage	Use the PS Table page to define employee data tables and views to be extracted during the Payroll Interface Export process. This page updates the PeopleSoft Record Table and the PeopleSoft Field Table. If you make changes to your PeopleSoft records and fields, you will need to update the PeopleSoft Record and PeopleSoft Field Tables on this page. No COBOL modifications are necessary.
Object Name	PI_PSREC_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, PS Tables
Prerequisites	None
Access Requirements	Enter a PS Record Name for the record and fields you want to add or update.

PS Tables

Details View All

System ID: PHY Physical File Format

Record (Table) Name: ADDL_PAY_DATA

*Process Type:

*Where Clause Type:

Paygroup Company in Where Data Required
 Paygroup Country in Where Job Data
 Ded Calc Data

Description:

Field Details Find | View All First 1-3 of 36 Last

Field Attribute Button	*Field Name	Order by	Collate Order	Key Field	Effective Date	Effective Sequence	
Field Attribute Button	ACCT_CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -
Field Attribute Button	ADDLPAY_REASON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -
Field Attribute Button	ADDL_PAY_FREQUENC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -

PS Tables page



You can export any table or view defined in the Application Designer, as long as the Employee ID is defined as a key field. The system uses Dynamic SQL based on how you define the setup on this page to construct the necessary SQL Select Statements (WHERE Clause, etc.).

System ID	A key field to PS_TABLES that allows you to optimize your PS Table settings for different System IDs.
Record (Table) Name	The record (table) name.
Process Type	Indicates the type of Payroll Interface process performed with the record or view: <i>Export</i> , <i>Import</i> , or <i>Export/Import</i> .
Description	A text description of the PS record or view.
Where Clause Type	<p>Indicates what type of where clause to construct when retrieving the data from the database for this record or view.</p> <p>If you chose <i>Import</i> in the Process Type field, this field will not be available.</p> <p>The following is a list of valid selections:</p> <p><i>Empl ID</i> – Employee ID only. This is the default value for Where Clause Type.</p> <p><i>ID and Active Effdt</i> - Employee ID and the Active Effective Date as of the Pay End Date.</p> <p><i>ID, Active Effdt, Active EffSeq</i> – Employee ID, the Active Effective Date, and the latest Effective Sequence as of the Pay End Date.</p> <p><i>ID, All Effdts, Active EffSeq</i> – Employee ID, All Effective-Dated rows that fall between the Pay Begin Date, the Pay End Date (non-retroactive processing), and the latest Effective Sequence for each Effective Date.</p> <p><i>ID, All Effdts</i> – Employee ID and All the Effective-Dated rows that fall between the Pay Begin Date and the Pay End Date (non-retroactive processing).</p> <p><i>ID, Effdt=Pay End Dt</i> - Employee ID and Effective Date equal the Pay End Date.</p> <p>If you would like to become more familiar with the differences in these Where Clause Types, PeopleSoft recommends trying them out using PeopleSoft Query.</p>

Paygroup Company in Where

Indicates whether the where clause for retrieving data for this PeopleSoft record should include a test on the Company field. When this check box is selected, the system compares the Company field in the record against the Company field in the Employee's Job Data.

You should select this check box when an employee could have more than one entry in the PeopleSoft Table that could be uniquely identified by the Company field. An example of this is the employee's Tax Data.

Paygroup Country in Where

Indicates whether the where clause for retrieving data for this PeopleSoft record should include a test on the Country field. When this check box is selected, the system compares the Country field in the record against the Country field from the Company/Pay Group to which the Employee belongs. The Company/Pay Group is based on the Employee's Job Data.

You should select this check box when an employee could have more than one entry in the PeopleSoft Table that could be uniquely identified by the Country field. An example of this is the employee's National ID Data.

Ded Calc Data

If this check box is selected, it indicates that one or more fields listed for this record or view comes from the PeopleSoft DED_CALC Table. When you run an Export process with a Run Control defined to Exclude DedCalc, the system excludes any record for which this check box is selected. When the PS **Record Table Name** is *DED_CALC*, this check box will always be selected.

Data Required

This check box indicates whether this data must be defined for the employee for the Payroll Interface process. It does not mean that every field defined for this record contains data, but that a row of data was returned from the database for this table. If a row of data is not returned for this record, the system will issue an error, and no data for the employee will be written to the Export file.

Job Data

This check box indicates whether this record contains any pertinent **Job Data** fields. If the record contains COMPANY, PAYGROUP, or ACTION, this check box should be selected. If the PS **Record Table Name** is *JOB*, this check box will always be selected.

Field Name

These are the field \names of the fields on this PS Record.

Order by

This indicates the sequence in which the field should be processed. A number from zero (blank) to 99 represents the sequence of the field in the ORDER BY clause.

Collate Order

Applicable only when the **Order by** is greater than zero, this field indicates the collating order of the field in the ORDER BY clause:

None - Not an **Order By** field. This is the default for all fields with an ORDER_BY_SEQ equal to zero.

Ascending – This is the default for all fields with an ORDER_BY_SEQ greater than zero. Ascending order will sequence data from lowest to highest.

Descending - Sequences the data highest to lowest.

Key Field

This indicates whether the field is a key field of the PS Record. This check box defaults to selected if the field is defined in the Application Designer as a key for a PS Record. For Views, you need to manually identify key fields by selecting this check box.

Effective Date

This indicates whether the field is the effective date of the PS Record. Only one field can be the **Effective Date** field. The system will use the **Effective Date** field name in constructing the WHERE clause of the SQL Select statement when the SELECT_WHERE_TYPE includes the effective date. The **Effective Date** field for the DED_CALC Table is Pay End Date.

Effective Sequence

This indicates whether the field is used as an effective date sequence number. Only one field per PS Record can be marked as the **Effective Date** sequence number. The system will use the effective date sequence number in constructing the WHERE clause of the SQL Select statement when the SELECT_WHERE_TYPE includes the **Effective Date** sequence field. This is used with the JOB record, and any other records with both an effective date and effective sequence.

Click on the **Field Attribute Button** link to view PeopleSoft Field Inquiry secondary page, which displays more information about a field you select.

Field Name:	ACCT_CD	<input type="button" value="OK"/>
Description:		
Field Type:	Length:	25
Field Format:	Decimal Positions:	
<input type="button" value="Return"/>		

PeopleSoft Field Attribute Inquiry Page

Defining Your Payroll System Data Fields

You will use the Interface Field Table to define your payroll system fields and the characteristics of those fields for Payroll Interface.

Interface Field 1 Page

Usage	A Field ID is required for each field you define. If your payroll system uses Field IDs, you may want to use those. If not, define your own Field ID for each field in your payroll system.
Object Name	PI_FIELD1_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Field, Interface Field1
Prerequisites	None
Access Requirements	Enter a System ID and a Field ID.

Interface Field1 Interface Field2

System ID: PHY Physical File Format **Field ID:** DEDCD

Field Definition View All First 1 of 1 Last

***Effective Date:** 01/01/1980 ***Status:** Active **Process Type:** Export

Description: Deduction Code **Short Desc:** DedCode

External Field ID: DEDCODE ***Type:** Character

External Column Name: **Default Value:**

Field Format

***Field Length (in bytes):** 8 **Decimal Length:** Display Decimal

Integer Length: **Round Decimal:** Blank If Zero

Sign Position: Positive Sign

Justification: Left

Date Format: Remove Trailing Spaces

Null Blank Character Flds Null Zero Numeric Flds

Interface Field 1 page



Regarding **Effective Date** and **Status**, the Interface Field Table and the Interface Definition Table contain effective-dated entries. You must keep these tables in sync. Be sure that future-dated rows in the Interface Field Table are not referenced in the Interface Definition Table before their effective date. Also, if you mark a field inactive in the Interface Field Table, be sure that the field is no longer included in the Interface Definition Table.

Enter a **Description** and a **Short Desc** (short description), of the field and select **Export**, **Import**, or **Exp/Imp** to specify the field's **Process Type**.



Exp/Imp can be used as the **Process Type** only if the characteristics of the field are the same for both import and export. Otherwise, you will need to set up two Interface Field records for the field—one for each **Process Type: Export** and **Import**. The employee ID field is the only field that is mapped as both an Export and Import type, and you do not need to define a PS Record or Field name for this field.

If **External Field ID** is selected on the System Table for this payroll system, **External Field ID** defaults to the field ID you entered on this page. You can change the default as needed. The **External Field ID** can be up to 10 characters in length. The **External Field ID** is most commonly used for Logical record types.

Select the applicable **Type** for the field:

Character

Select this field value for character data fields. For a **Character** field **Type**, select the **Justification** method used in the payroll system for values that do not fill the field. PeopleSoft assumes left justification for all **Character** field values and right justification for all numeric fields. If your payroll system's requirement is different, specify it here. If the payroll system requires that the field be filled, specify a **Pad Character**.

Date

Select this field value for date fields. You will need to specify the format used for dates in the payroll system. Select from the drop down list in **Date Format**.

Number

Select this field value for numerical data fields.

Note. If you select this value, the **Decimal Char** (character) field will display on the page.

Signed

Select this field value for signed numerical data fields.

Value

If you select this field value, you must also select a value for the **Text** field in order to specify a predefined data item. We provide a drop-down list of possible **Text** for **Value** Field Types, including: *Check Date, Compare Date, Compare Time; Constant, Export Date, Export Time; External Record Code, Hire Count, Interface Run Number; Logical Record Count, Pay End Date, Pay End Date; Pay Frequency, Pay Period Begin Date, Pay Run ID; Paygroup Group Country Code, Paygroup Group Currency Code, Physical Record Count; PI Config ID, Process Options, Processing Company; Processing Paygroup, System ID, and Termination Count.*

For example, if the field is the **Pay Run ID**, you will select **Value** as the **Type** and enter **Pay Run ID** as the **Text**. Having **Pay Run ID** in the header record, may help ensure that the correct file is processed.

By selecting **Value**, you do not select any PS Record or field on the Interface Field 2 page. The above list that accompanies **Text** reflects fields that are generated during the Payroll Interface process.

If you choose Value as the field value for **Type**, you can use the Processing Company or Processing Paygroup values for **Text** when using the company-level filtering feature.



For more information on company-level filtering, see Company-Level Filtering.

The **Text** field is only enabled when the value of **Type** field is Value (this is really a translate value which appears on the page, where as the real value of the field is “V”). This field (PI_TEXT_TYPE) is stored on the PI_FIELD_TBL and is accessed on the Interface Field1 Page and has a label that reads “Text”. The field also has a list of translate values. These values correspond to data elements that are already available to the COBOL process for one reason or another. Following is a list of the field values, their translate values, and where the data originates from:

Value	Translate Value	Source
B	Pay Period Begin Date	PAY_CALENDAR.PAY_BEGIN_DT
C	Constant	PI_FIELD_TBL.PI_DFLT_VALUE
D	Compare Date	PI_RUN_PYGRP.COMPARE_DTTM
E	Export Date	System date at runtime
F	PI Config ID	PAYGROUP.PI_CONFIG_ID

Value	Translate Value	Source
G	Termination Count	Process Calculation
H	Hire count	Process Calculation = Hired this run
I	External Record Code	PI_DEFN_RECORD.PI_RECORD_ID
L	Logical Record Count	Process Calculation
M	Société de Traitement	(Processing Company) Derived during Processing
N	Interface Run Number	PI_RUN_TBL.PI_RUN_NUM
O	Process Option	PI_RUNCTL.PI_RUN_OPT
P	Pay End Date	PAY_CALENDAR.PAY_END_DT
Q	Check Date	PAY_CALENDAR.PAY_CHECK_DT
R	Pay Run ID	PI_RUN_CTL.RUN_ID
S	System ID	PI_CONFIG_TBL.PI_SYSTEM_ID
T	Compare Time	PI_RUN_PYGRP.COMPARE_DTTM
U	Lot de Paie de Traitement	(Processing Company) Derived during Processing
X	Export Time	System Date Time value at run time
Y	Physical Record Count	Process Calculation

If you use the combination of **Type** = Value and **Text** = Constant, the value which resides in the Default Value field will be used.

Enter an **External Column Name** of up to 50 characters if the Interface field will be used in a file using one of the delimited data file structures and you use a header record. The system will use this name to construct the header record of the file.

If you enter a value in **Default Value**, that value will default to the field you are defining. You can use **Default Value** with a **Value** field **Type** and a **Text** type of **Constant** to insert characters into the field.

You can also apply **Default Value** to the **Type** field with a **Character** value. For example, if the field is part of a header record, you can specify some fixed text as the **Default Value**, or if you have a list of translate values and wish to specify a default, you can do that here, too.

Field Length (in bytes) is required. Enter the display length of the field. For a numeric field, enter the number of digits that follow the decimal point in **Decimal Length**. Select **Display Decimal** if a decimal character is displayed in the field. For Physical file formats, the length determines where the field will be positioned in the export row for the export employee row. When you are setting up the Interface Definition Fields page, you can view online the exact character position of the field by looking at the start position field.

If you select a **Type** of Number, the **Decimal Char** (character) field will display on the page. If **Display Decimal** is selected, specify the decimal character in the **Decimal Char** field.

If the Interface field has a **Decimal Length**, then **Round Decimal** is optional, but you should apply one of the following rounding options to any numeric field with a decimal:

No Rounding	The system will keep decimal values as they are.
Round to Next Whole Number	The system will round decimal values up to the next whole number.
Standard Rounding Rules	The system will apply the standard rule for rounding decimals up or down. For example, if your Decimal Length is 2 , the system would round 17.057 to 17.06 .
Truncate Decimals	The system will remove decimals.

The system computes **Integer Length** to enable you to verify that you have set up a numeric field as you had intended. For a **Signed** field, the system will subtract one position from the **Integer Length** to allow for the sign. Use **Sign Position** to specify where the sign appears for a **Signed** field.

Select **Blank if Zero** if the payroll system uses blanks in place of zeros for this numeric field. This check box is active only when you select **Number** or **Signed** as values for **Type**.

If the **Type** field has a value of **Signed** or **Number**, the **Negative** field defaults to a minus sign. To change this, enter another character to be used to indicate a **Negative** value. If positive values are to be indicated by a positive sign, select the **Positive Sign** check box.

Select the **Remove Trailing Spaces** check box to indicate the trailing spaces in the field should be removed before writing the field to the Export file. You can set this flag at the system level and override it here for specific fields.

Select the **Null Blank Character Flds** (null blank character fields) check box to indicate that blank PeopleSoft character fields should be written to the Export file as null data. Null implies no data value for the field. You can set this flag at the system level and override it here for specific fields.

Select the **Null Zero Numeric Flds** (null zero numeric fields) check box to indicate that blank PeopleSoft numeric fields should be written to the Export file as null data. Null implies no data value for the field. You can set this flag at the system level and override it here for specific fields.

If you are exporting a character field, you can either **Right** or **Left** justify the field by using the **Justification** field. Here is an example of how this field would affect values. If your original PeopleSoft source data was defined as Character, Length = 10, Value = '0123456789' and the setup of Payroll Interface was as a length of 7, the value would be '3456789' if **Right** justified and '0123456' if **Left** justified.

If you are exporting a date field, you can choose from a number of formats in the **Date Format** field. The available formats are: **MM/DD/YY**, **MM/DD/YYYY**, **MMDDYY**, **MMDDYYYY**,

YY/MM/DD, YYYY/MM/DD, YYMMDD, YYYYMMDD, DD/MM/YY, DD/MM/YYYY, DDMMYY, DDMMYYYY, and YYYY-MM-DD. Be sure to set the appropriate field length that corresponds to the format you select.



For a field that is defined as the Employee ID Field, you do not need to enter a PS Record or Field. It's system-maintained per the Convert dropdown on the Interface System Table.

Interface Field 2 Page

Usage	When you define a field of your payroll system to interface with your PeopleSoft system, you also need to define the rules for getting the data for that field from PeopleSoft. Use the Interface Field 2 page to specify the PeopleSoft Table or view and fields the data comes from any translation rules, Process ID's, and Instance ID's for the data.
Object Name	PI_FIELD2_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Field, Interface Field2
Prerequisites	None
Access Requirements	Enter a System ID and a Field ID.

Interface Field 2 page

In **PS Record Name**, select the name of the PeopleSoft record that contains the corresponding field(s) for this **Field Id**. In **PS Field1 Name**, select the PeopleSoft name for the field. If the payroll system field derives the value from two or more PeopleSoft fields, enter the additional fields in **PS Field2 Name** and the **PS Field3 Name** if needed. For example, as our sample data shows, to obtain the correct data--*City 1 Tax Codes*, for the **Description** field-- you need data from two PeopleSoft fields: *LOCALITY* and *RESIDENT* from the employee's Local Tax Data record.

Enter a **Process ID** when a special COBOL process is required to correctly translate or format PeopleSoft values for your payroll system.



Process IDs are defined on the Interface Process Table delivered with Payroll Interface.



For more information on Process IDs, see Interface Process Table Page and Writing Your Own Special Process Routines.

Enter an **Instance ID** to control which values of a field should be mapped to the external payroll system.



Instance IDs are defined on the Interface Instance Table page described in this section. They are used to filter PeopleSoft data that will be mapped to your payroll system. If you create other Instance IDs, you will need to update the Interface Instance Table with your additions.

PI Translate Ind (Payroll Interface Translate Indicator) specifies how the system will translate the values in the **Translate Values** group box. The following are valid indicators: :

- No Values* Do not translate values for the field.
- Translate All* Translate all values for the field.
- Translate or Use Default* Translate if a translate value is found; if not, use the Default Value defined on the Interface Field 1 page.
- Translate or Use PS Value* Translate if a translate value is found; if not, use the PeopleSoft value.

The **Translate Values** group box enables you to identify the values of the PeopleSoft fields: **PS Value 1**, **PS Field 2**, and **PS Field 3**. It will translate them to **PYI Value**, a value recognized by

your payroll system **Translate Values** are available for all export fields and for the Currency Code field for Import. For example, we deliver the deduction code field mapping from DED_CALC using PS Field 1 of Deduction Code and PS Field 2 of Deduction Class.

Interface Instance Table Page

Usage	Use the Interface Instance Table page to define Instance IDs used to filter PeopleSoft data mapped to Payroll Interface fields or records.
Object Name	PI_INSTANCE_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Instance Table
Prerequisites	None
Access Requirements	Enter a System ID and an Instance ID.

The screenshot shows the 'Interface Instance Table' configuration page. At the top, it displays 'System ID: CSV' and 'InstanceID: 401PCT'. Below this is a 'Definition' section with a 'View All' button and 'First 1 of 1 Last' navigation. The fields include:

- Effective Date:** 01/01/1980
- Description:** Savings Plan 401K Percent Amt
- Short Description:** 401PCT
- *PI Instance Indicator:** Value
- Peoplesoft Record Name:** SAVINGS_PLAN_VW
- Peoplesoft Field1 Name:** PCT_GROSS
- Include Exclude Indicator:** Exclude Values

 At the bottom, there is a table for instance sequences:

*Inst. Seq.	PS Value 1
1	ZERO

Interface Instance Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Description**, and **Short Description**.

You attach an **InstanceID** to either a payroll system field or a record definition. You can configure your instances based on **System ID**.

An **Instance ID** indicates an instance (or row of data) that is assigned to the field. Instances act as data filters to insure that data from the proper row is selected for the field. It works as a dynamic WHERE clause. You can choose a specific ordinal row from a table or you can choose rows based on the value in the table. **Instance ID's** can be assigned to fields or records.

Field Instance ID

You apply an **InstanceID** to a field when you need to control or direct which values from PeopleSoft to use for this Interface field. When the condition is met, the PeopleSoft value is mapped to this field.

Record Instance ID

You apply an **InstanceID** to an interface record definition when the data mapped to this record is valid for only a subset of data within the primary PeopleSoft record. If the condition is not met, the record is not formatted.

Two Instance Types apply to selecting data: *Value* and *Ordinal*. Make your selection in the **PI Instance Indicator** field.

Value

Controls selection according to the value in a field. *Deduction Class* is an example of the *Value* Instance Type. The value or list of values indicates which condition must be met in order for the system to select data for processing.

In the PS Value 1 field, enter the PeopleSoft value(s) that should be included or excluded. You can enter multiple values by pressing F7 to add new rows.

Define the PeopleSoft Record Name and PeopleSoft Field1 Name that are tested against the specified value(s). You can direct Payroll Interface to either *Include Values* or *Exclude Values* when the selected value matches the condition you specified.

After retrieving the PeopleSoft value from the record and field identified in PeopleSoft Record Name and PeopleSoft Field1 Name, Payroll Interface tests this value against the entire list of values entered. If it is equal to any of these values, the data is either selected or skipped based on the *Include Values* or *Exclude Values* specification.

Use the word *ZERO* to specify that the value should be compared to the number 0.

Ordinal

Controls selection according to the occurrence of data or entry within a table. For example, in PeopleSoft an employee can have several entries within the Direct Deposit Distribution Table. An **Ordinal** Instance Type tells Payroll Interface which occurrence or row of data within the PeopleSoft record to select for export.

When you choose **Ordinal**, the **Row Number** field is displayed. Here you can specify which occurrence or entry of data within the PeopleSoft Record Name to use for processing. Row Number order is dictated by the Select order on the Primary PeopleSoft Table used to define the interface field or record to which the Instance ID is attached. When using an **Ordinal** Instance Type, Payroll Interface will select only the occurrence that corresponds to the Row Number from the PeopleSoft record defined for export in PeopleSoft Record Name. **Row Number** is applicable only for **Ordinal** Instance Types.

If the Instance type is Ordinal, then the **Row Number** field is used to indicate which row number to choose. It is used if you know in advance the exact row you want to extract.



Using Instance IDs at the Interface Field level works well in conjunction with the Redefines option on the Interface Record Definition to establish mutually exclusive conditions. A common example is exporting either the Hourly or Compensation Rate field to the same export destination based upon two Instance IDs based upon the employee status of either Hourly or Salary. If you find that Instance IDs do not meet your requirement, you can build your own conditional logic in a SQL view and then map/export from the new view.

Interface Process Table Page

Usage	As delivered, the Interface Process Table contains descriptions of each of the special COBOL routines included in the Payroll Interface programs for data translation or formatting. Use this page to document and control which User Exit Program is called for any process you define or any changes you make to those provided.
Object Name	PI_INSTANCE_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Process Table

Prerequisites	None
Access Requirements	Enter a Process ID and a Process Phase.

Interface Process Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Short Desc** (short description).

PI Process ID: A Numeric Identifier

PI Process Phase identifies the point within the Payroll Interface process at which the system executes the special COBOL process. This field is part of the key to the PI Process Table. A **PI Process Phase** associated with a delivered Payroll Interface process is hard-coded into the COBOL program. This means that if you change the **PI Process Phase** for a delivered process, you must also modify the COBOL program. A **Process ID** can have more than one **PI Process Phase** attached to it. The following are translate values for **PI Process Phase**:

- After Field Translation* Indicates that the process is executed after the field value is translated during the Comparison process for data export.
- Before Field Translation* Indicates that the process is executed before the field value is translated during the Comparison process for data export.
- Export File Creation* Indicates that the process is executed during export file creation.

<i>Import Processing</i>	Indicates that the process is executed during import processing.
<i>Record Processing</i>	Indicates that the process is executed during record processing.

Select ***Record*** or ***Field*** as the **Type** of process represented by the **Process ID**.

If the process is one you have defined or is delivered with this turned on (see the table below), select **User Defined Process** to enter the **User Exit Program** field.

*Type:	Record	
User Defined Process	<input checked="" type="checkbox"/>	User Exit Program: <input type="text"/>

User Exit Program

User Exit Program is an eight-position field where you can specify the name of the user-defined program used to transfer the control to execute the process. The system displays this field only if you select **User Defined Process**. If its value is spaces, it indicates a common routine (PIPSPRCS) delivered with the Payroll Interface system. Any other value is the name of the program the system will call when it encounters this special process during Payroll Interface processing.



For more information about **User Defined Processes**, see Writing Your Own Special Process Routines.

The **Returned Value** list applies only when the **PI Process Phase** value is ***Before Field Translation***.

Process ID 000015 - an Example

The purpose of this COBOL process is to perform editing/validation against some data values and set the value of the ***Field*** to which the process is attached to one of the values listed in **Returned Value**. Because the timing is ***Before Field Translation***, you can then use these values on the Field Translation list. The list of values in **Returned Value** documents the process so that you know which values can be used in the Field Translation list and what they represent.

This is another technique to use when coding the COBOL special process routines. It enables you to leverage one COBOL routine for two fields.

We provide this feature because PeopleSoft stores certain tax values in two separate fields: one field for percents and another field for flat amounts. For this type of field, some payroll systems have one field with a **Type** code to specify whether it is a percent or an amount. This special process determines which PeopleSoft field contains the value and returns those fields equal to one identified in the **Returned Value** list. The Payroll Interface Process then converts or translates that **Returned Value** to another value base on the Field Translation list.



If you define further COBOL processes you will need to establish a **Process ID** on this table for each new process or the system will not run those processes. Also, if you attach a new **Process ID** to a field or record, you must have the COBOL routine properly defined.

Process ID Listing

For convenient access to the descriptions and parameters for the Process IDs that are delivered with Payroll Interface, refer to the table below.

<i>Process ID</i>	<i>Process Phase</i>	<i>Short Description</i>	<i>Type</i>	<i>User Defined Process</i>	<i>User Exit Program</i>	<i>Description</i>
000001	Record Processing	Ded End Dt	Record	No	None	Deduction End Date. When the primary PeopleSoft source for the transaction is Additional Earnings, the earnings End Date is matched against the Pay End Date to determine if the Additional Earnings should be stopped.

000001	Export File Creation	0N1 Change	Record	Yes	PIPXPA DP	To stop a deduction exporting a field with the external field id equal to '0N1'. When amount changes to zero this field must be a lower case 'x', otherwise it is blank. When 0N2 is zero and change code is greater than zero, this process sets the change code of the field 0N2 to '0' and set its own change code to '2'. Data in PI_PARTIC_EXPORT for this field will always be 'x'.
000002	Before Field Translatio n	Area Code	Field	No	None	Extract the US Area Code from the PHONE number field if the field contains 10 characters. If the field contains less than 10 characters, spaces is returned.
000003	Before Field Translatio n	City Code1	Field	Yes	PIPSPA DP	This process will return the Locality Code for the City 1 field. If the employee has more than one Locality Code defined, the Locality Code returned is the Locality Code where they work.

000004	Before Field Translation	City Code2	Field	Yes	PIPSPA DP	City 2 Code. Value is used only if resident state and work state are different. Uses the translate entries, but only when needed.
000005	Before Field Translation	Cnt Deduct	Field	Yes	PIPSPA DP	Count Deductions. This special process adds one to a counter for deductions using fields mapped to the ON1 field. It will issue a warning message when the employee has more than 24 deductions.
000005	Export File Creation	Tilde Chr	Field	No	None	For 'Delimited Data' File structures only. Insert a delete character as defined in the working storage of the COBOL program PIPXPRCS.CBL (default of a tilde (~) following the value of the field when it should be deleted. This process will only work when invoked from a 'Process Control' record definition.

000006	Record Processing	Co change	Record	No	None	Company ID has changed. This process recognizes that the Peoplesoft Company ID for this employee has changed. When using this process the Peoplesoft Company ID must be mapped to a field within the record. If the converted value for the Peoplesoft Company ID changes, the record containing this Process ID is formatted.
000008	After Field Translation	Excess	Field	Yes	PIPSPA DP	This process will return the translated Deduction Code for the direct deposit bank account identified to contain the 'excess' within Peoplesoft.
000008	Export File Creation	Skip Blank	Field	Yes	PIPXPA DP	Do not write this field to the output file if the Export Full option is selected and the field is blank.

000009	After Field Translation	Lcl recip	Field	Yes	PIPSPA DP	Local reciprocity. Creates values to apply to the translate table. Only if Local 2 exists then Field 1 will be resident local and Field 02 will be work local.
000010	Before Field Translation	First Name	Field	No	None	String manipulation to extract first name from PeopleSoft name field on Personal Data.
000011	Before Field Translation	Last Name	Field	No	None	String manipulation to extract the employee's last name from the PeopleSoft name field on Personal Data.
000012	After Field Translation	New Hire	Field	Yes	PIPSPA DP	Special process to set the new hire action to a lower case n. This is set when there are no history records for the employee.
000013	Before Field Translation	Old PI ID	Field	No	None	The employee's previous PI_EMPLID is used.
000014	Before Field Translation	Before Field Translation	Field	No	None	Use the old value for this field. This process will map the previous export value for this field into the current record.

000015	Before Field Translatio n	Pct or Amt	Field	No	None	Process to derive a type code from data in two related numeric fields. The first is amount, the second is percent. Both fields must be on the same table and row. The return values reflect non-zero entries in the fields. Examples include: Federal Tax Data, Additional Amount & Additional Percent
000016	Export File Creation	Bypass Rec	Record	No	None	This entire record will not be written to the output file.
000016	Import Processing	Bypass Rec	Record	Yes	PIPMPA DP	Validate and bypass record during import process
000017	Before Field Translatio n	Phone No	Field	No	None	Extracts the 7-digit phone number from the free form PHONE field.

000018	Record Processing	Pygrp chg	Record	No	None	Pay Group change. This process recognizes that the PeopleSoft Pay Group for this employee has changed. When using this process, the PeopleSoft Pay Group must be mapped to a field within the record. If the translated value for the PeopleSoft Pay Group changes, the record containing this Process ID is formatted.
000019	After Field Translation	Rehire Cd	Field	Yes	PIPSPA DP	ADP process - Set Rehire code when the employee's status code was terminated the last time this employee's data was exported and the current status code is 'active'.

000020	Before Field Translatio n	RmSlsh/Dsh	Field	No	None	Remove slashes and dashes from a character string. This routine will return the data value from the PeopleSoft database minus any embedded slashes or dashes. Use this special process to return the USA zip code value without the separating dash, to return the phone number without dashes, or to return any other character data in which you want slashes and/or dashes removed.
000021	Before Field Translatio n	State 2 Cd	Field	Yes	PIPSPA DP	State 2 Code. Resident State Code is used only if resident state and work state are different. Uses the translate entries but only when needed.
000022	Before Field Translatio n	Std Hours	Field	No	None	Standard hours per pay period calculated from standard weekly hours and pay frequency of Pay Group.

000023	Record Processing	Stop DirDp	Record	No	None	The Direct Deposit is stopped. This process recognizes that the Direct Deposit code no longer applies for this employee. When this has occurred the record containing this Process ID is formatted.
000024	Record Processing	Stop AdPay	Record	No	None	The Additional Payment is stopped. This process recognizes that the Additional Payment no longer applies for this employee. When this has occurred the record containing this Process ID is formatted.
000025	Before Field Translation	Stop Code	Field	No	None	This process returns a Yes indicator (a Returned Value of "Y") when one of the following events occurs: Stop Deduction, Stop Direct Deposit, Stop Additional Pay, PI Employee ID change, Company change or Pay Group change.

000026	Record Processing	Stop Ded	Record	No	None	The deduction is stopped. This process recognizes that the deduction code no longer applies for this employee. When this has occurred the record containing this Process ID is formatted.
000027	Record Processing	Stop Goals	Record	No	None	The deduction goals are stopped. This process recognizes that the deduction goals no longer apply for this employee. When this has occurred, the record containing this Process ID is formatted.
000028	Before Field Translation	Stop Date	Field	No	None	This process returns a stop date when any of the following events occur: Stop Deduction, Stop Direct Deposit, Stop Additional Pay, PI Employee ID change, Company change and Pay Group change. The date supplied is the Pay Begin Date minus 1 day. If the event does not occur, spaces are supplied for the stop data.

000029	Record Processing	Stop Save	Record	No	None	The savings plan deduction has stopped. This process recognizes that the savings plan deduction no longer applies for this employee. When this has occurred, the record containing this Process ID is formatted.
000030	Before Field Translation	ST Recip	Field	Yes	PIPSPA DP	State reciprocity. Creates values to apply to the translate table. Only if State 2 exists then Field 1 will be resident state and Field 2 will be work state.
000031	Record Processing	Transfer	Record	Yes	PIPSPA DP	This process will detect when the transfer transaction should be formatted.

000031	Export File Creation	Transfer	Record	Yes	PIPXPA DP	This process will recognize when the PI_Emplid for an employee has changed. The transfer transaction will be generated including the appropriate change indicators for the fields that have changed. The transfer transaction is not stored in PI_PARTIC_ROW.
000032	Before Field Translation	MD Local %	Field	No	None	Maryland Locality percentage. Translate will apply only when State 1 is Maryland.
000033	After Field Translation	SUI/SDI	Field	Yes	PIPSPA DP	An error message will be generated and the employee's data will not be exported to ADP if a change is detected in this field and they have not been assigned a new PI_EMPLID. If necessary, used to validate a change to the SUI/SDI state tax code.
000034	Before Field Translation	> 3 DirDep	Field	Yes	PIPSPA DP	Edits the employee data for more than three direct deposit accounts.

000035	After Field Translation	New PI ID	Field	No	None	Use the current or 'new' PI-EMPLID when the old PI_EMPLID is not the same as the current PI_EMPLID assigned to the Peoplesoft Employee ID.
000036	Import Processing	DPA09	Field	Yes	PIPMPA DP	Save pay date 1 from Direct Pay header record for access by process 000040.
000037	Import Processing	DPA10	Field	Yes	PIPMPA DP	Save pay period end date 1 from Direct Pay header record for access by process 000040.
000038	Import Processing	DPA11	Field	Yes	PIPMPA DP	Save pay date 2 from Direct Pay header record for access by process 000040.
000039	Import Processing	DPA12	Field	Yes	PIPMPA DP	Save pay period end date 2 from Direct Pay header record for access by process 000040.
000040	Import Processing	DPB11	Field	Yes	PIPMPA DP	Select pay dates 1 or 2 from Direct Pay header record PI_CHECK key fields based upon value of this field.

000041	Import Processing	PCX 3E8	Field	Yes	PIPMPA DP	As of date file for balance import process. This process updates PI_BALANCE_YEAR PI_BALANCE_PERIOD and PI_BALANCE_QTR based upon the as of date.
000042	Import Processing	PCX 3E9	Field	Yes	PIPMPA DP	Week Number for balance import process. This process updates all of the current employee's balance entries before they are inserted to the database.
000043	After Field Translation	Goal Amts	Field	Yes	PIPSPA DP	Special process paired with special process 000044. This process will not send the goal limit amount if it is zero on setup and formats the reset of a goal limit amount to zero when needed.
000044	After Field Translation	Goal Code	Field	Yes	PIPSPA DP	Special process to pair the Goal Limit codes with the Goal Limit Amount.

000045	Before Field Translation	Middle Int	Field	No	None	Retrieves the person's middle initial from the NAME field. Names are entered Last Name, First Name, and Middle Name. This routine will take the first character following the space after the First Name.
000046	Before Field Translation	Middle Nme	Field	No	None	Retrieves the person's middle name from the NAME field. Names are entered Last Name, First Name, and Middle Name. This routine returns the name entered following the space after the First Name.
000047	Export File Creation	Skip Field	Field	Yes	PIPXPA DP	This routine causes the Export process to not write the field to the output file when the Export Full option is used and the field is blank.
000048	Export File Creation	Bypass Fld	Field	No	None	This field will not be written to the output transaction file.

000049	Record Processing	Eff Status	Record	No	None	This process checks the effective status field. If it is not active, the data will not be formatted for export.
000050	Record Processing	CSV	Record	Yes	PIPSRCS	Stop for Additional Pay Savings Before Tax and Savings After Tax. Will mark record with a stop deduction as having a stop on the PI Partic Export.
000200	Before Field Translation	GVT Remark	Field	No	None	(USF only) Create an array of remarks codes from the SF50 remarks for inclusion in PACT Record.
000201	Before Field Translation	Tang Amt	Field	No	None	(USF only) If Tangible Benefits > 0 set to "Y" else blank.
000202	Before Field Translation	Intang Amt	Field	No	None	(USF only) If Intangible Benefits > 0 set to "Y" else blank.
000203	Export File Creation	Geo Code	Field	No	None	(USF only) Process GVT_GEOLOC_CD Code.
000204	Before Field Translation	Hire Date	Field	No	None	(USF only) Hire Date evaluation.
000205	Before Field Translation	Posn Title	Field	No	None	(USF only) Position Title Code/Description .

Writing Your Own Special Process Routines

You may need to write your own COBOL special process routines for Payroll Interface. The system isolates your special process routines from core Payroll Interface programs and calls them by retrieving the name you have specified in the User Exit Program field on the Interface Process Table. This way you will not need to modify the core Payroll Interface programs to code your own routines.

We have provided shell programs for the three User Exit invocation points within Payroll Interface. You can use these programs as templates for your own special process routines:

PIPMPOTH	For routines performed during the Import phase.
PIPSPOTH	For routines performed during the Data Preparation/Compare phase.
PIXPOTH	For routines performed during the Export File Creation phase.

To Define a User Exit Program:

1. Make a copy of the shell program associated with the invocation point at which your special process routine should be performed.

Do not modify the shell programs. These programs are setup with the all the necessary Working Storage and Linkage Section data elements already defined and should be preserved as modules for any future development.

2. Change all references to the shell program name to the name of your new program. This can be any name you choose, but if you follow the PeopleSoft naming convention, it will be easier for you to identify the timing of your own User Exit Programs. We suggest you change the last three characters of the program name to the PI System ID for which the routine is written. For example, PI System ID of *ADP* has three User Exit Programs named *PIMPADP*, *PIPSPADP* and *PIXPADP*.
3. Select a PI Process ID for your new routine. Review copy member *PICPRCSW.CBL* and choose an unassigned number between *80000* and *899999*. PeopleSoft has reserved these numbers for process routines you might develop, and they will not be used by PeopleSoft development. Add an 88 level description for your new routine in the copy member. Code your program logic and compile your program.
4. Define your new routine to Payroll Interface by adding your PI Process ID to the Interface Process Table.



AS400 and Oracle/VMS platforms: For these two platforms, you must specify the calls to your User Exit Programs in copy member *PICUEXIT.CBL*. Edit this copy member to add your new User Exit Program in the appropriate place.



For more information about completing the Interface Process Table page, see Interface Process Table Page in this section.

Defining Interface Files

The layout and contents of each of your external payroll system files are defined to the Payroll Interface system on the Interface Definition Table.

Interface Definition File Page

Usage	Use the Interface Definition File page to define your Export and Import file information. This page contains high-level information about an Export file.
Object Name	PI_FILE1_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Definition Table, Interface Definition File
Prerequisites	None
Access Requirements	Enter a File ID.

The screenshot shows the 'Interface Definition File' page. At the top, there are tabs for '&Interface Definition File', 'Interface Definition Record', and 'Interface Definition Fields'. Below the tabs, the 'File ID' is set to 'PHY'. The 'File ID Definition' section includes a 'View All' button and navigation controls for 'First', '1 of 1', and 'Last'. The main form contains the following fields and values:

- *Effective Date:** 01/01/1980
- *Status:** Active
- Description:** Physical File Layout
- Short Desc:** Physical F
- System ID:** PHY (Physical)
- Process Type:** Export
- File Type:** Physical
- Convert Case (only A thru Z)
- Include Header
- PI Record Length:** 111
- Max Fields Per Output Rec:** 30
- Data Delimiter:**
- External Field ID Indicator:** N

Interface Definition File page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Desc** (short description).

Select the **System ID** of the external payroll system. **System IDs** are defined in the Interface System Table described in this section.

Specify the **Process Type** for the file—*Import* or *Export*.

Indicate whether the **File Type** is *None*, *Logical*, *Physical* or indicate one of the data delimited types: *CSV* (comma delimited), *Tab Delm* (tab delimited), or *Other Delm* (other delimited). This field defaults to the **File Type** set up on the Interface System Table. If the external **File Type** is *Tab Delm* or *Other Delm*, enter the **Data Delimiter** you specified for the **System ID** on the Payroll Interface System Table. If you use *CSV*, the **Data Delimiter** is automatically set for you as a comma.



For more information about the Interface System Table and delimited file structures, see Delimited File Structures in the Interface System Table 1 Page topic of this section.

Convert Case indicates whether lower-case characters for this file should be converted to uppercase. To convert exported data to uppercase, select this check box. Convert Case is applicable to ASCII formats.

The **Include Header** check box defaults to either on or off according to the setting you chose on the Payroll Interface System Table for the **System ID**. When the **File Type** is either *Physical* or *Logical*, though, this check box is grayed out. When this check box is selected, a header record will be created. The header record will contain the External Column Name as defined on the Interface Field 1 page for all of the fields defined in the Interface Definition Record.

Indicate the **PI Record Length** of records in the file. For comma separated, tab delimited, and other delimited file types, **PI Record Length** must be zero.

Max Fields Per Output Rec (maximum fields per output record) indicates the maximum number of fields per logical output record for the file. This value is determined by the definition of logical records in your external payroll system.

Enter *Y* or *N* in the **External Field ID Indicator** field to specify whether or not to include the External Field ID. The **External Field ID Indicator** is commonly used for Logical records. When this check box is selected, the data records will contain the External Field ID as defined on the Interface Field 1 page for all of the fields defined in the Interface Definition Record.



For more information about the Interface System Table, see the Interface System Table 1 Page topic of this section.

Interface Definition Record Page

Usage	Use the Interface Definition Record page to define your export records within a file.
Object Name	PI_FILE2_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup Interface Definition Table, Interface Definition Record
Prerequisites	None
Access Requirements	Enter a File ID.

Interface Definition Record page

The inner scroll area controls the various record definitions for this file. The **Rec Seq#** indicates the sequence of each record within the file.



The system will assign sequence numbers as you add or delete records. However, if your external system requires the data in a specific record sequence, you should be sure that the sequence numbers continue to reflect the sequence in which records should occur.

Each record definition should have a unique **Record ID**. Record definitions are used for organizing data for the Export process and for defining the Export file. So you are likely to have more record definitions on this table than are described by your payroll system documentation.

If your payroll system uses **Record IDs**, you may want to use those to identify your records.

Select the **Record Type** for the record. The following are valid **Record Types**:

- Header** Written out first to identify the beginning of a file. Multiple headers are allowed.
- Trailer** Written out last to identify the end of a file.
- Data** Imported or exported data. A data record must have a **Primary PS Record**.
- Process** Record definitions used by the COBOL process and associated with specific process events, such as stop deductions. Process records must also identify the **Base Rec** (base record).

Not Procd

Used for Import files only. This indicates a payroll system record, within the Import file, that is not processed by Payroll Interface.

If you select any **Record Type** other than **Process**, then the row will build a record type within the file.

If you have multiple Data-type records on your Interface Definition, the first **Record Type** of Data should have the Primary PS Record set to Job .



Note for CSV files. Each Data-type record needs to be assigned to a separate, individual Interface Definition File. If you have multiple records (and Interface Definitions), assign each of them to the appropriate PI Config ID.

Use **Description** to clarify the role of the record definition in the Interface Process. **PS Record** is the PeopleSoft Table selected from (for Export) or inserted into (for Import) as the primary process for this interface record.



In the Compare step of the Export process, the **PS Record** determines what data is available for fields attached to this record.

If you select **Process** as the **Record Type**, the **Base Rec** field will become available. The data value used in the **Base Rec** field is a **Rec Seq#** from another row on this table. The **Base Rec** ties the indicated process to another **Seq#** row. For example, if the row labeled with **Seq# 80** concerns deduction data and the row labeled with **Seq# 140** defines the **Process ID** used to stop the deduction, then **80** would be the **Base Rec** for **Seq# 140**.

Occur Ind defines the correspondence between rows in the **PS Record** and records in the interface Export file. The Occurrence Indicators provided are the following:

Occurrence Indicator	Description
Single to Single	<p>Where one primary PeopleSoft row is selected for each employee processed. This means that you are pulling data from a record that will have a single record (or row) of information to a single definition record (or row) of information.</p> <p>Example: Personal Data will have one row of information that you will want to pull and it will write one row of information for this data.</p> <p>Illustration:</p>

Occurrence Indicator	Description
	<p>(Name, Address, City, Country)</p> <p>"Doe,Jane","854 Mill Rd","Anywhere","USA"</p>
<p>Multiple to Single</p>	<p>Where a PeopleSoft record has multiple occurrences that are mapped to a single Payroll Interface Record in the payroll system. This means that you are pulling data from a record that may have multiple records (or rows) of information to a single definition record (or row) of information.</p> <p>Example: Direct Deposit may have more than one row of data for an employee that the system needs to read in order to see whether the data changed. You would want to pull all rows of data and write them to one row on the data file.</p> <p>Illustration:</p> <p>(SSN, Trans/ABA, Account #, Account Type, Amount)</p> <p>"354567980","123456789","85987-00","C",500.00,"123456789",85987-001","S",200.00,"123456789","85987-002","S",50.0</p>
<p>Multiple to Multiple</p>	<p>Where the primary PeopleSoft record has multiple occurrences and each one is mapped to a Payroll Interface Record. The Occurrence Key field is required to distinguish each occurrence. This means that you are pulling data from a record that may have multiple records (or rows) of information to multiple definition records (or rows) of information.</p> <p>Example: Ded Calc and Additional Pay may have more than one row of data for an employee that the system needs to read to see if data changed. You would want to pull all rows of data and write them to multiple rows on the data file.</p> <p>Illustration:</p> <p>(SSN, Ded Code, Ded Amount)</p> <p>"354567980","401K",200.00</p> <p>"354567980","HEALTH",150.00</p> <p>"354567980","UWAY",50.00</p> <p>"354567980","VISION",25.00</p> <p>OR</p> <p>(SSN, Pay Code, Pay Amount)</p> <p>"354567980","CAR",200.00</p> <p>"354567980","DIEM",250.00</p> <p>"354567980","FLEX",60.00</p>

InstanceID indicates which rule applies to selecting data for mapping to this PI Record. The actual rule and the data values to test are defined in the **InstanceID**.



For more information about Instance IDs, see the Interface Instance Table Page topic in this section.

Process ID identifies any special COBOL process required to generate the record. A **Process ID** can also be used to identify a unique event such as *Stop Deduction*. A **Process ID** is always associated with a PI Record.

If your external payroll system requires a specific value to identify the end of the record, use the **Record Terminated Value** and **Record Terminated Length** fields to indicate the value and the character length of the value. This is not required for physical or set-length records.

As delivered, PeopleSoft Payroll Interface has Process IDs defined for the following special events that set an indicator that can be used later by another special process indicator:

Process ID	Description	Special Event
00001	0N1 Change	Used for Logical File Types. Assigned to Data Records for DED_CALC, and Savings. (Record Type = Data)
000023	Stop DirDP	Stop Direct Deposit. (Record Type = Process)
000024	Stop AdPay	Stop Additional Payment – Assigned the Stop Record. (Record Type = Process)
000026	Stop Ded	Stop Deduction – Assigned the Stop Record. (Record Type = Process)
000027	Stop Goals	Stop Deduction Goal – Assigned the Stop Record. (Record Type = Process)
000029	Stop Save	Stop Savings Plan Deduction – Assigned the Stop Record. (Record Type = Process)

000050	Savings, Additional Pay	<p>Assigned to the Data Records for non-Logical File formats (i.e., CSV) for Additional Pay and Savings Plan Before and After Tax. (Record Type = Data)</p> <p>These Record Ids must be named:</p> <p>‘SAVE’ for Before-Tax Savings</p> <p>‘SPAT’ for After-Tax Savings</p> <p>‘APAY’ for Additional Pay.</p>
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Use the long **Description** field to document information about the usage of each record and to maintain documentation. We view Payroll Interface as an application *and* a development tool, and this description field enables you to document your thought processes during record definition.



For each record on the Interface Definition Table defined as Record Type = Data, the key structure (Key = Record) must contain the field which is defined as the Employee Field ID on the Interface System Table.

Interface Definition Fields Page

Usage	The Interface Definition Fields page provides a record layout tool for associating payroll system fields with your interface file records.
Object Name	PI_FILE3_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup Interface Definition Table, Interface Definition Fields
Prerequisites	None.
Access Requirements	Enter a File ID.

Field Seq#	ReDef	Field Id	Descr	Start Pos.	Field Len	Field1 Nm	Conv. Case	Revers. Sig	Key Field	Group ID
10	<input type="checkbox"/>	COMPNY	Company	1	6		<input type="checkbox"/>	<input type="checkbox"/>	Record	
20	<input type="checkbox"/>	RUNID	Run Id		6		<input type="checkbox"/>	<input type="checkbox"/>	Record	

Interface Definition Fields page

Like the records they make up, fields are sorted by **Field Seq#** (sequence number). Each field is identified by a **Field ID**. Field IDs are defined on the Interface System Table.



For more information about the Interface System Table and defining your Payroll Field IDs, see *Defining Your Payroll System Data Fields* in this section.

If the position in a record used by a field is also used by a subsequent field for a different purpose, the **Redef.** (redefine) check box allows you to select the secondary for later use. The secondary field must immediately follow the first definition with this position in the record.

The system calculates each field's **Start Pos.** (starting position). **Field Len** (field length) and **Field1 Nm** default from the Interface Field Table described in this section.

If your file is a Physical type, the starting position and field length fields can be used as a guide when validating that the length of the fields has been set in the correct layout for the physical file.

Conv. Case (conversion case) enables you to override the case requirement of a field. If an individual field (but not the entire record) is required to be upper case in your payroll system, select this check box. Used for ASCII files only.

If a field is a signed numeric field and the payroll system requires that the sign be reversed, select the **Revers Sig** (reverse sign) check box. An example of this requirement is PeopleSoft Additional Earnings. For some payroll vendors, you can enter additional earnings as a negative deduction. If so, for Additional Earnings (a positive value), you would select the **Revers Sig** check box to reverse the sign to negative.

The following are values for the **Key Field**:

None Indicates a data-only field.

Record Defines a field as a *Primary Record Key* without additional Occurrence or Effdt keys. The system will format only one record per employee.

Occurrence

For any given record key, several transactions will be generated for each set of Occurrence keys. Defines a key field with multiple occurrences per record key, allowing multiple records to be formatted per record key.

Non Key

Indicates that the field is not a key field.

Effdt

A special type of Occurrence key which allows you to specify a particular field as the effective date on the record. In addition to Occurrence key functionality, further processing is done to eliminate redundant information. For example, if you are using *Job* as the source for a Department Assignment record, you may want to pass only the rows that show a change in the data on that record. Using *Effdt* instead of *Occurrence* will trigger processing that eliminates rows with no changes to Department.

Company

If a field is marked *Company* and the Process Filter value on the Interface System Table 1 page is also *Company*, the system activates a filtering mechanism. Only those rows that have a *Company* value matching the processing company (the company tied to the run ID) will be formatted and passed to the interface.



For more information, see Company-Level Filtering.



To make a field a key (using *Record*), every Key value in every row above the field must also be defined as a key (*Record*). The system will deliver a COBOL error message if you order the key field in a manner such as *Non Key, Record, and Non Key*.

Group ID identifies fields that must be kept together either for exporting or importing. All fields in the record that have the same **Group ID** will be exported or imported whenever any of them are exported or imported. You may want to group fields because of data relationships or because of positional considerations. Group IDs are defined on the Interface Group Table described in this section.



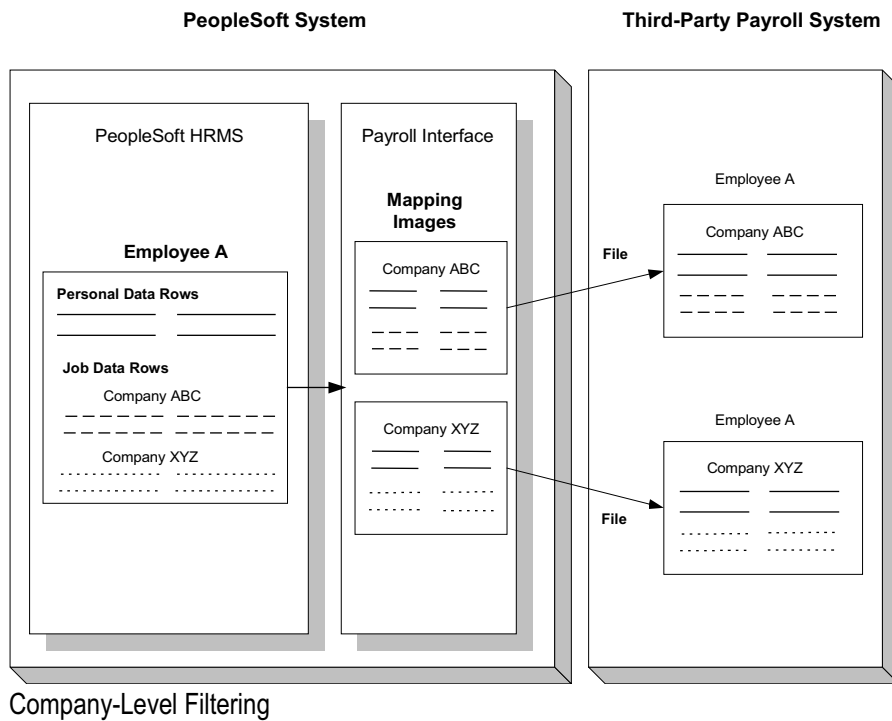
For more information about defining Group IDs, see Interface Group Table Page.

Company-Level Filtering

If you utilize company-level filtering, you are indicating that the PeopleSoft system should filter rows of data according to their company value for processing by Payroll Interface. More specifically, if you choose to filter at the company level, the **Company** value assigned to a particular row of data must be the same as the company you are processing in order for the row to be formatted and passed to the interface. If you choose not to filter by company, *all* rows created by Payroll Interface for each Company/Pay Group combination will be available for export.

For example, in PeopleSoft, you indicate that an employee has transferred from one company to another by simply adding a new JOB row with the action **Transfer**. In some third-party payroll systems, however, the company is part of the employee key; therefore, when an employee transfers to another company, Payroll Interface creates a new employee dossier (pool of data). For the transferred employee, you will issue a Termination on the old company and a Hire on the new company.

After a transfer occurs the system creates two images within Payroll Interface, one for each company. With company-level filtering, a change in employee data may apply to both images (the case for PERSONAL_DATA rows, which would not have **Company** as a key field). In other cases, it may apply to one image (such as JOB row data, which you would generally want to filter by company). You can track retroactive changes even if the changes pertain to a company the employee has already left. If you had not used company-level filtering, the third-party payroll system would store one set of transactions, without creating separate dossiers and without redundant data (like PERSONAL_DATA rows).



Let us look at data for an individual employed in multiple companies over a period of five years. Assume that only one Pay Group exists per company.

Company	Effdt	Comprate
CCB	01-01-1999	500
CCB	01-01-1998	450
PST	01-01- 1997	425
PST	01-01-1996	400
CCB	01-01- 1995	325

If you change data in the 1995 row, you must send the data to company CCB. If you change the 1997 row, you send the data to company PST.

To summarize the mapping process:

- You must first have selected the **Company** Process Filter at the system-level (on the Interface System Table 1 page).
- For records that will be filtered by company, specify on the export transaction (Interface Definition Fields page) the field(s) to be used for filtering by assigning them a Key Field value of **Company**. If you do not identify a Company field, all transactions will be written for that record (non-filtered processing).
- For this Company field, you have the choice of using a constant value equal to the Processing Company (used for PERSONAL_DATA) or using the company from JOB (or a view based on JOB).



The system compares the field mapped as Company to the Processing Company only after translation.

Eliminating Redundant Effective-Dated Rows

When you identify a field on your export record as an Effective Date, the rows are put through an extra process to eliminate redundant records from PI_PARTIC_EXPT and to remove excess information from the Target System.

The following diagram is an example of the kinds of processing that are dependent on treating Target Effective Date differently from other Occurrence keys. In this example the system will *only* export rows for which there is a change in the Target Effective Date.

Information on JOB:

Effective Date	Effective Sequence	Comprate	Department ID
1999-01-15	0	100	00100
1998-12-12	0	100	00200
1998-12-10	0	85	00200
1997-06-10	0	85	00300
1997-05-31	0	75	00400

If you identified the **Effective Date** field as an **Occurrence** key, you end up with five rows for export. To eliminate the redundant information, mark the **Effective Date** field as **Effdt**. You will end up with the following data on your export:

Data on Export

Effective Date	Comprate
1998-12-10	100
1997-06-10	85
1997-05-31	75



This processing is dependent on the Collate Order you specify on the source table you use. You must indicate an **Ascending** Collate Order for the **Effective Date** field; otherwise, you will eliminate all but the last row.

Interface File Handle Table Page

Usage	Use the Interface File Handle Table page to assign a handle to each of your external files. Files handles are used to connect an operating system to the Payroll Interface Process. You can then identify these handles in the Interface Configuration to Export or Import files.
Object Name	PI_FLHANDLE_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface File Handle Table
Prerequisites	None
Access	None

Requirements	
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Interface File Handle Table

Definition		View All	First	1-6 of 7	Last
File Handle:	C1	File Name C:\TEMP\MASTER.CSV	+	-	
		Description Sample CSV Master File			
File Handle:	C2	File Name C:\TEMP\DEDUCTION.CSV	+	-	
		Description Sample CSV Deduction File			
File Handle:	C3	File Name C:\TEMP\BEFORE-TAX-SAVINGS.CSV	+	-	
		Description Sample Before Tax Savings File			
File Handle:	C4	File Name C:\TEMP\ADDITIONAL-PAY.CSV	+	-	
		Description Sample Addl Pay File			
File Handle:	C9	File Name C:\TEMP\PDXYZ.DET	+	-	
		Description Check Detail			

Interface File Handle Table page

Insert a row for each file to which you assign a **File Handle**. Enter the **File Name** and a **Description** for each file.

You can assign any combination of two-digit alphanumeric characters to the **File Handle** number, regardless of file format.

Enter the exact path and file name in the **File Name** field that corresponds to your file handle's location. The Payroll Interface Export and Import process will use the information in this field for file Input-Output processing. Be sure to use the appropriate syntax for your operating system (e.g., PC-based, Unix-based, etc.).

For management purposes and clarity of system design, it is recommended that each file handle number be assigned a unique process type (export or import).

Interface Configuration Table Page

Usage	Use the Interface Configuration Table page to define the Payroll Interface Configurations that apply to your Pay Groups. Each Configuration ID represents a processing group in your payroll system and specifies the files used in the Payroll Interface for that processing group.
Object Name	PI_CONFIG_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Configuration Table
Prerequisites	None

Access Requirements	Enter a PI Configuration ID.
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Interface Configuration Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Status**.

Enter a **Description** of the processing group that the **Config ID** (configuration ID) represents and specify the **System ID** of the payroll system to which that processing group belongs.

Insert a row at the inner scroll for each **Interface File ID** that you will import from or export to the payroll system for this processing group. **File Handle** is defined for each file on the Interface File Handle Table described in this section.



The values you define here will be used on the PeopleSoft Pay Group Table, where you will assign Payroll Interface **Configuration IDs** to Pay Groups in order to identify the payroll system and the interface files that apply to the Pay Group.



For more information about the Pay Group Table, see Pay Group Table - Process Control Page.

Interface Group Table Page

Usage	Use the Interface Group Table page to define Group IDs that represent multiple fields to be imported or exported together by the Payroll
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	Interface Process on the same Interface Definition.
Object Name	PI_GROUP_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Group Table
Prerequisites	None
Access Requirements	Enter a System ID and a Group ID.

Interface Group Table

System ID: PHY Physical File Format

Group ID: DED

Process Type: Export

Description:

Short Description:

Peoplesoft Record Name:

Peoplesoft Field1 Name:

PS Key Value:

Interface Group Table page

Each **Group ID** will apply to one **Process Type**: *Import, Export* or *Exp/Imp*.

For *Export* processing, a **Group ID** identifies multiple fields that must be exported together when data changes in any field in the group.

For *Import* processing, a **Group ID** identifies a group of fields that correspond to one row in the PI Check or PI Balance Tables. The PI Check and PI Balance Tables are standalone tables that are populated when you import data via Payroll Interface from your third party payroll service.



A **Group ID** is a way of grouping fields to indicate to the system that they should be processed together. In essence, it directs the system to export or import all fields associated with the **Group ID** if any one of the fields has changed. It directs the system to export or import every field that has the same **Group ID** on an Interface Definition Record.



As an example you might want to set up your system to associate related fields. You might have two codes: a Deduction Code field and an Amount field. Grouping these two fields together with a **Group ID** would signal to the system that if the Amount were to change, it would export both the Amount and the Deduction Code fields.



The **Import Group ID** can associate an additional field and value for the PeopleSoft table to which the data in the Import file is inserted. This allows translation of a record position in the Import file to a key value in the PeopleSoft table.

Interface Employee Table Page

Usage	Use the Interface Employee Table page when your payroll system employee ID is independent of your PeopleSoft Employee ID.
Object Name	PI_EMPLID_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Setup, Interface Employee Table
Prerequisites	None
Access Requirements	Enter an Employee ID and an Employee Record Number.

Interface Employee Table page

For every System ID you create for a third-party provider, you must determine how you will uniquely identify that PeopleSoft employee ID. There are a number of options available to you and the Payroll Interface Employee table provides you with the tool to create a unique ID and allow you to export or import this value, and have a permanent mapping to the HRMS tables. The determining factor of what the third-party unique value will be is driven by the payroll system's requirements.

Three options are delivered with Payroll Interface that you choose when setting up the System ID Table. The options include:

Using Interface Employee Table

When you select the Convert Using Interface Employee Table, the PS_PI_EMPLID_TBL must be manually loaded prior to running a PI Export process. Payroll Interface looks up the PI_EMPLID as defined in the PS_PI_EMPLID_TBL by the appropriate PI System ID, employee ID and employee record number. The PI System ID is defined by the PI Config ID assigned to the employee's pay group. On the Interface Configuration Table, the Interface File ID corresponds to only one PI System ID.

Note. If you use this method to convert employee data, you need to set up a record in this table for every employee. This is a data maintenance issue since the Interface Employee Table will need to be updated any time there is an employee change, such as new hires. If you use the PeopleSoft Employee ID or the National ID, you do not need to maintain this table. The Payroll Interface process will maintain it for you.

Using PeopleSoft Employee ID

When you select the Convert Using Peoplesoft Employee ID, PeopleSoft Employee IDs (the EmplID field from the Job record) are automatically inserted into the PS_PI_EMPLID_TBL on a new hire.

Using National ID

When you select the Convert Using National ID, PeopleSoft National IDs (from the PERS_NID record) are inserted into the PS_PI_EMPLID_TBL on a new hire.

Note. For each record on the Interface Definition Table defined as Record Type = Data, the key structure (Key = Record) must contain the field which is defined as the Employee Field ID on the Interface System Table.

Note. The system will issue the error message 'PI EMPLID is not found' (004023) if you select Using Interface Employee Table, but do not set up the Payroll Interface Employee IDs for each employee record number.



For more information on the Interface Employee Table, see Interface Employee Table Page.

Exporting Multiple Job Data

When you select either Using National ID or Using PeopleSoft Employee ID as the value for the Convert field, the result will be multiple export records for the same National ID or PeopleSoft Employee ID.

When you select Using Interface Employee Table, the PeopleSoft Employee ID must be translated into a unique Payroll Interface Employee ID for each employee record number. You will identify a unique payroll ID by using a combination of PeopleSoft Employee ID and Record (Job) Number. This creates a separate employee in the third-party payroll system for each job.

If you are using multiple jobs in PeopleSoft, but only want to export a single job through Payroll Interface, you could identify a particular Job Record Number for ALL employees, then create an Instance ID attached to the record mapped to Job to include only that specific Job Record Number.



It is your responsibility to ensure that your third-party payroll system does not receive duplicate data. This can be accomplished by including the employee record number in the mapping or perhaps the employee's jobs are part of different configurations and can be mapped to different third-party systems.



For more information about using the Multiple Job functionality for the Payroll Interface, see Exporting Multiple Job Data.



For a field that is defined as the Employee ID Field, you do not need to enter a PS Record or Field. It is system maintained per the Convert dropdown on the Interface System Table.

USF Configuring for Export to the NFC

The primary third-party payroll system used by agencies in the Federal Government is the National Finance Center (NFC). PeopleSoft Payroll Interface for U.S. Federal Government is delivered with a sample template configuration (NFC System ID) that specifically address the needs of agencies to export their HRMS position and job data to the NFC.



USF This section applies only to those exporting their data to the NFC.



USF Do not assume that the sample NFC configuration (NFC System ID) will meet all of your needs for data export to the NFC. Always test the configuration and, if necessary, modify it to meet your specific data export needs.



USF If you are exporting data to the NFC, you **must** use the NFC System ID. You may modify the configuration under the NFC System ID, but you must use the NFC System ID when exporting data to the NFC.

USF Understanding the NFC Interface

The NFC Interface utilizes six records (tables) that are not utilized in the generic product. They are the following:

GVT_PI_AWD_VW	SF50/52 award information for the NFC's 110 record
GVT_PI_DATA_VW	A view of all personal, employment, and job data used in the processing of SF50/52 forms for the NFC's PACT 063 Data record
GVT_PI_EDUC_VW	Education information for the NFC's PACT 063 Data record
GVT_PI_RMKS_VW	SF50/52 remarks information for the NFC's Remark (RMK) record
GVT_PI_POIP_VW	The NFC's PMSO Individual Position Record (i.e., 2056)
GVT_PI_POMR_VW	The NFC's PMSO Position Master Record (i.e., 2055)

The NFC sample template (NFC System ID) configuration will export your position and job data to the NFC. This NFC template is not to be considered a ready-made data export solution, but rather a starting point for data mapping and system configuration specific to the NFC. Modification of this configuration is often necessary to address unique needs at each agency.

When exporting data to the NFC, Payroll Interface exports two files rather than one. One file contains employee data and the other contains position/job code data.

The sample template for the NFC does not come with a configuration for importing data. However, with proper configuration, an import of data from the NFC is possible.

The processing logic in the underlying COBOL programs functions differently when accessed by a U.S. Federal Government user. That is why you must process your export through the NFC System ID configuration in order to be sure that the correct programming logic is activated. The NFC configuration processes using an indicator that tells the Export process whether the data should be exported or not. The generic Payroll Interface does compare the newly selected rows to be exported and those that were exported previously for changes.



USF In addition to referring to the NFC System ID, Payroll Interface also uses the Industry and Industry Sector codes set up in your Human Resources system to identify U.S. Federal Government users.

When you indicate that you would like to export a full set of records, the NFC export will only export the last effective-dated row for both employee data and position/job code data.

The sample template configuration will include the appropriate header information in the two Export files per the NFC's requirements.



USF Since the NFC System ID template is configured to produce an export of employee and position/job data, full position management should be implemented in PeopleSoft Human Resources when using the NFC Interface.

PI Cloning Utility Page

Usage	Use the PI Cloning Utility page to create an exact copy of the records (tables) being cloned so that you can add/modify/delete from that set of new records in order to create a modified System ID/File Definition for an additional Export or Import process.
Object Name	PI_RUNCTL_SID_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Process, PI Cloning Utility
Prerequisites	Make sure the source records (tables) are properly defined prior to cloning them.
Access Requirements	Enter a Run Control ID



PI Cloning Utility page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

There are times when it is much easier to copy (clone) and modify a Payroll Interface export and/or import setup as opposed to defining an entirely new setup. The cloning utility eliminates a lot of development time by allowing you to take advantage of an existing setup to create a new setup. This is especially helpful when you know that your existing setup functions properly.

Sometimes you might want to clone the sample setup data that is delivered with Payroll Interface. Alternatively, you might have an already existing Export and/or Import process that you want to modify to export and/or import to a different third party payroll system.

Payroll Interface System ID Cloning Utility

You can clone the System ID for one or all of the following sets of records (tables):

- PS Tables: PI_PS_RECORD, PI_PSREC_FLD, PI_PS_REC_LANG
- Field Table: PI_FIELD_TBL, PI_FIELD_LANG, PI_FIELD_XLAT
- Group Table: PI_GROUP_TBL, PI_GROUP_LANG
- Instance Table: PI_INSTANCE_TBL, PI_INSTANC_LANG

You must enter the **Clone from Sys ID** and the **Clone to Sys ID** for the cloning process to work properly. You must enter the new (or **Clone to**) System ID in the System ID Table.

PS Tables Select this check box to clone the PS Tables records.

Field Table Select this check box to clone the Field Table records.

Group Table Select this check box to clone the Group Table records.

Instance Table Select this check box to clone the Instance Table records.

- Clone from System ID** Enter the System ID for the source records.
- Clone to System ID** Enter the System ID for the destination records.

Interface Definition Cloning Utility

You can clone the File ID by entering a **Clone from** and **Clone to File ID** for the Payroll Interface Definition tables. This will clone the following tables:

- PI_DEFN_FILE
- PI_DEFN_F_LANG
- PI_DEFN_RECORD
- PI_DEFN_R_LANG
- PI_DEFN_FIELD

- Clone from File ID** Enter the File ID for the source records.
- Clone to File ID** Enter the File ID for the destination records.

The System ID field within the file definition record will have to be manually changed to a new System ID, if needed.

Beware of Process IDs in the Interface Definition record if you clone. Some processes may be specific to certain file types. For example, if you are cloning from a LOGICAL file type to a CSV file type, then you would not want to retain PROCESS ID = 000001 in the Deduction record definition.

The clone process is an Application Engine program called PI_CLONE.

The long description fields in the PS Tables and in the Interface Definition Record will become blank on the cloned records.

Exporting to a Table

There are certain system setup issues you must consider when exporting your data to a table.

File Handles

Since the Export to a Table option doesn't write to a file, you don't need to worry about file handles. You only have to enter one to save the page.

Sequence Numbering logic

In the PI_PARTIC_EXTBL table, the SEQ_NUM field corresponds to a PI Group ID. The Export to a Table option uses the SEQ_NUM the same way you'd use a Group ID (i.e., paired fields). So where two or more fields are grouped, whenever one of them changes, the system will send all of them. Whenever the Group ID is the same, then the SEQ_NUM will not increment.

For the Sequence Numbering logic to work properly, you **must** put each grouped field next to the others. For example, Group ID 'DED' can be used to pair the Deduction Code and Deduction Amount fields. Every field on the record that uses the DED Group ID adjoins each other. There are no fields in between without the Group ID.

Stop Transactions

To recognize a Stop Transaction in Payroll Interface, the delivered Record-level Process IDs must be used. PeopleSoft developed code that moves the pay period end date (of the pay calendar entry being used with the run control) to the DATE_VAL field in the PI_PARTIC_EXTBL table when a Stop Process is identified. Along with the date, you'll see the corresponding field ID and CHAR_VAL (for example, for a Deduction Code).

Exporting Multiple Job Data



This section discusses issues relevant to the proper exporting of multiple jobs data via Payroll Interface. **For more general information** about multiple jobs functionality, see Working with Multiple Jobs in the *PeopleSoft Application Fundamentals* PeopleBook.



It is your responsibility to ensure that your third-party payroll system does not receive duplicate data. This can be accomplished by including the employee record number in the mapping or perhaps the employee's jobs are part of different configurations and can be mapped to different third-party systems.

Multiple job data will be exported according to the following criteria:

- An export record will be created for each job held by a multi-job employee that is set up with a Payroll Interface Company/Pay Group.
- All records that use the employee record number in the key will send the appropriate data for that record number.
- All records that do not contain the employee record number in the key—Personal Data, for example—will send the same information to both export records.

The deduction calculation process will adhere to the following criteria:

- The deduction calculation process within Payroll Interface—or the deduction calculation process in Payroll for North America—will only reference data for the primary job. This avoids the problem of overcharging for benefit deductions for multi-job employees. Benefit deduction data for a multi-job employee, with both jobs being paid via Payroll Interface, will be sent to only one export row.
- If a multi-job employee is paid for one job via Payroll Interface and the another job using another payroll system, benefit deductions will only be sent to the third-party payroll system if that job is defined as the primary benefit job.
- The exception to the above rules is if the employee has concurrent jobs that have different Benefit Programs setup on the Job rows. Each Benefit Program will have one job within the program be considered a primary job, and the deduction calculation program will send out multiple export rows based on the benefit enrollment.
- General Deductions will only be linked to one of the jobs if the employee has concurrent jobs. The keys to the General Deduction table are Employee ID and Company. The employee record number is not part of the key. Because general deductions are not attached to a Benefit Program, you must follow special procedure for Payroll Interface. The Payroll Data panel must be setup to reflect which job will be considered the primary job for each employee. The page currently defaults to the zero employee record number, but can be modified at the employee data level.



If you are using Interface Employee Table to maintain a set of Payroll Employee IDs, note that the Interface Employee Table is keyed by PeopleSoft Employee ID, and Record (Job) Number. You can identify a unique payroll ID by using a combination of PeopleSoft Employee ID and Record (Job) Number.



If you are using multiple jobs in PeopleSoft, but only want to export a single job through Payroll Interface, you could identify a particular Job Record Number for ALL employees, then create an Instance ID attached to the record mapped to Job to include only that specific Job Record Number.

Defining a Multi-Job Employee

On the Interface System Table page, you can select any of the following values in the ‘Convert’ field:

- Using National ID
- Using PeopleSoft Employee ID
- Using Interface Employee Table

When you select 'Using National ID' or 'Using PeopleSoft Employee ID' on the System Table, the export result will be multiple export records for the same National ID or PeopleSoft ID. It is up to you to insure that the third-party payroll system does not receive duplicates. This can be accomplished by including the employee record number in the mapping or perhaps the two jobs are part of different configurations and are being mapped to different third-party systems.

When you select 'Using Interface Employee Table', the PeopleSoft EMPLID must be translated into a unique Payroll Interface EMPLID for each employee record number. This creates a separate employee in the third-party payroll system for each job.



The system will issue the error message 'PI EMPLID is not found' (004023) if you select 'Using Interface Employee Table', but do not set up the Payroll Interface EMPLIDs for each employee record number.

Export Processing for a Multi-Job Employee

An export record will be created for each job held by a multi-job employee that is set up with a Payroll Interface company/pay group.

All records that use employee record number in the key will send the appropriate data for that record number.

All records that do not contain employee record number in the key—Personal Data, for example—will send the same information to both export records.

All of an employee's jobs will be exported for a Payroll Interface configuration, whether the jobs are from the same or different pay groups or the same or different companies.

When a concurrent job is added or terminated, it is not be treated any differently than the way a single job is hired or terminated in the current system.

Deduction Calculation

A primary job is defined for Benefits within a benefit record number. Whether processing Payroll for North America or the Ded Calc process in Payroll Interface, deductions will only be calculated for this primary job. This solves the 'double dipping' benefit deduction problem for multi-job employees.

A multi-job employee with one job using Payroll Interface and the other job using another pay system will only send benefit deductions to the third-party payroll system if that is the job defined as the primary benefit job.

Multiple jobs can have different Benefit programs. Jobs with different benefit programs will have a primary job for each benefit program. The Payroll Interface deduction calculation program will export one row for each benefit enrollment.

General Deductions are not attached to an employee's record number for multiple jobs. The processing logic for general deductions is separate from benefit deductions. Payroll Interface requires the employee's record number for processing multiple jobs. The Payroll Interface deduction programs attach an employee record number to the general deduction using the online information entered on the Payroll Data page. This allows the Payroll Interface export to attach the General Deduction to an employee's export record based on the Employee ID/Employee Record Number combination.



For more information on the Payroll Data page, see Payroll Data 2 Page.

Other Multiple Jobs Issues

You can control the expansion of the system to have another key alongside the PeopleSoft Employee ID, the National ID, or the PI EmplID. If you need to uniquely define a second job on the third-party payroll system, use a view, the multiple national ID field on the personal data pages, or the Payroll Interface existing translation logic. The approach you choose depends on the third-party payroll requirements.

If there is a requirement for a single check, a view could be created to combine the values into one amount for each Deduction Code. Payroll for North America calculates the deductions based on the assumption that all of the deductions will be subtracted from one check, or all checks. Payroll Interface treats each Employee ID/Employee Record Number as a separate row of information. Each job will be treated as a separate check. This gives you tremendous flexibility when mapping your information to the third-party provider.



For more information, see *Maintaining Primary Job Data* in your *PeopleSoft Base Benefits* PeopleBook, and *Single Pay Check* in your *PeopleSoft Payroll for North America* PeopleBook.

Exporting Your Data



This section contains information on preparing for the export of your data to a third party payroll system. For more information about how to export the data, see *Exchanging Data Using Payroll Interface*.

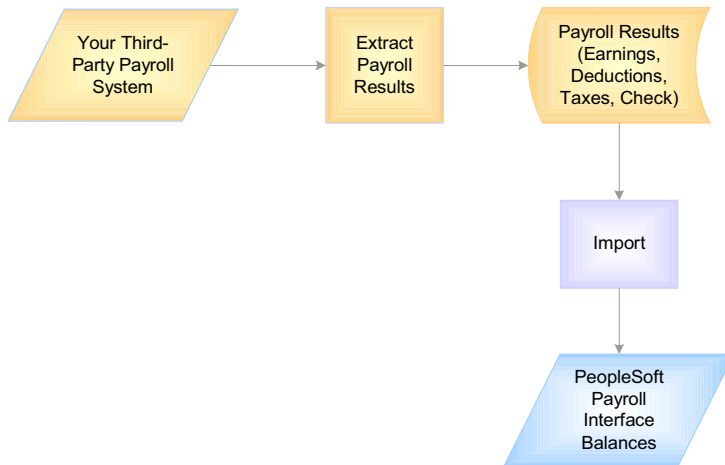
CHAPTER 8

Preparing for Data Import

Payroll Interface gives you the ability to import data from your third-party payroll system into Payroll Interface tables. Careful planning is necessary to properly implement the import feature.

To clearly illustrate exactly how the Payroll Interface import process functions, the sequential steps to the process are listed below and illustrated in the accompanying graphic.

1. Your third-party payroll system has produced your payroll results.
2. Your third-party payroll system then creates an import (ASCII) file of your payroll data and delivers it to you. Assuming you have adequately analyzed your third-party payroll system's import file and mapped your data correctly while setting up Payroll Interface, the file will import properly.
3. You store the delivered import file on your system according to the location specified by the File Handle Table.
4. You import the file into Payroll Interface, using the Payroll Interface Run Control process, thereby populating the check summary and balance tables. Your tables are now populated with earnings, deduction and tax detail and balances. These tables are standalone tables that are for inquiry only. These tables do not interact with any other portion of your HRMS system.
5. Using online inquiry pages, reports, ePay Internet applications, or through reports that you create, you can review employee check summary and balance details. Because there is no reverse translation during the import process, the values you see for the summary and balance data will be those of your third-party payroll system. If you require this reverse translation in reports, you could join the fields with the Payroll Interface Field (PI_FIELD_TBL and PI_FIELD_XLAT) and translate those values.



Third-Party Payroll to PeopleSoft HRMS Import Process

Things to Remember

The following important points should be kept in mind when planning an implementation of the Payroll Interface Import feature:

- Determine which payroll data elements are required to be imported into PeopleSoft HRMS.
- Understand what data elements are available in the ASCII flat file from your Payroll Vendor and the relationship between those fields as well as the Payroll Interface Import table definitions.
- Generally, the implementation of the Import feature is attempted only after the export setup has been thoroughly tested and is working properly.
- Data imported into Payroll Interface resides in standalone tables that do not integrate with any other PeopleSoft HRMS applications unless a technical configuration is done.
- Data imported into the Payroll Interface tables resides in the third-party payroll system's format. Payroll Interface does not translate the third-party values into PeopleSoft values.
- Extensive analysis and precise data mapping is always necessary for a successful import implementation.
- Just as with an Export setup, your Import file definition format must match exactly with the format of the sample file obtained from your third-party payroll system.



For more information, see Mapping Your Data.



Payroll Interface Import works only for ASCII-format files.

Analyzing Your Payroll Data File

The first step in planning for implementation of the import feature is to obtain a sample data file from your third-party payroll system. This file should be in the exact format in which it will be delivered to you for import. Any changes in the format of the third-party's file will result in an incorrect or nonfunctioning import.

Ask yourself these questions when examining the third-party file:

- What does the data represent?
- Will you need separate files for different kinds of data?
- What defines the data? Is the data defined by position (physical), field identifiers (logical), or delimited (e.g., comma delimited).

Each file format provided by the third-party payroll system will correspond to one Payroll Interface file definition. When you define the PI Configuration ID (payroll interface configuration identification), you may attach multiple file definitions. Payroll Interface is delivered with two sample file definitions that can be examined to understand the import setup more fully. These sample file definitions are BALI, for balance data, and DETI, for check detail. Close examination of them will assist you in the planning of your own file definitions, regardless of which third-party payroll system you are using.



In order to import numeric and signed numeric fields, the data value in the import file must not contain any spaces. For example, to import a field defined as numeric with a length of 10, decimal length of 2, display decimal turned on, and the value of 10.22, the value in the data file must equal '0000010.22' and not 'bbbb10.22' (where b represents a blank space).

USF Analyzing Your Payroll Data File



USF The sample file definitions delivered for the data exchange with the NFC do not include data import.

Configuring Your Import

Data imported from your third-party payroll service into Payroll Interface will populate the following Payroll Interface tables:

- PI_CHECK
- PI_EARN_DETAIL
- PI_DED_DETAIL
- PI_TAX_DETAIL
- PI_EARN_BAL
- PI_DED_BAL
- PI_TAX_BAL

These tables are standalone tables and do not integrate, as delivered, with any other HRMS applications. After an import, the contents of these tables can be viewed using the Payroll Interface Inquiry pages.

When planning for an import implementation, someone at your organization who is proficient with database design should examine the actual table files. They will notice that there are many user-defined fields. You do not need to map data to all of these fields, but you do need to map to a few such as check number and gross wages.

A Walkthrough of the DETI Import Interface Definition

The following describes how the DETI Interface Definition is mapped. The best way to analyze this mapping is to obtain a sample import data file that matches this definition and to examine the Payroll Interface Fields and Records associated with it.

The key values you map to on PI_CHECK, should be the same values mapped on the three DETAIL child records, plus one more to make it a unique child.

You need to create a field definition for each data field present in the file, including a filler for unwanted data when the data is defined by its position in the record. The definition of the fields is critical.

Next, the import records need to be defined in order for the file to be processed.

Finally, attach your file definition to the PI Configuration ID for processing and define the external file handle to allow the COBOL program to find the input file.

Some data fields may be defined according to type (e.g., OASDI tax) by their position in the import record when the file type is physical. In Payroll Interface, this file type is reflected by creating a separate row for each occurrence. This information is captured during import by attaching a Group ID.

Interface Group Table

System ID: CSV CSV Sample Layout

Group ID: D03

Process Type: Import

Description: Soc Security Tax (OASDI)

Short Description: OASDI

Peoplesoft Record Name: PI_TAX_DETAIL

Peoplesoft Field1 Name: PI_TAX_TYPE

PS Key Value: OASDI

Example Group ID Used for Import

This will cause the value OASDI to be placed in the field PI_TAX_TYPE on the PI_TAX_DETAIL row as it is built from the other data defined on the row being processed.

Note that the **Group ID** D03 is attached to the Field ID DPD03.

Interface Definition Record

File ID: DETI Direct Payroll Pay Detail File **Effective Date:** 01/01/1980

Rec Seq#: 15 **Record ID:** DPD Taxes Record

PS Record: PI_CHECK

Field Seq#	ReDef	Field ID	Descr	Start Pos.	Field Len	Field1 Nm	Conv. Case	Rever. Sig	*Key Field	Group ID
10	<input type="checkbox"/>	DPD01	Direct Pay Record Type D ID	1	1				Record	
20	<input type="checkbox"/>	DPD02	Direct Pay Federal Tax	2	12	PI_TAX_CUR			Non Key	D02
30	<input type="checkbox"/>	DPD03	Direct Pay Soc Sec Tax (OASDI)	14	12	PI_TAX_CUR			Non Key	D03
40	<input type="checkbox"/>	DPD04	Direct Pay Medicare Tax	26	12	PI_TAX_CUR			Non Key	D04
50	<input type="checkbox"/>	DPD05	Direct Pay SUI/SDI Tax Code	38	2	PI_STATE			Occurrenc	D05
60	<input type="checkbox"/>	DPD06	Direct Pay SUI/SDI Tax Amount	40	12	PI_TAX_CUR			Non Key	D05

Example Interface Definition Used for Import

Interface Field1 Interface Field2

System ID: CSV CSV Sample Layout Field Id: DPD03

Field Definition View All First 1 of 1 Last

Effective Date: 01/01/1980 Description: Direct Pay Soc Sec Tax (OASDI) + -

PS Record Name: PI_TAX_DETAIL Process ID: []

PS Field1 Name: PI_TAX_CUR Instance ID: []

PI Translate Ind: No Translate Values

Translate Values

Example Field ID Used for Import

Hypothetical Import Example

A PeopleSoft Consultant, who used this mapping to import processed payroll data from a legacy payroll system, created the following example.

One physical, fixed-length data file is used to import pay period data into PS_PI_CHECK, PS_PI_EARN_DETAIL, PS_PI_DED_DETAIL, and PS_PI_TAX_DETAIL.

Basic File Layout

Header and footer records are optional. If you want to use data that's not at the employee-level, place them in these records. See the DETI header and footer for examples.



You can map fields that are derived from the PeopleSoft pay calendar, or during the Payroll Interface process. At the field level, select Type = Value and view the drop down items from the Text list.



For more information, see [Defining Your Payroll System Data Fields](#) for a list.

Record Identifiers

For each physical record that will be read, an Interface Field must be set up as a "record flag". On the Interface Field 1 page, select Type = Value and Text = External Record Code. So, each record (e.g., Earnings) will have a unique flag at the beginning of the input data record. The Default Value entered on the panel will be the value that should be in the import record.

Example

<i>Default Value</i>	<i>Record Name</i>	<i>Field Name</i>
A	PS_PI_CHECK	CHK01
B	PS_PI_EARN_DETAIL	ERN01
C	PS_PI_DED_DETAIL	DED01
D	PS_PI_TAX_DETAIL	TAX01

'Record' Key Fields

Examine each PeopleSoft record definition that you want to import into. Again, look at the delivered DETI import layout and insure that you map the same key fields from the data file into the Payroll Interface tables, as a minimum.

Sample Data File Layout

Each Record is physical, fixed length. Each record does not have to be the same length. The longest record length must be entered as the Record Length on the Interface Definition Table 1 panel.

Record A: Contains PI_Emplid and all other data fields mapped to PI_Check. Key 'RECORD' fields (in order) are:

- CHK01
- Check Number
- PI_EMPLID (As defined on the Interface System Table as Employee Field ID. This MUST be the same field that is used as the EMPLID in the import definition.)

The remainder of the fields into PI_CHECK are your discretion.

Record B, C, D, and subsequent records: Do not have to have the PI_EMPLID field in them. The Payroll Interface import knows that it will process the same employee for these data records until it reads another record 'A', with another PI_EMPILD.

You can process multiple records repeatedly using the Occurrence Indicator on the Interface Definition Table 1 panel set to Multi Recs to Single Defn Rec. See File DETI, Record ID DPE, Coded Hours, for an example.

Record B (Earn Detail)

ERN01 (RECORD)

Earn Type (NON KEY)

Earn Code (NON KEY)

Amount (NON KEY)

So, the data file could look like this:

```
A, Emplid, check nbr, data field, data field, etc.
B , earn type, code, amount
B, earn type, code, amount
B , earn type, code, amount
B, earn type, code, amount
```

With each subsequent record after record type A repeating as many times as necessary (using Multi Recs to Single Defn Rec).

Record C (Deduction Detail)

DED01 (RECORD)

Ded Code (NON KEY)

Ded Amount (NON KEY)

So, the data file could look like this:

```
A, Emplid, check nbr, data field, data field, etc.
B , earn type, code, amount
B, earn type, code, amount
B , earn type, code, amount
B, earn type, code, amount

C, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
```

Subsequent records would be imported similarly.

Final Notes

Take your time and compare your file layout against the delivered DETI Interface File Definition, which is a physical layout which processes check detail data.

There are no field translations for the import (see Interface Field 2 page), and there is no validation against any PeopleSoft tables (e.g., EmplID, deduction/ earnings codes, etc.).



If you used the Interface Employee ID page to translate a unique key for the PeopleSoft employee, meaning you did not use the PeopleSoft employee ID or National ID to export the employee, there will be no reverse translation of the back to the PS Employee ID on the import. A technical configuration will need to be completed if you want to view the information for the employee using their EmplID.

Importing Your Data



This section contains information about preparing for the import of your data from a third-party payroll system. **For information** about how to actually import the data, see Exchanging Data Using Payroll Interface.

CHAPTER 9

Maintaining Employee Payroll Data

The employee payroll data you maintain for Payroll Interface works in conjunction with the information you enter on the Administer Workforce pages and the benefit deduction data maintained in PeopleSoft Benefits.

Not all users of Payroll Interface will want to maintain all of the data discussed below. Perhaps your organization has decided that employee tax information will be maintained exclusively by your third-party payroll system. In such a case, it would not be necessary to maintain this information in your PeopleSoft application. Every organization manages their payroll differently. Payroll Interface allows you the flexibility to tailor its processes to your needs.



Important! One of the first things you should do is to identify which groups of payroll-type data that you want to maintain in PeopleSoft HRMS. Many Payroll Interface customers choose to enter payroll-type data directly into the payroll system, thereby simplifying HRMS data conversion, data entry into PeopleSoft, and maintenance of Payroll Interface. Examples include W-4 tax information, General and Goal Deductions, Direct Deposit, and Additional Pay.

Paying Employees Who Have Multiple Jobs

Employees often have more than one job within an organization. You can export payroll data for an employee who has more than one job with the data clearly distinguished during the Export process by the job number or the employee record number.



For more information about how to set up your system to pay employees who have multiple jobs, see [Exporting Multiple Job Data](#).

Creating Employee Tax Data Automatically

If you choose the option for Automatic Employee Tax Data on the Installation Table, PeopleSoft automatically sets up the following tax records for the employee: federal, state (multiple, if necessary), and local (multiple, if necessary). Tax Distribution data is also set up automatically. This is automatically done whenever an employee:

- Is hired through PeopleSoft HRMS or the Applicant Tracking System.
- Transfers to another company.
- Has a job change requiring a new or concurrent state, province, or locality.

You can run SQR TAX016, the Default Tax Data Report, to verify automatically created tax data. This report tells you which employees have such default data on their tax records. The report looks at records within a date range you specify.



For more information about reporting, see Overview of Payroll Interface Reports.

Entering U.S. Employee Tax Data

You will use the Employee Tax Data pages to enter and maintain federal, state, and local tax data for each of your employees.



During the analysis phase of your Payroll Interface implementation, it is imperative that you have a clear understanding of the PeopleSoft tax data pages and your third-party payroll tax system. In particular, make sure that you fully understand the relationship (data mappings) between your PeopleSoft data and your third-party payroll system's data requirements. Remember that you generally want to export some type of code and/or numeric value. For Payroll Interface, we deliver a sample view called FED_ST_TAX_VW to export the most common employee tax data. If necessary, you may need to create your own view(s) to extract specific tax data if there is no clear one-to-one mapping.



Because the tables in the Maintain Payroll Interface window are among those used to maintain employee data for PeopleSoft Payroll, you can also access these pages in the Maintain Payroll Data window.

Maintaining Federal Withholding

The Federal Tax Data pages are used to record and maintain federal tax information that your payroll system will use to calculate federal taxes for employees. Federal taxes include Federal Income Tax, FICA, and FUT. If the employee works for multiple companies, then each company defines the tax data.



Federal, State, and Local Tax Data pages are a set of chained pages. This means that if you want to add a new effective-dated row for state or local tax data, you must insert a row on the first page in the chain, the Federal Tax Data 1 page.

Federal Tax Data 1 Page

Usage	You need to add a row to the Federal Tax Data 1 page before you can add a new effective-dated row for state or local tax data.
Object Name	TAX_DATA1
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Federal Tax Data 1
Prerequisites	None
Access Requirements	Enter an Employee ID and a Company.

Federal Tax Data 1 page



You cannot change data or enter a new row on any of the tax data pages without first going to **Federal Tax Data 1**.

Federal tax data last updated by indicates whether the employee's federal tax data was last updated by a system operator online or by a Web user through the PeopleSoft Self-Service Web Application.

Specifying Special Tax Withholding Status

Use the options in the **Special Tax Withholding Status** group box to indicate whether an employee's federal withholding tax status deviates from the norm. The default is **None**, which means that no special status exists and that federal withholding tax should be calculated based on the employee's gross, marital status, and withholding allowance.

Do Not Maintain Taxable Gross and do not withhold tax indicates that the employee is exempt from FWT.

Maintain taxable gross is not applicable to the Payroll Interface.

The **W-4 Processing Status** defaults to **None**. You can also update this status. **Notification Sent** indicates that the employee has been notified to submit a new Form W-4. **New W-4 Received** indicates that a new Form W-4 has been received.

E&G Specifying Non-Resident Alien Status

The last option, **Non-Resident Alien**, is used when there will be a tax status override for a non-resident alien employee. For the purposes of this page, the appropriate taxation information for the non-resident alien will be entered in Federal Tax Data Page 3. This is a special election for the employee to be treated as a resident for tax purposes during the first year in which they are present in the United States. This election is subject to several restrictions, one of which is that they must satisfy the Substantial Presence Test in the year following the election.



For more information about using Federal Tax Data 3, please refer to E&G Federal Tax Data 3 Page.

Changing W-4 Processing Status Manually

An authorized operator can manually change an employee's W-4 Processing Status.

When an employee submits a new Form W-4 for exemption from withholding, you can change the W-4 Processing Status to **New W-4 Received**. You can either do this on the current record or on a new effective-dated row. Note that the **Effective Date** of the new row must be earlier than or equal to February 15 of the new tax year. If there are future-dated records, the W-4 Processing Status of those records must also be set to **New W-4 Received**. You can change future-dated rows in Correction mode only.

Other Factors Affecting Federal Tax

Tax Marital Status is where you indicate the employee's marital status for federal withholding.

Withholding Allowances is where you indicate the number of allowances the employee claims for federal withholding tax purposes. This number should match the number on the employee’s W-4 form.



Note for Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to state withholding at the same rate as federal. The system uses the **Tax Marital Status** and **Withholding Allowances** information on the **Federal Tax Data 1** page to calculate the state withholding required by each of these territories.

If you have employees in Guam, Virgin Islands, or American Samoa, you need to enter the **Tax Marital Status** and **Withholding Allowances** claimed on their withholding certificates on this page and on the **State Tax Data 1** page. You will also select the **Do Not Maintain Taxable Gross** option on the **Federal Tax Data 1** page for these employees.

Use the **FWT Additional Amount** and **Percentage** fields to indicate additional FWT taxes to be deducted. You can specify both an amount and a percentage if appropriate—provided your payroll system accepts this information.

In the **Lock-In Details** group box you can select the **Letter Received** check box if you have received a Lock-In Letter from the IRS that limits the employee’s withholding allowances. When you select **Letter Received**, the screen displays the following message:

Lock-In Letter Received status will be set to on for this and any higher-dated rows.

When you acknowledge the message by clicking **OK**, the **Limit On Allowances** field will ungray to enable you to enter the number that the Lock-In Letter limits the employee’s withholding allowances. When you enter a number, the screen displays the following message:

If needed, the number of allowances will be changed to the lock-in limit for this and any higher-dated rows.

If you enter a number of **Withholding Allowances** that exceeds the value in **Limit On Allowances**, the system displays the following message:

Federal Withholding allowance exceeds the IRS limit. Please enter a value less than or equal to (value in Limit On Allowances).

If you clear the **Letter Received** check box, the screen displays a message telling you that the status of Lock-In Letter Received will be set to No as well as all rows with a later **Effective Date**.

Federal Tax Data 2 Page

Usage	Use the Federal Tax Data 2 page to specify an employee’s status for FICA, FUT exemption, Earned Income Credit (W-5), and W-2 Reporting.
-------	---

Object Name	TAX_DATA2
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Federal Tax Data 2
Prerequisites	None
Access Requirements	Enter an Employee ID and a Company.

Federal Tax Data 1 Federal Tax Data 2 State Tax Data 1 State Tax Data 2 Local Tax Data

Lewis, Douglas ID: KU0001
 Company: GBI Global Business Institute

Effective Date: 01/01/1980 Federal tax data last updated by Online Opr on 05/16/2000

Exempt from FUT Use Total Wage for Multi_State

Earned Income Credit

Not applicable
 Single, or married no sp filing W-5 Processing Status
 Married, both spouses filing None Notification Sent New W-5 Received

W2-Reporting

Statutory Employee Legal Representative
 Deceased Deferred Compensation
 Pension Plan

Federal Tax Data 2 page

The employee's FICA Status defaults from the FICA Status-Employee field on the Company Table. You can override the default here for specific employees, if necessary.

Use the **Exempt from FUT** field to specify the employee's status for Federal Unemployment Taxes, which is an employer-paid tax. This field defaults from the Company Exempt in the FUT field on the Company Table.

The **Use Total Wages for Multi-State Employee** field is not used by Payroll Interface.

Specifying Advanced Earned Income Credit Options

Earned Income Credit is a payment from the government that is available to individuals who meet a number of qualifications related to family and income status.

Employees may choose to receive advance EIC payments with each paycheck by filling out Form W-5 and giving it to their employer. Additional requirements must be met to participate in the AEIC program.

To indicate an employee's Advanced Earned Income Credit status, use the **Earned Income Credit** options. The default is **Not applicable** which means that no payment is authorized. To

indicate that payment is authorized, select one of the other two radio buttons: **Single, or Married without spouse filing** or **Married with both spouses filing**. The status should be determined from information on the employee’s W-5 form.

Specifying W-2 Reporting Options

With the **W-2 Reporting** options, you can indicate any special employee status required for W-2 reporting to be done by your payroll system:

- Statutory Employee** Indicates whether the employee is classified as statutory—that is, works for the employer but is not an employee under common law rules.

- Deceased** Indicates that the employee is no longer alive.

- Pension Plan** Indicates whether an employee was an active participant, for any part of the year, in a retirement plan (including a simplified employee pension [SEP] plan) maintained by the company.

- Legal Representative** Indicates whether the names entered on Personal Data for the employee’s W-2 reporting are legal representatives acting on behalf of the employee. Representatives are identified by words such as custodian, parent, or attorney. Sometimes, the employee is identified as a minor or child. For example, Pat Smith Trust or Frank Jones, Custodian for Pat Smith, a Minor constitutes legal representatives for Pat Smith.

- Deferred Compensation** Indicates whether the employee made elective deferrals to a 401(k) or 403(b) retirement plan.

E&G Federal Tax Data 3 Page

Usage	Use the Federal Tax Data 3 page to enter information for non-resident alien employees. The information in the Tax Treaty/NR Data Table assigns the employee to a tax treaty table and allows the eligible employee to be subject to a reduced tax treaty rate. This data is essential in determining how to tax the income of a non-resident alien.
Object Name	TAX_DATA2A
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Federal Tax Data 3
Prerequisites	None
Access	Enter an Employee ID number and a Company.

Requirements

Federal Tax Data 1	Federal Tax Data 2	Federal Tax Data 3	State Tax Data 1	State Tax Data 2	Local Tax Data
Lewis,Douglas			KU0001		
Company: GBI Global Business Institute					
Effective Date Find View All First 1 of 1 Last					
Effective Date: 01/01/1980					
Tax Treaty/NR Data					
Country:	<input type="text"/>	<input type="checkbox"/> Form 8233 Recd?	8233 In Effect Date:	<input type="text"/>	<input type="text"/>
Date of Entry:	<input type="text"/>	<input type="checkbox"/> Form W8-BEN Recd?	W8-BEN In Effect Date:	<input type="text"/>	<input type="text"/>
Treaty ID:	<input type="text"/>	<input type="checkbox"/> Form W9 Recd?	W9 In Effect Date:	<input type="text"/>	<input type="text"/>
Treaty Exp Date:	<input type="text"/>	Taxpayer ID Number:	<input type="text"/>		
Allowable Earnings Codes Find View All First 1 of 1 Last					
Income Code (for 1042-S)	Max Earnings Eligible Per Year	Tax Rate (after form)	Tax Rate (before form)		
	\$0.00	0.000000	0.000000		

Federal Tax Data 3 page

The **Federal Tax Data 3** page is designed to allow you to enter information for a non-resident alien employee. The information in the Tax Treaty/NR Data table assigns the **Treaty ID**, and allows the eligible employee to receive earnings that would have normally been withheld. This data is essential in determining how the income of a non-resident alien employee will be taxed.

All of the data for this page is entered in the Tax Treaty/NR Data table. Select a **Country** from the list. Then, choose a **Date of Entry** and **Treaty ID** from the list of available options.

The system calculates the **Treaty Exp Date** based on the **Date of Entry** and rules established on the Tax Treaty/NR Data Table.

Use the **Form 8233 Recd?** and **Form W8-BEN Recd?** check boxes to determine the employee's eligibility for reduced tax treaty rates. You must select the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earnings will be taxed as W-2 earnings instead of 1042 earnings.

Form 8233 is required for all income codes except **15** (scholarships and fellowships). If applicable to this employee, select the **Form 8233 Recd?** check box and enter the appropriate date in the **8233 In Effect Date** field.

Form W8-BEN is required for scholarship and fellowship income. If applicable to this employee, select the **Form W8-BEN Recd?** check box and enter the appropriate **W8-BEN In Effect Date**.

Select the **Form W9 Recd?** check box and enter the appropriate **W9 In Effect Date** for employees filing Form W9. Employees who file a Form W9 that takes affect before the end of the current pay period are processed as if they did not have a treaty. In other words, their earnings are taxed as W-2 earnings instead of 1042 earnings.

Enter the **Taxpayer ID Number** of the employee.

Setting Up State Tax Data

The State Tax Data pages are used in much the same manner as the Federal Tax Data pages. The state pages define an employee’s status for state tax purposes. If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages.

State Tax Data 1 Page

Usage	Use the State Tax Data 1 page to begin defining an employee’s status for state tax purposes.
Object Name	TAX_DATA3
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, State Tax Data 1
Prerequisites	None
Access Requirements	Enter an Employee ID and a Company.

The screenshot displays the 'State Tax Data 1' page for employee Lewis, Douglas (ID: KU0001) at company GBI (Global Business Institute). The effective date is 01/01/1980. The state is set to NJ. The 'Resident' checkbox is checked, while 'Non-Residency Statement Filed' and 'UI Jurisdiction' are unchecked. Under 'Special Tax Status', 'None' is selected. The 'SWT Marital/Tax Status' is 'Married filing jointly (use Table B)'. 'Withholding Allowances' is set to 0. The 'Additional Amount Adjustment' section has empty fields for 'Amount' and 'Percentage'. The 'Lock-In Details' section has 'Letter Received' unchecked and 'Limit On Allowances' set to 0.

State Tax Data 1 page

You can assign employees to only one resident **State**.

The work state is derived from the employee's Tax Location on the Job Data Table. The **Resident** check box indicates whether the employee is a resident of the work state; a selected check box indicates that the default is on.



When you need to enter tax data for multiple states, insert a state-level row for each additional state. The outer scroll area is for more than one effective date, which you can add only from the first page in this chain, **Federal Tax Data 1**. The inner scroll area is only for the SWT Marital/Tax Status.

Working in One State, Living in Another

If the employee is a resident of a state other than their primary work state, you need to create an additional State entry and select the **Resident** option. Only one state should be designated as the state of residence.

Non-Residency Statement Filed is for your information only. You can use this check box to record whether or not the employee has completed the necessary non-residency certificate that some states require when an employee lives in one state and works in another.

For employees who work in multiple states, most states have adopted a set of rules to determine a state of jurisdiction for unemployment and disability purposes. The employee's state of jurisdiction is indicated by the **UI Jurisdiction** check box.

The system performs the following edits to determine state of jurisdiction:

- If an employee has only one state (the resident state), that state will default to the state of jurisdiction.
- If an employee has two states (one resident, the other nonresident), the nonresident state will default to the state of jurisdiction.
- If an employee has multiple nonresident states and no state is indicated as the state of jurisdiction, the system will issue a message requiring you to select the UI Jurisdiction check box on one record.

If an employee has multiple states that have been indicated as the state of jurisdiction, the system will issue a message requiring indication on only one record.

Specifying Special State Taxes

The **Special Tax Status** group box and **Additional Amount Adjustment** group box with the **Amount** and **Percentage** fields operate exactly as they do on the Federal Tax Data page. You use the **Special Tax Status** group box to indicate if an employee's state withholding tax status deviates from the norm, while the **Additional Amount Adjustment Amount** and **Percentage** fields to indicate additional SWT to be taken. You can specify an amount, a percentage, or both, as needed.

You can also choose neither of these by selecting **Do Not Maintain Taxable Gross**.



Always remember that Payroll Interface does not maintain any data on taxable gross. This data is maintained exclusively by your third-party payroll system.

Non-Resident Alien

(E&G) Select this check box to tell the system to calculate state taxes using the same treaty rule (for example, 0% for the first \$5000, 20% for the remainder) as used for federal tax calculations.

Other Factors Affecting State Tax

Enter the employee’s **SWT Marital/Tax Status** for each state where the employee pays taxes. This is the marital status your payroll system should use for calculating state withholding tax in each state for the employee. SWT marital status options are located on the SWT Marital Status Table, which is maintained by PeopleSoft. The scrollable comments box to the right of the field displays descriptions of Marital Status options.



Note for Guam (GU), Virgin Islands (VI), and American Samoa (AS): Employees in these territories are subject to state withholding at the same rate as federal. The system uses the Marital Status and Withholding Allowances information on the **Federal Tax Data 1** page to calculate the state withholding required by each of these territories.

If you have employees in Guam, Virgin Islands, or American Samoa, you need to enter the Marital Status and Withholding Allowances claimed on their withholding certificates on this page and on the **Federal Tax Data 1** page.

State Tax Data 2 Page

Usage	Use the State Tax Data 2 page to set up employee tax data required by specific states.
Object Name	TAX_DATA4
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, State Tax Data 2
Prerequisites	None
Access Requirements	Enter an Employee ID and a Company.

Federal Tax Data 1	Federal Tax Data 2	State Tax Data 1	State Tax Data 2	Local Tax Data
Lewis,Douglas		GBI		Global Business Institute
Company:				ID: KU0001
Effective Date				
Find View All First 1 of 1 Last				
Effective Date: 01/01/1980				
States				
Find View All First 1 of 2 Last				
State: NJ				
Addl Allowances: <input type="checkbox"/>				
% of Federal W/H: <input type="checkbox"/>				
*SDI Status: N/A				
Annual Exemption Amt: <input type="checkbox"/>				
Retirement Plan <input type="checkbox"/>				
<input type="checkbox"/> Exempt From SUT				
California Wage Plan Code				
Disability/Unemployment Plan: State/State				

State Tax Data 2 page

If you are entering tax information for employees who live or work in California, you will use the **Addl Allowances** field to indicate the number of additional allowances the employee claims for State Withholding Tax purposes.

% of Federal W/H, which is only used in Arizona, is for the percentage of federal withholding that constitutes the state withholding.

In Mississippi, you need to enter an **Annual Exemption Amt** for the employee.

The **SDI Status** box indicates whether the employee's earnings are subject to or exempt from State Disability Insurance or Voluntary Disability tax. This field defaults to the value of the SDI Deduction field in the State Tax Table and is derived from the Employee's SDI Status entered on the Company Table.

Exempt from SUT shows whether the employee's earnings are subject to or exempt from state unemployment tax. This field defaults to the *Company Exempt from SUT* value entered on the Company Table.

The **California Wage Plan Code** is used only by employees of the California Public Employees Retirement System (PERS) to identify a wage continuation plan for employees in the public sector such as schools, government, or religious organizations that are exempt from state unemployment, disability plans, or have voluntary plans instead. Leave the option set at the default **State/State** (State Disability Plan and State Unemployment) unless instructed otherwise by your company's tax people.

Note that each value in the drop down menu represents a specific combination for disability and unemployment, such as:

State Disability and State Unemployment

Voluntary Disability and State Unemployment

Local Tax Data Page

Usage	Use the Local Tax Data page to record employee tax data for each locality where an employee lives or works. You will need to enter a row for each different locality where an employee pays taxes.
Object Name	TAX_DATA5
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Local Tax Data
Prerequisites	None
Access Requirements	Enter an Employee ID and a Company.

Local Tax Data page



This page has three scroll area. The outer scroll area corresponds to the effective dates entered on Federal Tax 1, the middle scroll area corresponds to the States entered on State Tax 1, and the inner scroll area corresponds to the localities you enter on this page.

Each taxing **Locality** where an employee lives or works must be identified on this page. You must first establish localities on the Company Local Tax Table in the Payroll Process tables window.

For each locality, you should indicate if it is considered a resident locality; if it is, select the **Resident** check box.



Remember that if you are setting up local tax information for an employee who lives or works in more than one state, you must enter the appropriate local tax information for each state. For some states, such as Indiana and Ohio, you can get a lot of practice using scroll areas as you set up the state and local tax data. An employee can have more than one residence at the local level. You will need more than one resident locality entry in cases where two different taxes exist for the same locality.

Specifying Special Tax Withholding Status

Use the options in the **Special Tax Status** box to indicate whether an employee's federal withholding tax status deviates from the norm. The default is **None**, which means that no special status exists and that the system should calculate federal withholding tax based on the employee's gross, marital status, and withholding allowance.

Do Not Maintain Taxable Gross and Do Not Withhold Tax indicates that the employee is exempt from LWT; therefore, the taxable base for LWT will not reflect the pay that they receive.

The last option, **Maintain taxable gross**, enables you to override the normal tax calculation with an amount or percentage indicated in the **Additional Withholding Amount or Percentage** fields. In this case, the system determines taxable gross for FWT using the individual earnings an employee is paid. The tax withheld then becomes either the flat amount or a percentage of the local taxable wages.

When you have more than one work tax for a given locality, you use the **Other Work Locality** field to link multiple local work taxes together. The entry in this field is used to link to another local work tax code, which is then entered on another row insert in the **Locality** field.

The exception to this rule is Indiana localities. When setting up Indiana localities at the employee level, you do not need to set up any localities that have an alpha suffix.



Note for Indiana Localities . In Indiana, the employee's county of residence is the first determining factor for tax withholding. If the county in which an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a non-taxing county. If the county of residence does not impose a tax, but the county in which the principal place of work is located does, you must withhold at the appropriate non-resident rate.

For employees moving from out of state into a taxing Indiana locality, withholding does not begin until the next January 1, when residence determination is made.

Employee Tax Distribution Page

Usage	The system defaults state/provincial and local tax data to the Tax Distribution page using the Tax Location ID specified on the employee’s Job Data record and the corresponding information on the Tax Location Table. For salaried or exempt hourly employees only, you can enter a percentage for each U.S. state/locality in which a salaried or exempt hourly employee consistently works.
Object Name	TAX_DISTRIBUTION
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Distribution
Prerequisites	None
Access Requirements	Enter an Employee ID.

Employee Tax Distribution page



This tax distribution is for work location taxes only. This does not include resident-based taxes.

To load the default tax distribution information for the employee, select the **Insert Pre-filled Tax Location** check box. **State** identifies each state in which the employee works. For each state you can also indicate taxing localities, as applicable, in **Locality**. Use **Distribution %** to specify the percent of the employee’s time or earnings apply to each **State/Locality**. The values in **Distribution %** must total to 100%.



You can distribute taxes for salaried and exempt hourly employees only.

Every employee must have at least one Tax Distribution record. If only one state/locality applies for an employee, the **Distribution %** should be 100 for that single row.



If you are using FED_ST_TAX_VW to export data, be sure to enter the appropriate data on the tax distribution page (FED_ST_TAX_VW joins with this table).

General Deduction Data Page

Usage	<p>Use the General Deduction Data page to record information about general (non-benefit-related) deductions for employees. The most common types of general deductions are loan payments, parking charges, and charitable contributions. Depending on how you choose to implement your PeopleSoft benefits application, you could also use this page to add employee benefit deductions.</p> <p>You specify the calculation method for a general deduction on the General Deduction Table. You can override these settings for an individual employee by entering new values on this General Deduction Data page. Here, you can tell the system to use the calculation routine specified on the General Deduction Table or an entirely different method of calculation with the appropriate amount or percent.</p>
Object Name	GENL_DED_DATA
Navigation	Compensate Employees, Maintain Payroll Interface, Use, General Deduction Data
Prerequisites	None
Access Requirements	Enter an Employee ID.

General Deduction Data

Lewis,Douglas ID: KU0001

Company: GBI Global Business Institute

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: KUWAY1 United Way

Deduction Details Find | View All First 1 of 1 Last

*Effective Date:	01/01/1999	Take on all Paygroups	<input checked="" type="checkbox"/>
*Deduction Calculation Routine:	Flat Amount	Deduction Rate or %:	
Deduction End Date:		Flat/Addl Amount:	\$5.00
Loan Interest %:		Current Goal Balance:	\$25.00
Goal Amount:	\$100.00	Ded. stopped by Self Serv User	<input type="checkbox"/>

This data was last updated by System on 07/26/2000

General Deduction Data page



Before you can set up employee deductions, you must establish your deductions on the General Deduction Table and the Deduction Table in Define Payroll Process.



USF Before you can set up employee deductions, you must establish your deductions on the General Deduction Table and the Deduction Table in Define Payroll Process (USF).

The **Deduction Code** identifies the General Deduction the employee is taking. The code you enter on this page is validated against the General Deduction Table. The system will not accept invalid values (codes that have not been set up on the General Deduction Table or are effective-dated in the future).

Specifying Calculation Routines for General Deductions

The **Deduction Calculation Routine** determines how a deduction will be calculated for an employee. If you do not specify otherwise, the deduction will be calculated according to the Deduction Table. These routines are identical to the routines on the General Deduction Table.

Default to Deduction Table

Uses the deduction calculation routine specified on the Deduction Table. If you choose this, the **Flat/Addl Amount** field and **Deduction Rate or %** fields on this page will be grayed out. The system will use only values entered on the Deduction Table.

Flat Amount

Establishes the deduction as a flat amount. Enter the amount in the **Flat/Addl Amount** field, which is treated as an amount per pay period. If you choose this, **Deduction Rate or %** on this page will be grayed out.

If you select **Default to Deduction Table**, the system will take the amount or percent from the Deduction Table. If the amount or percent differs for the employee, you must indicate both the alternate deduction calculation routine and the appropriate amount or percent.

You can use the **Deduction End Date** to specify when the deduction should no longer be taken. For example, if you have a deduction that goes into effect on January 1, and ends on February 15, and the pay period ends on February 15, enter an **Effective Date** of 1/1/96 and a **Deduction End Date** of 2/16/96.

The system selects the **Deduction stopped by Web user** check box to inform you when the employee has stopped a voluntary deduction through a Web browser using the PeopleSoft Self-Service Web Applications.



PeopleSoft recommends mapping and exporting general deductions through the DED_CALC record for each pay period after the deduction calculation process has been run.

Direct Deposit Page

Usage	Use the Direct Deposit page to record information required to enable the direct deposit of employee pay to checking and savings bank accounts. Employees who are set up for direct deposit will continue to receive checks until the prenotification period has passed. If the prenote wait period is ten days and you are running a weekly payroll, employees will most likely receive two paychecks before direct deposit starts.
Object Name	DIRECT_DEPOSIT
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Direct Deposit
Prerequisites	None
Access Requirements	Enter an Employee ID.

Direct Deposit page

During direct deposit processing, distributions are made to accounts in order of priority. The lower the **Priority** number, the higher the priority. **Priority** becomes important when an employee’s net pay is not enough to cover all direct deposits. The **Priority** number is automatically populated via PeopleCode to equal 999 where the Deposit Type = Balance.

Select the applicable **Account Type** option to indicate a checking or savings account, or whether the system will issue a check.

The **Bank ID** and **Account#** represent the employee’s checking or savings account in which the money should be deposited. The system will create a prenote status file for each employee the first time it processes direct deposits. This is done in order to verify that the transit and account numbers are valid.



You need to enter a **Bank ID** and **Account #** for each **Account Type**. Use the **Insert Row** icon to add additional accounts.

Working with Deposit Amounts

Each deposit may be stated as either a **% of Net Pay** or a **\$ Amount**. For example, suppose an employee wants \$50 deposited to a savings account, a \$100 check for pocket money, and 100% of the remaining net pay deposited to a checking account. To do this, you must set up three rows of **Distribution Information**:

<i>Objective</i>	<i>Priority</i>	<i>Account Type</i>	<i>Amount</i>
\$50 to Savings	300	Savings	\$50
\$100 Check	350	Issue Check	\$100

Deposit Remainder in Checking	400	Checking	100% Net Pay or Excess
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In this case, you should make sure that you assign the savings and separate check entries a lower priority number than the checking account direct deposit; otherwise, all of the employee's pay will go directly into checking before the system looks at the other direct deposit guidelines.

You should designate one direct deposit account for the employee to receive any excess funds left over after all direct deposits are processed. To do this, select the Deposit Type = Balance excess check box for the designated account.

You have the option of allowing the direct deposit amount to be less than the amount entered in the **\$ Amount** or **% of Net Pay** fields. To activate this option, select the Partial Allowed check box.

If the prenote process is required before you begin live direct deposits, select the **Prenotification Req'd** (prenotification required) check box. The prenote process is a test run for direct deposits to verify that transit numbers and employee account numbers are valid.

To change or discontinue direct deposits, set up the appropriate effective-dated rows using the Direct Deposit page.

This data was last updated by/on is used by the system to inform you of the most recent update of the Direct Deposit record. In these fields, the system provides you with the last date on which the record was updated and informs you whether the update was made by an online payroll operator, such as yourself, or by the employee through the PeopleSoft Self-Service Web Applications.

Additional Pay 1 Page

Usage	Use the Additional Pay 1 page when you need to set up earnings that an employee will be paid regularly in addition to regular pay—a car allowance, for example.
Object Name	ADDITIONAL_PAY1
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Additional Pay, Additional Pay 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Additional Pay 1 page

Understanding the Scroll Arrows on This Page

The outer scroll arrows control the **Earnings Code**; if you need to enter additional pay entries for more than one **Earnings Code**, insert a row at this level.

The middle scroll arrows control the **Effective Date** of additional pay records for a single **Earnings Code**. With effective dating, you can review history and insert future-dated records.

You can use the inner scroll arrows to enter multiple Departments, Job Codes, and related information when you want to charge the additional pay to more than one department. (See the Or Overrides to Job Data group box on the **Additional Pay 2** page.)

Overriding Job Data

You have the choice of entering pay rates that are different from the employee’s standard pay or using the data from the employee’s job record, which is displayed in the **Effective Date and Default Job Data** group box.

If you want to modify the current job data (shown at the top of the page) you can make **Overrides to Job Data** for each additional pay earnings as necessary.

Defining Additional Pay Earnings

You can define the type of additional pay entry as either **Hours** multiplied by an **Hourly Rate** or as a fixed **Earnings** amount, but not both.

To create an additional pay entry based on hours and an hourly rate, you enter the **Hourly Rate** and the number of **Hours** worked. Note that **Hourly Rate** is optional, as it defaults from the job record if this field is blank.

For example, if an employee works 35 hours a week in the Human Resources department, and 5 hours a week (at \$10 per hour, which differs from her standard pay rate) in the Controller’s

office, you would set up an additional pay entry for her time in the second department. For this job, you would enter \$10 per hour as her rate, set the **Earnings Code** to **REG**, and enter 5 hours per week.

For a fixed additional earnings amount, such as Mark's automobile allowance, you would enter the **Earnings Code** and an **Earnings** amount of **\$500**.

For informational purposes, you can also indicate the **Reason** the employee is receiving additional pay. This field is not used for payroll processing.

Every additional pay entry you set up requires an **Addl Seq #** (additional sequence number). The system needs this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data you might set up. For example, you might charge the additional pay to different departments. The **Addl Seq #** should always be **1**, unless there are multiple additional pay records for an earnings type.

You can specify an **Earnings End Date** for each additional pay. For example, if you know that the employee will be working in the Controller's office for only six months, January 2 through June 30, you can enter those dates in the **Effective Date** and **Earnings End Date** fields respectively.

Entering a **Goal Amount** should cause your payroll system to stop issuing this additional pay once the amount has been reached.

Goal Bal, Sep Chk #, Disable Direct Deposit, Prorate Additional Pay, and OK to Pay are not applicable to Payroll Interface.

Because any earnings **Applies to Pay Periods**, you indicate the pay periods in which this additional pay should be identified in your payroll system by selecting the appropriate box (**First** through **Fifth**). For example, if an employee were paid twice a month, you would select either the **First** or the **Second**, but not both pay periods. If you selected both, he would receive a monthly auto allowance of \$1000 made in two installments on his semi-monthly paychecks.

The system looks at the pay calendar, then at the additional pay data, to determine what applies to the pay period when processing data to export to your payroll system.

Additional Pay 2 Page

Usage	By default, additional pay is charged to the same Department, Job Code, and GL Account as the employee's regular pay. To change this information, use the Additional Pay 2 page.
Object Name	ADDITIONAL_PAY2
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Additional Pay, Additional Pay 2
Prerequisites	None
Access Requirements	Enter an Employee ID.

Additional Pay 2 page

The **Effective Date and Default Job Data** group box shows the accounting information as entered on the employee’s job record. You can override this information in the **Or Overrides to Job Data** group box. These fields enable you to make adjustments to individual additional pay earnings.

For example, you may have an employee who works a few hours a week in a department other than the one on her job record. To ensure that job record department is not charged for the time she spends in the other department, you could create an additional pay entry and fill in the applicable information for the other department.

Additional Pay 3 Page

Usage	Use the Additional Pay 3 page to override the employee tax data for Additional Pay earnings.
Object Name	ADDITIONAL_PAY3
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Additional Pay, Additional Pay 3
Prerequisites	None
Access Requirements	Enter an Employee ID.

Additional Pay 3 page

The **State Worked** and **Locality Worked** fields indicate the state in which the employee works and the locality for the additional pay, if different from the employee’s regular pay. These fields are validated against the employee’s State and Local Tax Data.



None of the other fields on this page apply to Payroll Interface.

Payroll Data 2 Page

Usage	Use the Payroll Data 2 page to enter optional employee payroll processing, such as where the check should be distributed, and payroll deduction subset options. This page is important if you are using multiple jobs functionality.
Object Name	PAYROLL_DATA2
Navigation	Compensate Employees, Maintain Payroll Interface, Use, Payroll Data, Payroll Data 2
Prerequisites	None
Access Requirements	Enter an Employee ID number.

Payroll Data 2 page

ID The employee’s ID number displays here.

Company The company displays here.

Pay Group

The Pay Group field appears only if you’ve activated the multiple job features. It identifies the pay group for which a consolidated paysheet will be created when an employee is being paid for jobs in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay should be taken for the pay period. We recommend that you select, as the primary pay group, the one in which the employee is paid most often. If you leave this field blank, the system defaults to the pay group associated with the first job into which the employee was hired.

Pay Group

The Pay Group field appears only if you’ve activated the multiple jobs feature. It identifies the pay group for which a consolidated paysheet will be created when an employee is being paid for jobs in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay should be taken for the pay period.

We recommend that you select, as the primary pay group, the one in which the employee is paid most often. If you leave this field blank, the system defaults to the pay group associated with the first job into which the employee was hired.



For more information about multiple jobs, see Exporting Multiple Job Data.

Paycheck Location Option

The **Paycheck Location Option** fields specify which location code is used as a sort option for printing paychecks for this pay group. These options are used only if:

- Paycheck Sequence Option is set to Company Distribution Order on the Pay Group Table 5 page.
- Paycheck Location Option is set to Select on Payroll Data Page on the Pay Group Table 5 page.
- Location is entered as a Prt Seq (print sequence) on the Pay Group Table 6 page.



You must create Location Codes in the Location Table before you can use them here or elsewhere in the system.

Home Department Location The Location Code (on the Department Table) associated with the Department ID on the employee's job record is used as a sort option for printing checks.

Job Location The Location on the employee's job record is used as a sort option for printing checks.

Other Location Enter a different Location Code to use as a sort option for printing checks. In this case, the system will use the Designated Agent Address and transmit the check for office delivery.

If you select Other Location, you also must select a Set ID and a Location CD.

Select the Set ID for the Location CD.

Select a Location CD to indicate this location as a sort option for printing checks. Use this option only if the Pay Check Location Option on the Check Distribution page of the Pay Group Table is set to *Select on Payroll Data Page*.

Mail Drop ID Enter the Mail Drop ID of this employee's pay group here.

Paycheck Name Use Paycheck Name to indicate a name, other than the employee name entered on Personal Data 1, to whom the paycheck should be made out. This field is not formatted, so you should enter the name exactly as you want it to appear on the paycheck.

Deductions Taken

The options in the **Deductions Taken** group box enable you to specify that deductions are governed by either the Deduction Table or a specific Deduction Subset, or that there are no deductions. ***This sentence is in a passive voice, please review*** JH

Deduction Table Governs Select Deduction Table Governs if you want to process the standard general deductions for this employee as set up on the Deduction Table. This is the default option.

Deduction Table Subset Governs Select Deduction Table Subset Governs to take only those general deductions included in Deduction Subset you specify in the Deduction Subset ID field to the right.

When the multiple jobs feature is activated, and an employee has jobs in different pay groups, the system will look at the employee's primary pay group and primary job to determine which set of deductions to apply.

None Select None if no general deductions should be taken out of the paycheck.

Paying Employees Using Multiple Payroll Systems

Often an employee needs to be paid from multiple payroll systems. This might occur when an employee has more than one job within an organization and each job requires payment from a different payroll system. With PeopleSoft 8 Payroll Interface, you have the ability to pay your employees through more than one payroll system. For example, an employee holding three jobs in your organization might be paid for one job through North American Payroll, another through Global Payroll, and yet another through a third-party payroll vendor through a Payroll Interface data export. This dramatically enhances your ability to tailor your payroll system methodology to your organization's specific needs.

Deduction Calculation

If you are going to use the Deduction Calculations for multiple jobs, you will need to make sure you follow the rules set by the Benefits Administration PeopleBook.



For more information, see *Setting Up and Managing Multiple Jobs* in your *PeopleSoft Base Benefits* PeopleBook.

Benefit Deductions

Follow the same rules as the *Benefits Administration* PeopleBook.

General Deductions

You must maintain the *Payroll Data 2* page if you are using multiple jobs.



For more information, see *Payroll Data 2 Page*.



For more information about how to set up your system to pay employees using multiple payroll systems, see *Job Data - Payroll Page* in your *PeopleSoft Human Resources* PeopleBooks. For more information on how to set up primary jobs for the benefit record numbers, see *Maintaining Primary Job Data* in your *PeopleSoft Base Benefits* PeopleBook.

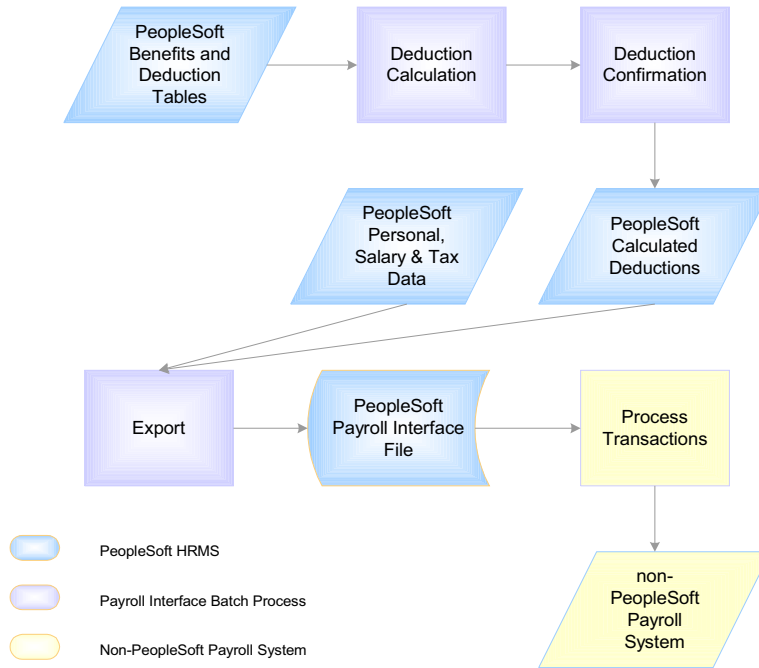
Running Deductions

Processing in PeopleSoft Payroll Interface consists of calculating and confirming employee deductions and exporting and importing data between your payroll system and PeopleSoft. If your organization has decided that your third-party payroll system will calculate deductions instead, then you will simply be exporting or importing data.

To clearly illustrate exactly how the Payroll Interface export process functions, the sequential steps to the process are listed below and illustrated in the accompanying graphic.

1. The PeopleSoft HRMS foundation tables have been properly set up, including all benefits and deduction information. It is vital that your PeopleSoft HRMS system be thoroughly tested prior to using Payroll Interface. Payroll Interface can only function properly if your PeopleSoft HRMS system is functioning properly. The setup and conversion of the HRMS and Benefit tables must be accurate.
2. Deduction calculations are done. If your organization has determined that your third-party payroll system will calculate deductions, this process will not be run in the PeopleSoft system. Skip this step.
3. Deduction calculations are confirmed. If your organization has determined that your third-party payroll system will calculate deductions, this process will not be run in the PeopleSoft system. Skip this step.
4. Data from the PeopleSoft HRMS tables is selected along with calculated and confirmed deduction data. This includes employee data, deductions, tax setup data, banking information, and goals. If you are not using the deduction calculation process, the export process will not select deductions and deduction goals. However, employee data, banking, and tax setup data will be selected regardless of whether you are using deduction calculation or not.
5. The current calculated deductions and employee-level data are compared to the previous export data and changes are identified. This is done via the PI_PARTIC_EXPT table. If you are not using the deduction calculation process, the export process will not select this information.
6. Once the differences between the previous export and the current export are determined, an export file or table load is created based upon the data mapping you did during your Payroll Interface setup. The file created is stored on your system based upon the file handle table definition you set up.
7. Using the delivered reports and inquiry pages, or by using SQRs that you develop, you review the export information to determine its validity. If the data is correct, you deliver the export file to your third-party payroll system.

8. Your third-party payroll system imports your export file into their system and your payroll is produced.



PeopleSoft HRMS to Third-Party Payroll Export Process

About Deduction Calculation

You can run the Deduction Calculation process as many times as you need to before you confirm the calculations for export to your payroll system. The system does export the Deduction Calculations until you run Deduction Confirm.

Each time you run the Deduction Calculation process, you can view the results online on the Calculated Deductions page. There is an inquiry page available to validate that no errors were generated during the deduction calculation process. If you find that you need to make changes and re-calculate deductions, you have the option of calculating only where needed or re-calculating all deductions.



For more information about the Deduction Calculation process, see the Deduction Calculation Run Control Page topic in this section.

About Deduction Confirmation

Once you are satisfied with the results of the deduction calculations, and there are no deduction errors, you will run the Deduction Confirm process. When you run Deduction Confirm, the system loads the Deduction Calculation Tables, and flags the Pay Calendar as confirmed. The deductions are now ready for the Payroll Interface Export process to send the calculated deduction data to your payroll system. If for some reason you find it necessary to recalculate a confirmed set of deductions, the Deduction Confirm process also gives you the option to unconfirm deduction calculations that were previously confirmed before you decide to export.



For more information about the Deduction Confirmation process, see the Deduction Confirm Run Control Page topic in this section.

Deduction Calculation Run Control Page

Usage	Use the Deduction Calculation Run Control page to run the Deduction Calculation (DEDCALC) process to calculate deductions for employees. Normally, you will run this process each pay period. You can run it as many times as necessary, reviewing the calculation results after each run, to ensure that the data generated is valid.
Object Name	RUNCTL_DED_CALC
Navigation	Compensate Employees, Administer Payroll Interface, Process, Deduction Calculation Run Ctl
Prerequisites	Deductions should only be calculated after you have completed all data entry and processing within your PeopleSoft Base Benefits and/or PeopleSoft Benefits Administration systems. If you run DEDCALC prior to completing your benefits processing, the results of your export will be incorrect.
Access Requirements	Enter a Run Control ID.

Deduction Calculation Run Ctl page (deduction calculation run control page)

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Process Monitor, Report Manager, Run, Run Control ID.**

Identify the pay run for which you are processing deductions by selecting its **Pay Run ID**. Pay Run IDs are defined on the Pay Run Table in the Define Payroll Process page.



For more information about **Pay Run IDs** and the Pay Run Table, see Establishing Pay Run IDs.

Each time you run Deduction Calculation, you can use the **Select Deductions to Calculate** group box to tell the system whether you want to process the calculation for all employees or only for employees where needed.

Only Calculate Where Needed tells the system to process Deduction Calculation only for those employees for whom deductions need to be recalculated. This option should be used only when doing a second calculation where you have updated employee level data. This option will not pick up any benefit table level changes that would affect multiple employees.

With this option checked, the system calculates deductions for employees who meet the following criteria:

- Who have not yet been calculated this pay period.
- Were calculated but had errors during the calculation process.
- Who have had benefit or job changes since the last Deduction Calculation for the pay period.

If you turn on **(Re)Calculate All**, the system calculates or recalculates deductions for all eligible employees. Select this option only if you have made table changes that will affect Deduction Calculation, such as benefit premium adjustments on the Benefits tables.

Click the **Run** button to run the process.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

When the process is completed, you can view the results on the Calculated Deductions page in the Inquire menu. Select Inquire, Calculated Deductions.



For more information about the Payroll Interface Inquire pages, see *Reviewing the Payroll Interface Process*.

Reviewing Error Messages

After each process you should check for error messages. To review messages online, select Process, Deduction Calculation Run Ctl, Inquire, Deduction Messages.

Some typical messages you will see are the following:

The Deduction Code displayed below was not found on the Deduction Table.

The Benefit Plan displayed below was not found in the appropriate table.

To review messages in hard copy, run the Deductions and Benefits Register report (PAY031). Select Process, Deduction Calculation Run Ctl, Report, Ded/Benefits Register.



To ensure that the Benefit enrollments are correct for each employee, run the PreSheet Audit Report (PAY034).



For more information about the Deductions and Benefits Register and other Payroll Interface reports, see *Running Payroll Interface Reports*.

Correcting Calculation Errors

You can run Deduction Calculation as many times as necessary to correct all errors. This way, you can ensure that the final data the system generates for a specific pay period will be valid.



Each time you run the process, the system deletes the Run Control data. Therefore, each time you need to rerun the process, you must set up the run control data again.

Deduction Confirm Run Control Page

Usage	Use the Deduction Confirm Run Control page to confirm or unconfirm a deduction calculation. When you run Deduction Confirm, the system loads deduction calculations to the Deduction Calculation Table for export to your payroll system. You can also unconfirm previously confirmed deduction calculations.
Object Name	RUNCTL_DED_CONF
Navigation	Compensate Employees, Administer Payroll Interface, Process, Deduction Confirm Run Ctl
Prerequisites	The final step in calculating deductions is to confirm your calculations by running the Deduction Confirmation process. You should run Deduction Confirmation only after you have made any necessary modifications to deduction data for this pay period, run Deduction Calculation, and reviewed the results.
Access Requirements	Enter a Run Control ID.

Deduction Confirm Run Ctl page (deduction confirm run control page)



Once the Deduction Confirmation process is run, no further changes can be made to deduction data for the pay period unless you run the Deduction Unconfirm process.

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Identify the pay run for which you are confirming or unconfirming deduction calculation by selecting its **Pay Run ID**. **Pay Run IDs** are defined on the Pay Run Table in Define Payroll Process.



For more information about **Pay Run IDs** and the Pay Run Table, see Establishing Pay Run IDs.

Click the **Run** button to run the process.

Process Scheduler Request

User ID: PS Run Control ID: 1

Server Name: [Dropdown] Run Date: 08/23/2000 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 4:30:36PM

Time Zone: [Dropdown] [Reset to Current Date/Time]

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Confirm Deductions	PSPDCCNF	COBOL SQL	(None)	NONE
<input type="checkbox"/>	Deductions Unconfirm	PSPDCUNC	COBOL SQL	(None)	NONE

OK Cancel

Process Scheduler Request page

Select either **Confirm Deductions** or **Deductions Unconfirm** under **Description**, then click **OK** to run the process.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Exporting Flat and Percentage Deductions

The Deduction Calculation (DED CALC) process calculates benefit deductions and general deduction flat dollar amounts. If you want to export percentages for your third-party payroll to calculate, you must map your General and/or Savings Plan deductions directly from their corresponding tables. To map and export from savings plans, use the following views:

- SAVINGS_PLAN_VW for Before-Tax Savings percentages and flat amounts
- SVP_ATAV_VW for After-Tax Savings percentages and flat amounts.

You can map the percentage and/or flat amounts directly from these views.

Deduction Calculation can calculate a flat dollar amount for savings plans based upon the percentage entered on the employee Savings Plan Table page.

To indicate that you want to calculate deductions for a savings plans, select Calculate Pct of Annual Rate on the Rollover of Funds page of the Savings Plan Table component (**Define Business Rules, Define Base Benefits, Setup, Savings Plan Table, Rollover of Funds**). When Calculate Pct of Annual Rate is selected, Deduction Calculation will take the Annual Rate from the Job record, multiply it by the percent on the employee savings plans, and calculate an

annualized per-pay-period flat dollar amount based upon the deduction frequency on the Deduction Table and the pay frequency of the pay group/employee.



General Deduction percentages must be mapped from the GENL_DEDUCTION table.



For more information on the Savings Plan Table, see your *PeopleSoft Base Benefits* PeopleBook.

CHAPTER 11

Exchanging Data Using Payroll Interface

The final step of Payroll Interface processing is the exchange of data between PeopleSoft HRMS and your payroll system. Payroll Interface writes and reads sequential files containing data in a format your payroll system can process, in addition to being able to write changes to a table.

Exporting Data to Your Payroll System

The Export process is divided into two steps: compare and export. The **compare** step involves extracting employee data from PeopleSoft, translating and formatting this data as required, then comparing the current values to those previously exported to your payroll system—identifying and recording the changed values. After the compare step is completed, the **export** step creates the actual sequential output file. If necessary, the export file can be re-created without the extensive processing required for the compare step.



For more information about how to properly prepare for the Export Process, see [Preparing for Data Export](#).

The system stores the results of the compare step in the Payroll Interface Export History Table (PI_PARTIC_EXPT).

Importing Data From Your Payroll System

The Import process imports check and balance data from your payroll system into independent, standalone PeopleSoft Payroll Interface tables so that you can view them online or create your own reports from this data in your PeopleSoft database.



For more information about how to properly prepare for the Import Process, see [Preparing for Data Import](#).

The Process menu in the Administer Payroll Interface page provides access to the run control and inquiry pages you will use to do the following:

- Calculate deductions.

- Confirm deductions.
- Export and import data between PeopleSoft HRMS and your payroll system.
- Review the Payroll Interface Process.

Convert Tab Delimiter Run Control Page

Usage	Because COBOL automatically changes a tab to a space when reading a file, you will have to convert your tab-delimited files before running them through the Import process. The Convert Tab Delimiter process converts the tab-delimited Import files within your Run Control criteria to comma-delimited files.
Object Name	RUNCTL_PICNVT_TAB
Navigation	Compensate Employees, Administer Payroll Interface, Process, Convert Tab Delimiter Run Ctl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Convert Tab Delimiter Run Ctl page (convert tab delimiter run control page)

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Process Monitor, Report Manager, Run, Run Control ID.**

System ID Select the **System ID**—defined on the Interface System Table—which identifies your payroll system.

Config ID (configuration identification) Select the **Configuration ID**—defined on the Interface Configuration Table—which identifies the interface files to be converted.



For more information about defining your **System ID**, see Identifying Your Payroll System. For more information about defining your **Configuration IDs**, see Interface Configuration Table Page.

Exchanging Data With Your Payroll System

You will run the Payroll Interface Process to exchange data between your payroll system and your PeopleSoft system. Payroll Interface writes and reads sequential files containing data in a format your payroll system can process. You establish data formats in the Payroll Interface setup tables. Once your data formats are established, you can export or import information, through the interface, using the Pay Run ID defined on the Pay Run Table.



USF If you are exchanging data with the National Finance Center (NFC), you should use an export configuration that utilizes the NFC System ID. This will ensure that you data export configuration will properly format your output file for use by the National Finance Center.



For more information about formatting data for Payroll Interface, see Preparing for Data Export.

Payroll Interface Run Control Page

Usage	Use the Payroll Interface Run Control page to actually begin the process to perform your export or import.
Object Name	PI_RUNCTL_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Process, Payroll Interface Run Ctl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Payroll Interface Run Ctl page (payroll interface run control page)

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Process Monitor, Report Manager, Run, Run Control ID.**

Each time you run a new process, the system increments the **PI Run Number** (payroll interface run number). The compare step looks at the previous PI Run Number in PI_PARTIC_EXPT for each Company/Pay Group you process. Specify the **Pay Run ID** for which you will run this process. Use the **Run Type** group box to indicate which process you would like to run.

Export Run Type



A successful data export is dependent upon a proper export setup. For more information about setting up your system for data export, see *Preparing for Data Export*.

To export data to your payroll system, select **Export** in the **Run Type** field. The Export process is divided into two steps: compare and export. In the compare step, the system extracts employee data from PeopleSoft. It then translates and formats the information according to your specifications on the Payroll Interface tables. Next, it compares the current values to those previously exported to your payroll system—identifying and recording the changed values. The system stores the results of the compare step in the Payroll Interface Export History Table. After completing the compare step, the system performs the export step, which creates a sequential output (export) file.



Once it is created, you can recreate the export file whenever necessary using the Reprocess group box on the Payroll Interface Run Control page, without the extensive processing required for the compare step.



USF Unlike the generic Payroll Interface product, the NFC export does not compare against the history record.

When you select **Export** as your **Run Type**, specify how you want the Export Selection process to work in the **Select Type** drop-down list box:

All Employees in Group	The default exports all employees in the Pay Group.
Manually Select	You select specific employee IDs for processing in the Selected Employees group box.
Smart Select	The Export process selects only those employees in the Pay Group for whom online changes have been made since the last time an Export was run for this Pay Group. This option might be considered a Calc Where Needed for the Export process and provides substantial performance benefits, improving the time it takes to run your Payroll Interface export. If the Selection Process finds that an All Employees In Group has not yet been run for this Company/Pay Group combination, Smart Select will be overridden at the Pay Group level and changed to All Employees in Group .



Note. PeopleSoft delivers all the code you need to implement SmartSelect, but you must activate it by attaching a simple PeopleCode function to each HRMS record that is used as input to the Export process. For more information, see Activating SmartSelect.

In the **Export Change or Full** drop-down list box, indicate what you want to export:

Chgs Only	Only the changed values identified in the compare step.
Full Set	A full set of employee records—even blank fields.



Note for customers using DB2/MVS with Centura connectivity: The DB2/Centura client environment has an active cursor limit of 50 (50 simultaneous statements). If you map more than 34 different PeopleSoft tables or views within a Payroll Interface File Definition for export, you will need to run your Export process on the MVS server rather than on your Windows client.

Exclude Calculated Deductions

Selecting **Exclude Calculated Deductions** excludes the calculated deductions from the Deduction Calculation Table and from the Export process.

Selecting **Active Employees** includes only employees whose status is considered “active” as defined on the Interface System Table 2 page. If you want to include *all* employees (regardless of their status on the Job record)—for year-end processing, then leave this check box clear. This will select every employee’s current job record in your database, regardless of his or her employee status. For example, employees who have been terminated several years ago and have no other rows in the Job record will be exported.



For more information about Active Employees, see Interface System Table 2 Page.

The **Reprocess** group box enables you to rerun a previously completed **Export** process—either from the beginning, by selecting **Compare**—or after the **Compare** step, by selecting **Export**.

Most of the time when you are doing a **Reprocess**, you will want to start by using the **Compare** option. This runs the process as if it had never been run. The first step of the **Compare** reprocess is to delete all rows of data from the PS_PI_PARTIC, PS_PI_PARTIC_EXPT, and the PS_PI_MESSAGE tables where the PI_RUN_NUMBER is equal to the reprocess PI_RUN_NUMBER. Once the data has been deleted, the system then does the compare and Export process.

If you choose the **Export** option, the system starts on the second phase of the Payroll Interface process. It does not do the **Compare** phase. Instead, it starts by selecting the changed data for the PI_RUN_NUMBER being reprocessed and writes out the flat file or table. When might you want to run this type process? If your payroll service forgot to process the daily file three days ago and they do not have a copy, you can do an **Export** and you have an exact copy of the file to give them.

If you want to run the Select and Compare processes only, then select **Run Select and Compare Only**. If selected, the entire compare and export process will run except the data to be written to a file that will be kept in a temporary table (PI_EXTIO) until a run control is entered in the PI Run Ctl/Export Only Ext File page. Separating the export process from the actual writing to a file may be useful to you when the export is run at one location while the file was written at another location.



For more information on how to complete the export process once you have run the Payroll Interface Run Control page with Run Select and Compare Only selected, see Run Ctl/Export Only Ext File Page.

USF Export Output Options

If you are a U.S. Federal Government user, then the **Select Type** field in the Export Options group box will not appear and an **Output file(s)** field will appear on the page. You can choose to output *All files* or just the *PACT file* or *PMSO file*.

Import Run Type



A successful data import is dependent upon a proper import setup. For more information about setting up your system for data import, see *Preparing for Data Import*.

To import data, select **Import** in the **Run Type** field. The Import process can import check detail and/or balance data from your payroll system into PeopleSoft tables for online viewing and reporting.

The data imported will be designated by the values of your third party payroll system because there are no reverse translation capabilities in Payroll Interface. For example, if your third party payroll system indicates a pay end date in the format MM/DD/YY, then this value will be imported into PeopleSoft in the same MM/DD/YY format, even though PeopleSoft maintains such data in the format MM/DD/YYYY.

The Import process will import data for any employee, even if they are not defined in PeopleSoft. Payroll Interface does not have a compare process to check whether the employee data being imported is valid employee data in PeopleSoft Human Resources.



Data imported using the Import process is not integrated with any of the other PeopleSoft HRMS applications. The imported data can only be viewed from within Payroll Interface. If you wish to use the imported data in other applications, a technical configuration is necessary.



For more information, see *Reviewing the Payroll Interface Process*.

According to the specifications you defined in your Payroll Interface Tables setup, the **Import** process loads data from your payroll system into the following:

- Payroll Interface Check Detail Table (PS_PI_CHECK).
- Payroll Interface Deduction Detail (PS_PI_DED_DETAIL).
- Payroll Interface Tax Detail (PS_PI_TAX_DETAIL).

- Payroll Interface Earnings Detail (PS_PI_EARN_DETAIL).
- Payroll Interface Deduction Balances Table (PS_PI_DED_BAL).
- Payroll Interface Tax Balances Table (PS_PI_TAX_BAL).
- Payroll Interface Earnings Balances Table (PS_PI_EARN_BAL).



For more information about the Payroll Interface tables, see Preparing for Data Export.

Specifying a Run Option

You can enter a number in **Chk Point Interval in Minutes** to specify—in minutes—how often the system should commit during a process run. For example, If you enter **5**, the system will do a commit every 5 minutes during a process run. This way, if you need to restart a process perhaps because of a power failure, the system needs to process only from the last commit.



You have the option of using the *Commit After # Employees Processed* value specified on the Installation Table instead of a number of minutes. To do this, leave **Check Pt Interval** either blank or 0.



For more information about the Installation Table options, see Setting Up Human Resources Tables.

Select a **PI Run Option**. Your choices are:

New

To run a new Payroll Interface process. The system will increment the **PI Run Number**.

Reprocess

To reprocess an existing Payroll Interface run. In the **Reprocess** group box, you can select **Compare**—to reprocess from the beginning, or **Export**—to produce the Export file based on the last **Compare**. Selecting **Compare** will perform both the compare and export of a file. When you reprocess, you need to specify the appropriate **PI Run Number**.

Restart

To restart the most recently run **PI Run Number**.

When you have selected your options for your Payroll Interface process run, click the **Process Request** button.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Run Ctl/Export Only Ext File Page

Usage	Use the Run Ctl/Export Only Ext File (run control/export only external file) page to begin the process to perform your export or import after you have already run the Payroll Interface Run Ctl page with Run Select and Compare Only selected.
Object Name	PI_RUNCTL_AE_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Process, Run Ctl/Export Only Ext File
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Ctl/Export Only Ext File (run control/export only external file) page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Process Monitor, Report Manager, Run, Run Control ID.**

Specify the **Pay Run ID** for which you will run this process. Choose the **Run Type** to indicate which process you would like to run. Choose the **PI Run Option**. Specify the **Payroll Interface Run Number**.

When you have selected your options, click the **Process Request** button.



This page can only be used if you have already run the Payroll Interface Run Ctl page with Run Select and Compare Only selected.

Activating SmartSelect

Usually it is necessary to process only those employees who have had changes since the last time Payroll Interface was run for a particular Company/Pay Group. Changes to employees are generally made online. We provide a PeopleCode function that will detect the timing of these changes and make this information available to the Export process. Even with SmartSelect activated, you will at times select **All Employees in Group**. For example, suppose you performed a batch mass update to your employees outside of the online system; you changed your Payroll Interface configuration; you updated a reference table, which is used in an employee view; or this is the first time you have run Payroll Interface for this group of employees.



SmartSelect will only detect changes to Employee keyed tables. There are several cases where you may need to run a Full Select to keep your export in synch. These cases include, but are not limited to the following:

- Changes to your Payroll Interface configuration.
 - Mass Update to employee-level tables.
 - Changes to a non-employee table used in a view by your Payroll Interface definitions.
-

Add the following PeopleCode to a key field on all records that are updated in the online system and contain information necessary for your Payroll Interface Definitions. Add this PeopleCode to SavePostChange PeopleCode for those records. As an example, we will walk you through the change required for one record, CITIZENSHIP.

1. In Application Designer, select File, Open. Select an **Object Type** of *Record* and **Name** *CITIZENSHIP*.
2. Click the **Select** button to open the record.

3. Click the PeopleCode Display Icon. There may or may not be PeopleCode indicated for **EMPLID** in SavePostChange (**SPo**). In either case, double-click on that cell in the grid to open the PeopleCode editor:
4. For every record that is keyed on EMPLID or EMPLID/EMPL_RCD, you may add a call to the 'Update SmartSelect' function. Add the following required PeopleCode in the **Declarations** Area:

```
Declare Function UPDATE_SMARTSELECT PeopleCode PI_PRESELECT.PI_SELECT_TYPE
FieldFormula;
```

5. If EMPL_RCD is in the record, add:

```
UPDATE_SMARTSELECT(EMPLID, EMPL_RCD, 'Y');
```

6. If EMPL_RCD is not in the record, add:

```
UPDATE_SMARTSELECT(EMPLID, 0, 'N');
```



The 'Y'/'N' at the end of the parameter list indicates whether EMPL_RCD exists in the record. If it does not exist, then **all** jobs for a multi-job employee will be processed in the next SmartSelect export.



Always document your PeopleCode changes! This will make it easier to migrate the changes and maintain them during upgrades.

7. Now you will **Save** the PeopleCode and **Save** the record. Now you can move on to the next record that needs to be updated.

Reviewing the Payroll Interface Process

The Administer Payroll Interface Inquire menu provides access to display-only pages, where you can review information such as:

- Calculated deductions
- Interface messages
- The Interface Run Table

- Interface export details
- Interface check balance
- Interface deduction balance
- Interface tax balance

Calculated Deductions Page

Usage	Use the Calculated Deductions page to review the results of the deduction calculation process.
Object Name	DED_CALCULATIONS
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Calculated Deductions
Prerequisites	A deduction calculation process must have been run for you to see results on this page.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Employee ID, and Employee Record Number.

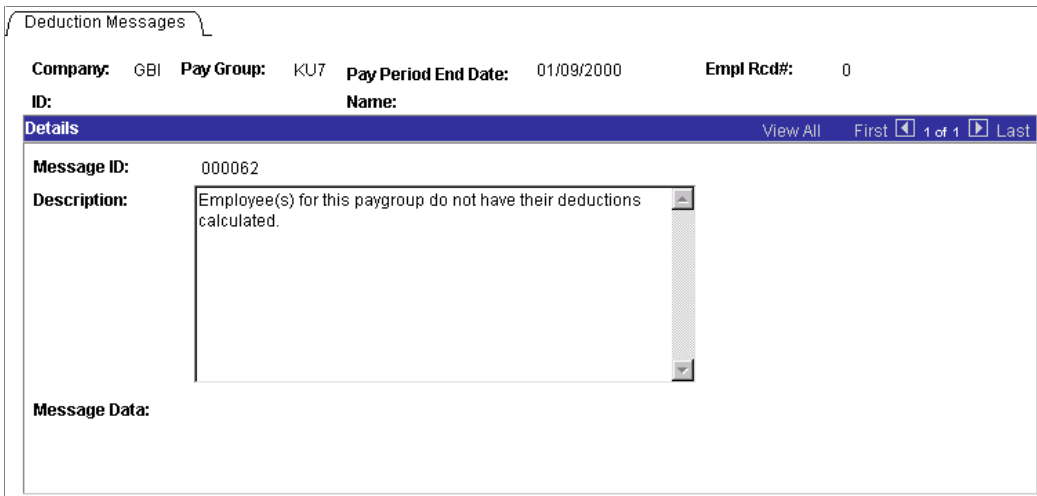
Calculated Deductions						
Company: PST		Pay Period End: 01/01/1994		ID: 8200		Empl Rcd#: 0
Pay Group: WK1		Name: Albright,Arnold				
Details First 1-4 of 6						
Description			Current Deduction	Current Deduction Payback Coverage Base		
Parking PRKING	After-Tax	General	10.00			
Medical After-Tax Deduction MEDICA COMP	After-Tax	Medical	12.83			
New York Life Life Ins NYLIFE LIF2XB	Nontaxable	Life	3.57	15,000.00		
Short-Term Disability Plan STD STD	Before-Tax	STD	14.15	12,500.00		

Calculated Deductions page

Deduction Messages Page

Usage	Use the Deduction Messages page to review messages that are generated during the deduction calculation process.
-------	---

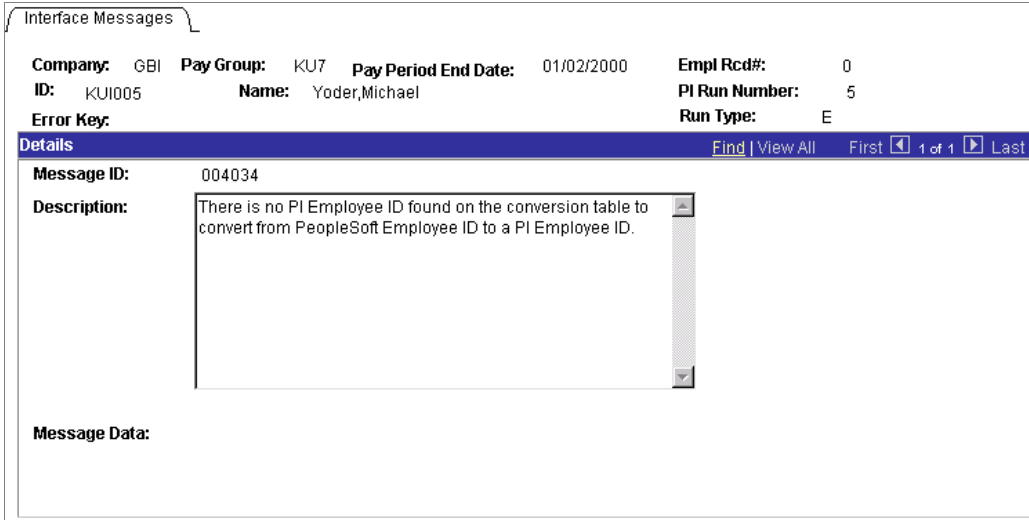
Object Name	DED_MESSAGES
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Deduction Messages
Prerequisites	You must have run a deduction calculation process.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Employee ID, and Employee Record Number, <i>or</i> enter a Pay Run ID.



Deduction Messages page

Interface Messages Page

Usage	Use the Interface Messages page to review messages that are generated by the Payroll Interface system.
Object Name	PI_MESSAGES
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Messages
Prerequisites	The Payroll Interface system must have generated a message, for you to see results on this page.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Employee ID, Employee Record Number, and Error Field Key, or enter a Payroll Interface Run Number (run control number) and Pay Run ID.



Interface Messages page

The **Error Key** field indicates that the Payroll Interface field that is in error. The **Description** field describes the error. The numbered items in the **Description** field correspond to the lines in the **Message Data** field. For example, in the **Description** field on the page shown above, item 2, **Text Type**, corresponds to **CHECK DATE** in the **Message Data** field.

Refer to PSCPYMSG.CBL (COBOL) for technical troubleshooting.

Payroll Interface Run Table Page

Usage	Use the Interface Run Table page to review data that is generated by a Payroll Interface run.
Object Name	PI_RUNTBL_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Run Table
Prerequisites	The Payroll Interface system must have generated a message for you to see results on this page.
Access Requirements	Enter a Payroll Interface Run Number (run control number).

Payroll Interface Run Table																																									
PI Run Number: 1																																									
<table border="1"> <thead> <tr> <th colspan="7">Details</th> </tr> </thead> <tbody> <tr> <td>Run Type:</td> <td>E</td> <td>Run ID:</td> <td colspan="4">R01</td> </tr> <tr> <td>Run Status:</td> <td>C</td> <td>Status Date & Time:</td> <td colspan="4">03/26/1998 5:49:15PM</td> </tr> <tr> <td>Export Chg/Full:</td> <td>F</td> <td colspan="5"></td> </tr> <tr> <td colspan="7"><input type="checkbox"/> Exclude Calculated Deductions</td> </tr> </tbody> </table>							Details							Run Type:	E	Run ID:	R01				Run Status:	C	Status Date & Time:	03/26/1998 5:49:15PM				Export Chg/Full:	F						<input type="checkbox"/> Exclude Calculated Deductions						
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Payroll Interface Run Table page

Interface Export Details Page

Usage	Use the Interface Export Details page to review details of your export run.
Object Name	PI_PARTIC_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Export Details
Prerequisites	You must have run an export process to see data in this page.
Access Requirements	Enter an Employee ID and Payroll Interface Run Number (run control number), or enter a Payroll Interface System ID and Pay Period End Date.

Interface Export Details																																																
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Interface Export Details page

PI Check Summ Page

Usage	Use the PI Check Summ (payroll Interface check summary) page to review check data that was imported from your third-party payroll system.
Object Name	PI_CHECK_SUMM
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, PI Check Summ
Prerequisites	You must have imported check data into Payroll Interface from your third-party payroll system.
Access Requirements	Enter a Payroll Interface Run Number (run control ID), Payroll Interface System ID, PI Configuration ID, PI Paygroup 1, PI Paygroup 2, Payroll Interface Employee ID, and Pay Period End Date, or enter a PI Employee Last Name, Paycheck Issue Date, and User Defined Search Key 1.

The screenshot displays the 'PI Check Summ' page with the following sections:

- Details:** Run #: 1, System ID: ADP, Paygroup 1: TATE, Check #: B0020401, Type: V, Void: Freq 2, Gross Pay: \$2300.00, Net Pay: \$2300.00, Config ID: XYZ, Pay End Date: , Currency Code: USD, ID: 000100.
- Adjustments to MTD:** A table with columns: Earn Cd, Earn Type, Hours, Hrly Rate, Amount. Rows include 'A' with \$300.00 USD and 'REG' with \$2000.00 USD.
- Deduction Details:** A table with columns: Ded Code, Ded Type, Covrg Base, Amount. Rows include 'A' with \$300.00 USD, 'C' with \$11.50 USD, and 'D' with \$0.75 USD.
- Tax Detail:** A link to view tax details.

PI Check Summ page

Reviewing Check Tax Detail

By clicking the **Tax Detail** link, you can view the page that shows the tax details for the check summary you're reviewing.

Check Tax Detail						First	1-6 of 6	Last	View All
State	Locality	Tax Code	Tax Type	Taxable Gross	Tax Amount				
			FWT		\$323.28				USD
			MHI		\$32.68				USD
			OASDI		\$139.74				USD
03			SUI/SD		\$0.00				USD
03			SWT		\$183.61				USD
00			SWT		\$0.00				USD

OK Cancel

Check Tax Detail page

Interface Earning Balance Page

Usage	Use the Interface Earning Balance page to review earnings balances that have been imported from your third-party payroll system.
Object Name	PI_ERNBAL_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Earning Balance
Prerequisites	You must have imported earnings data into Payroll Interface from your third-party payroll system.
Access Requirements	Enter a Payroll Interface Run Number (run control ID), Payroll Interface System ID, PI Configuration ID, PI Paygroup 1, PI Paygroup 2, and Payroll Interface Employee ID, or enter a User Defined Search Key 1.

Interface Earning Balance			
Run Number:	1		
Details			
System ID:	CSV	Config ID:	CSV
PI Paygroup 1:	GBI	PI Paygroup 2:	KU7
PI Emplid:	KUI500		
Balance ID:	CY	Balances for Year:	2000
Earnings Balances			
Balance Key 1:	2000	Balance Key 2:	1
Quarterly Balance:	1	Balances for Period:	1
Earning Type:		Earnings Code:	G
Currency Code:	USD		
Gross YTD:	2345.23	Hours YTD:	50.00
Gross QTD:	2345.23	Hours QTD:	50.00
Gross MTD:	2345.23	Hours MTD:	50.00

Interface Earning Balance page

Interface Deduction Balances Page

Usage	Use the Interface Deduction Balances page to review deduction balances.
Object Name	PI_CHECK_SUMM
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Check Summary
Prerequisites	You must have imported check data into Payroll Interface from your third-party payroll system.
Access Requirements	Enter a Payroll Interface Run Number (run control ID), Payroll Interface System ID, PI Configuration ID, PI Paygroup 1, PI Paygroup 2, and Payroll Interface Employee ID, or enter a User Defined Search Key 1.

The screenshot displays the 'Interface Deduction Balance' window. At the top, the 'Run Number' is 1. Below this is a 'Details' section with the following fields: System ID: ADP, Config ID: XYZ, PI Paygroup 1: 001110, PI Paygroup 2: (blank), Balance ID: CY, and Balances for Year: 1994. The main area is titled 'Deduction Balances' and shows: Balance Key 1: 46, Balance Key 2: (blank), Quarterly Balance: 4, Balance for Period: 11, Deduction Type: (blank), Deduction Code: G, and Currency Code: USD. A table of balances is shown with columns for 'Deductions' and 'Base'. The values are: Year-to-Date: \$50.00 (Deductions) and \$0.00 (Base); Quarter-to-Date: \$0.00 (Deductions) and \$0.00 (Base); Month-to-Date: \$0.00 (Deductions) and \$0.00 (Base); and Arrears Balance: \$0.00 (Deductions) and \$0.00 (Base).

Interface Deduction Balance page

Interface Tax Balance Page

Usage	Use the Interface Tax Balance page to review tax balances.
Object Name	PI_TAXBAL_PNL
Navigation	Compensate Employees, Administer Payroll Interface, Inquire, Interface Tax Balance
Prerequisites	You must have imported check data into Payroll Interface from your third-party payroll system.
Access Requirements	Enter a Payroll Interface Run Number (run control ID), Payroll Interface System ID, PI Configuration ID, PI Paygroup 1, PI Paygroup 2, and

Payroll Interface Employee ID.

Interface Tax Balance

Run Number: 1

Details First 1 of 3

System ID:	ADP	Config ID:	XYZ
PI Paygroup 1:		PI Paygroup 2:	
PI Emplid:	001110	Balances for Year:	1994
Balance ID:	CY	Balance Key 2:	
Balance Key 1:	46	Tax Code:	
Tax Type:	FICA		

Tax Balances First 1 of 1 Last Find View All

Quarterly Balance:	4	Balances for Period:	11
Currency Code:	USD		
	Taxes	Taxable Gross	No Limit Gross
YTD:	\$922.85	\$0.00	\$0.00
QTD:	\$0.00	\$0.00	\$0.00
MTD:	\$0.00	\$0.00	\$0.00

Interface Tax Balance page

Overview of Payroll Interface Reports

PeopleSoft applications offer a wide range of query and reporting possibilities, including our standard reports and reporting tools that you can use to create new reports. When it comes to reporting, you couldn't ask for more versatility.

Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. Our reporting capabilities enable you to access the data that you need and present it in the form that is most useful for those who depend on you for financial and management information.

The tools are easy to use. You no longer have to rely on technical support staff to create queries or reports for you, which means that you can get all the information you need, when *you* need it.

This section will cover the following information:

- A brief discussion of PeopleSoft reporting tools.
- Names and descriptions of the reports provided with PeopleSoft Payroll Interface.



For more information about how to run individual Payroll Interface reports, see [Running Payroll Interface Reports](#).

PeopleSoft Reporting Tools

We deliver PeopleSoft applications with a set of standard reports that are designed to provide companies with the kind of business information they need. Running a report is as easy as selecting it from a menu and entering any necessary parameters. We offer a variety of reporting tools for those of you who want to modify our standard reports, create your own reports, or format report output.

PeopleSoft Query

We designed PeopleSoft Query to help you create and run database queries without having to write SQL statements. You can extract the precise data that you want by using visual representations of your PeopleSoft database. Depending on your needs, the queries can be simple or complex, and they can be single ad hoc queries or queries that you'll use repeatedly.

Query is more than just a reporting tool. You can use it to create queries for a variety of purposes:

- To display data in a list box. You can run queries within Query itself, displaying the result set in a list box for review. This option is useful as you are refining your queries.
- To provide input to a spreadsheet or Crystal report. Query can seamlessly pass data to Microsoft Excel, Lotus 1-2-3, or Crystal Reports Pro. From there, you can use the features of these products to create polished reports.
- To search for records. Many of the search dialog boxes in PeopleSoft applications enable you to select a predefined query or create a new one, rather than enter search criteria for the records that you want to find.
- To check the database for conditions that trigger workflow events. Using PeopleSoft Workflow, you can specify that certain conditions, for example, the presence of overdue receivables, cause the system to send an email to someone or put an entry on someone's worklist. You write queries to detect these conditions, and then you schedule database agents to run them periodically.

Structured Query Reports (SQRs)

One of the most versatile approaches to reporting is the MITI Structured Query Report Writer. This tool can extract data from any SQL-based relational database and print or display it in a prescribed format. We've created a variety of standard SQRs that summarize table information and data. You can use these reports as they appear, modify them, or create your own. You can create tabular, single or multi-page reports, and form letters. You can also use SQR to make global updates to your database, load and unload tables, and perform interactive queries.

Process Scheduler

The Process Scheduler is not a reporting tool by itself, but it plays an important role in PeopleSoft reporting because it is the part of the system that actually runs most of the reports. When you request one of the standard reports, you're really asking the Process Scheduler to run the report for you.

The Process Scheduler is a PeopleTool that performs several tasks with your application. It can run several kinds of processes, such as COBOL programs, database queries, and reports, on a regular schedule or at your request. Furthermore, it can run the processes at your workstation or on a server. The Process Scheduler can generate reports while you continue to work on something else. It also enables you to track the status of the report.

Alphabetic List of Payroll Interface Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Description</i>	<i>Report Type</i>
Bank	PAY701	The Bank Table is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts established for paychecks and direct deposits. You must create at least one entry in this table for the bank where your company draws paychecks and direct deposits.	SQR
Bond	PAY706	You specify bond types in the Bond Table. Bond types are set up as one type of benefit that employees can purchase through payroll deductions.	SQR
Company	PAY702	You establish all the individual companies within your corporate structure in the Company Table. Typically each company has a separate Federal ID number. At least one company must exist in this table before you use PeopleSoft Payroll Interface applications.	SQR
Company Local Tax	TAX705	TAX705 lists entries in the Company Local Tax Table, which identifies the localities for which your company collects and pays taxes.	SQR

Report Name	Report ID	Description	Report Type
Ded/Benefits Register	PAY031	For each Company/Pay Group, this report lists the type of deduction for each employee, along with the calculated amount of the deduction.	SQR
Deduction Class	PAY705	This report comes in two parts, one for U.S. companies and one for Canadian companies. Both reports print the classification codes that you set up in the Deduction Table for each plan type. You must request each report separately by its ID number.	SQR
Deduction/Deduction Frequency	PAY704	In PeopleSoft Payroll, deductions refer to all non-tax amounts, such as benefits and general deductions, that will be taken out of an employee's paycheck. You store deduction priority, tax effect, and frequency of both benefit and non-benefit deductions in the Deduction Table.	SQR

Report Name	Report ID	Description	Report Type
Default Tax Data	TAX016	When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee, including federal, state (multiple if necessary), and local (multiple if necessary). The system picks up information such as the employee's home address and job location from their personal data and job data records, and makes this information the default on their tax data record, with a marital status of Single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unchecked, you can run SQR TAX016, the Default Tax Data Report - U.S. This report tells you which employees have such default data on their tax records. The report looks at records within a date range you specify.	SQR

Report Name	Report ID	Description	Report Type
Default Tax Data	TAX016CN	When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee. The system picks up information such as the employee's home address and job location from their personal data and job data records and makes this information the default on their tax data record, with a marital status of Single and withholding allowances of zero.	SQR
Earnings	PAY712	The Earnings Table holds the various earnings categories your company uses for employee payroll calculations, such as regular, overtime, or sick pay. You can maintain different versions using separate Earnings Table ID numbers. The report prints all the earnings types established along with the payroll calculation characteristics you assign to each. It comes in three parts.	SQR
Earnings Program	PAY717	This table is where you define your earnings programs.	SQR

Report Name	Report ID	Description	Report Type
Employee Tax Information	TAX019	This report provides an individual listing of the employee's tax withholding information. This includes company, effective date, state, local, resident, special status, additional amount/annual exempt, additional percent, marital status, allowances, additional allowances, SUT exempt, FICA status, EIC status and SDI status.	SQR
Exemption	TAX100CN	This report lists all employees whose Canada/Quebec tax data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have less than 12 months subject to pension plan contributions.	SQR
Export Changes Report	PI001	This reports lists detailed information for employees who will be included in the export file, including both old and new values for fields that changed since the last export file was created.	SQR

Report Name	Report ID	Description	Report Type
Federal/State Tax Table	TAX702	TAX702 prints information found in two tables: the State Tax Table, and the State Other Tax Table. These tables store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.	SQR
File Handle Listing	PI715	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.	SQR
General Deduction/Deduction Frequency	PAY703	The General Deduction Table contains all payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees. It defines the deductions and the calculation routine or amount. The report lists valid general deduction codes and their effective dates.	SQR
Local Tax Table	TAX703	TAX703 lists the entries in the Local Tax Table, which contains calculations for local income taxes.	SQR

Report Name	Report ID	Description	Report Type
Pay Calendar	PAY714	This report lists the contents of the Pay Calendar Table. The Pay Calendar Table stores the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a specific pay period for a pay group. For example, a weekly pay group has 52 entries in the Pay Calendar Table, and represents one year of processing.	SQR
Pay Group	PAY711	You use the Pay Group Table to establish pay groups within a company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions and use the same check or direct deposit stock.	SQR
PI Config Listing	PI712	This report displays processing groups, file names, and descriptions needed for the external Payroll system.	SQR
PI Definition – Field	PI711	This report lists the layout and content of each field for every record on each file used in the interface process.	SQR
PI Definition – File	PI709	This report lists each file used in the interface process.	SQR

Report Name	Report ID	Description	Report Type
PI Definition – Record	PI710	This report lists the layout of each record that is used to format the interface files for both import and export processing.	SQR
PI Employee Listing	PI714	This report lists each PeopleSoft Employee ID along with the external Payroll system's Employee ID when they differ.	SQR
PI Field Listing	PI704	This report shows the fields of the defined external Payroll system and shows how PeopleSoft fields are mapped to them for both import and export processing.	SQR
PI Field - Xlat Listing	PI705	For each System ID that is defined, this report lists the specific external system's fields along with the PeopleSoft source for that field. When conversion/translation from the value stored in PeopleSoft is required, this report lists all the pertinent information for the defined field.	SQR
PI Group Listing	PI713	This report lists Group IDs that represent multiple fields that must be processed together in the export file.	SQR
PI Instance Listing	PI706	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.	SQR

Report Name	Report ID	Description	Report Type
PI Process Listing	PI707	This report displays descriptions for each special (COBOL) process that has been defined to filter data before creating the export file.	SQR
PI Process Values	PI708	This report displays the values returned from a special COBOL process. These values are used in the field translation process.	SQR
Presheet Audit Report	PAY034	This paysheet audit report scans all the tables that are required by the paysheet process and identifies any orphan records and codes.	SQR
PS Record Listing	PI702	This report lists the PeopleSoft tables and views that are available to use in the Interface Process.	SQR
PS Record-Field Listing	PI703	This report lists each field on the PeopleSoft tables and views that are available to use in the Interface Process.	SQR
Reset W-4 Exempt Employees	TAX103	When run in Report mode, TAX103 identifies employees who, although notified by the W-4 Exempt Notification process, have not yet filed a new W-4 form by the due date in order to continue their exemption status.	SQR

Report Name	Report ID	Description	Report Type
Reset W-5 EIC Employees	TAX113	When run in Report mode, TAX113 identifies employees who, although notified by the W-5 EIC Notification process, did not refile by the due date to continue their Advance Payments of Earned Income Credit.	SQR
Shift	PAY708	You use this table to identify the different work shifts to which an employee may be assigned. Because it contains the rate or factor that you want the system to use to calculate shift differential, this table works together with the Earnings and Special Accumulator Table to calculate earnings.	SQR
State Tax Rate	TAX707	TAX707 lists the contents of the State Tax Rate Table, which contains bracket rates needed for calculation of state and federal taxes.	SQR
System Table Listing	PI701	This report shows each system ID, its description and effective date, along with other data that is entered on the System Interface Table.	SQR
Update Source Deductions	TAX103CN	This process generates new CAN_TAX_DATA records for all employees who are active as of the Effective Date specified. This process is usually run at the beginning of the year for preparation of the new year's processing. This process generates a report of all records created.	SQR

Report Name	Report ID	Description	Report Type
W-4 Audit	TAX107	This report produces a list of all employees who either created and/or updated their W4 (Employee's Withholding Allowance Certificate) information by way of the Web.	SQR
W-4 Exemptions	TAX100	This report lists all employees within each company who are exempt from federal income tax withholding. You indicate this exemption by selecting the Exempt radio button on the Federal Tax Data 1 panel.	SQR
W-4 IRS	TAX106	When an employee claims either exemption from Federal withholding or more than ten allowances, the Form W-4 (Employee's Withholding Allowance Certificate) must be sent to the IRS (Internal Revenue Service). This report will produce a one-page per employee listing of all information on the W-4 Form along with the Employer's name, address, and ID number.	SQR
Wage Loss Plan	PAY709	This report prints the contents of the Wage Loss Plan Table for Canadian employers.	SQR

Numeric List of Payroll Interface Reports

Report ID	Report Name	Description	Report Type
PAY031	Ded/Benefits Register	For each Company/Pay Group, this report lists the type of deduction for each employee, along with the calculated amount of the deduction.	SQR
PAY034	Presheet Audit Report	This paysheet audit report scans all the tables required by the paysheet process and identifies any orphan records and codes.	SQR
PAY701	Bank	The Bank Table is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts established for paychecks and direct deposits. You must create at least one entry in this table for the bank where your company draws paychecks and direct deposits.	SQR
PAY702	Company	You establish all the individual companies within your corporate structure in the Company Table. Typically each company has a separate Federal ID number. At least one company must exist in this table before you use PeopleSoft Payroll applications.	SQR

Report ID	Report Name	Description	Report Type
PAY703	General Deduction/Deduction Frequency	The General Deduction Table contains all payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees. It defines the deductions and the calculation routine or amount. The report lists valid general deduction codes and their effective dates.	SQR
PAY704	Deduction/Deduction Frequency	In PeopleSoft Payroll, deductions refer to all non-tax amounts, such as benefits and general deductions, that will be taken out of an employee's paycheck. You store deduction priority, tax effect, and frequency of both benefit and non-benefit deductions in the Deduction Table.	SQR
PAY705	Deduction Class	This report comes in two parts, one for U.S. companies and one for Canadian companies. Both reports print the classification codes that you set up in the Deduction Table for each plan type. You must request each report separately by its ID number:	SQR
PAY706	Bond	You specify bond types in the Bond Table. Bond types are set up as one type of benefit that employees can purchase through payroll deductions.	SQR

Report ID	Report Name	Description	Report Type
PAY708	Shift	You use this table to identify the different work shifts to which an employee may be assigned. Because it contains the rate or factor that you want the system to use to calculate shift differential, this table works together with the Earnings and Special Accumulator Table to calculate earnings.	SQR
PAY709	Wage Loss Plan	This report prints the contents of the Wage Loss Plan Table for Canadian employers.	SQR
PAY711	Pay Group	You use the Pay Group Table to establish pay groups within a company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions and use the same check or direct deposit stock.	SQR

Report ID	Report Name	Description	Report Type
PAY712	Earnings	The Earnings Table holds the various earnings categories that your company uses for employee payroll calculations, such as regular, overtime, or sick pay. You can maintain different versions using separate Earnings Table ID numbers. The report prints all the earnings types that are established, along with the payroll calculation characteristics that you assign to each. It comes in three parts.	SQR
PAY714	Pay Calendar	This report lists the contents of the Pay Calendar Table. The Pay Calendar Table stores the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a specific pay period for a pay group. For example, a weekly pay group has 52 entries in the Pay Calendar Table and represents one year of processing.	SQR
PAY717	Earnings Program	This table is where you define your earnings programs.	SQR
PI001	Export Changes Report	This reports lists detailed information for employees who will be included in the export file, including both old and new values for fields that changed since the last export file was created.	SQR

Report ID	Report Name	Description	Report Type
PI701	System Table Listing	This report shows each system ID, its description and effective date, along with other data that is entered on the System Interface Table.	SQR
PI702	PS Record Listing	This report lists the PeopleSoft tables and views that are available to use in the Interface Process.	SQR
PI703	PS Record-Field Listing	This report lists each field on the PeopleSoft tables and views that are available to use in the Interface Process.	SQR
PI704	PI Field Listing	This report shows the fields of the defined external Payroll system and how PeopleSoft fields are mapped to them for both import and export processing.	SQR
PI705	PI Field - Xlat Listing	For each System ID that is defined, this report lists the specific external system's fields along with the PeopleSoft source for that field. When conversion/translation from the value stored in PeopleSoft is required, this report lists all pertinent information for the defined field.	SQR
PI706	PI Instance Listing	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.	SQR

Report ID	Report Name	Description	Report Type
PI707	PI Process Listing	This report displays descriptions for each special (COBOL) process that has been defined to filter data before creating the export file.	SQR
PI708	PI Process Values	This report displays the values returned from a special COBOL process. These values are used in the field translation process.	SQR
PI709	PI Definition – File	This report lists each file used in the interface process.	SQR
PI710	PI Definition – Record	This report lists the layout of each record that is used to format the interface files for both import and export processing.	SQR
PI711	PI Definition – Field	This report lists the layout and content of each field for every record on each file used in the interface process.	SQR
PI712	PI Config Listing	This report displays processing groups, file names, and descriptions needed for the external Payroll system.	SQR
PI713	PI Group Listing	This report lists Group IDs that represent multiple fields that must be processed together in the export file.	SQR
PI714	PI Employee Listing	This report lists each PeopleSoft Employee ID along with the external Payroll system's Employee ID when they differ.	SQR

Report ID	Report Name	Description	Report Type
PI715	File Handle Listing	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.	SQR
TAX016	Default Tax Data	When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee: federal, state (multiple if necessary), and local (multiple if necessary). The system picks up information such as the employee's home address and job location from their personal data and job data records, and makes this information the default on their tax data record, with a marital status of Single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unchecked, you can run SQR TAX016, the Default Tax Data Report - U.S. This report tells you which employees have such default data on their tax records. The report looks at records within a date range that you specify.	SQR

Report ID	Report Name	Description	Report Type
TAX016CN	Default Tax Data	When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee. The system picks up information such as the employee's home address and job location from their personal data and job data records and makes this information the default on their tax data record, with a marital status of Single and withholding allowances of zero.	SQR
TAX019	Employee Tax Information	This report provides an individual listing of the employee's tax withholding information. This includes company, effective date, state, local, resident, special status, additional amount/annual exempt, additional percent, marital status, allowances, additional allowances, SUT exempt, FICA status, EIC status and SDI status.	SQR
TAX100	W-4 Exemptions	This report lists all employees within each company who are exempt from federal income tax withholding. You indicate this exemption by selecting the Exempt radio button on the Federal Tax Data 1 panel.	SQR

Report ID	Report Name	Description	Report Type
TAX100CN	Exemption	This report lists all employees whose Canada/Quebec tax data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have less than 12 months subject to pension plan contributions.	SQR
TAX103	Reset W-4 Exempt Employees	When run in Report mode, TAX103 identifies employees who, although notified by the W-4 Exempt Notification process, have not yet filed a new W-4 form by the due date to continue their exemption status.	SQR
TAX103CN	Update Source Deductions	This process generates new CAN_TAX_DATA records for all employees who are active as of the Effective Date specified. This process is usually run at the beginning of the year for preparation of the new year's processing. This process generates a report of all records created.	SQR

Report ID	Report Name	Description	Report Type
TAX106	W-4 IRS	When an employee claims either exemption from Federal withholding or more than ten allowances, the Form W-4 (Employee's Withholding Allowance Certificate) must be sent to the IRS (Internal Revenue Service). This report will produce a one-page per employee listing of all information on the W-4 Form along with the Employer's name, address, and Identification number.	SQR
TAX107	W-4 Audit	This report produces a list of all employees who either created and/or updated their W4 (Employee's Withholding Allowance Certificate) information by way of the Web.	SQR
TAX113	Reset W-5 EIC Employees	When run in Report mode, TAX113 identifies employees who, although notified by the W-5 EIC Notification process, did not refile by the due date to continue their Advance Payments of Earned Income Credit.	SQR
TAX702	Federal/State Tax Table	TAX702 prints information found in two tables: the State Tax Table, and the State Other Tax Table. These tables store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.	SQR

Report ID	Report Name	Description	Report Type
TAX703	Local Tax Table	TAX703 lists the entries in the Local Tax Table, which contains calculations for local income taxes.	SQR
TAX705	Company Local Tax	TAX705 lists entries in the Company Local Tax Table, which identifies the localities for which your company collects and pays taxes.	SQR
TAX707	State Tax Rate	TAX707 lists the contents of the State Tax Rate Table, which contains bracket rates needed for calculation of state and federal taxes.	SQR



For more information about running PeopleSoft reports, see Introduction to PeopleSoft Reporting in your *PeopleSoft PeopleTools* PeopleBook.

CHAPTER 13

Running Payroll Interface Reports

PeopleSoft Payroll Interface is delivered with a series of reports and table listings. This section explains how to generate PeopleSoft Payroll Interface reports and details the output results of those reports.

Most of the key Payroll Interface reports you will find via the Compensate Employees, Administer Payroll Interface, Report navigation. However, you may also find a number of other reports useful under Other Reports Useful to Payroll Interface.



For more information about how to run reports, see your PeopleTools Introduction to PeopleSoft Reporting PeopleBook.



For a complete alphabetical and numerical listing of all PeopleSoft Global Payroll reports, see Overview of Payroll Interface Reports.

Common Run Control Pages for Payroll Interface Reports

Under the Compensate Employees, Administer Payroll Interface, Report menu in PeopleSoft Payroll Interface, you will find several variations of the same page. The object page name (PRCSRUNCNTL) remains the same throughout, as do the fields; however, the actual names of the page and the reports produced vary depending on the business process.

Following is a list of the various report page names sharing the PRCSRUNCNTL object page name and the report produced by each.

System Table Listing report page generates the Interface System Table report.

PS Record Listing report page generates the Interface PeopleSoft Record Table report.

PS Record-Field Listing report page generates the Interface PeopleSoft Record-Field Table report.

PI Field Listing report page generates the Interface Field Table report.

PI Field Xlat Listing report page generates the Interface Field Translate Table report.

PI Instance Listing report page generates the Interface Instance Table report.

PI Process Listing report page generates the Interface Process Table report.

PI Process Values report page generates the Interface Process Values Table report.

PI Definition – File report page generates the Interface File Definition Table report.

PI Definition – Record report page generates the Interface Record Definition Table report.

PI Definition – Field report page generates the Interface Field Definition Table report.

PI Configuration Listing report page generates the Interface Configuration Table report.

PI Group Listing report page generates the Interface Group Table report.

PI Employee Listing report page generates the Interface Employee Table report.

File Handle Listing report page generates the File Handle Table report.

Common Page Elements

The following elements are common to all of these pages: **Process Monitor, Report Manager, Run, Run Control ID**. You can find definitions for these elements in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions.

Deductions and Benefits Register Report Page

Usage	Use the Deduction and Benefits Register page to generate a report listing the type of deduction for each employee, along with the calculated amount of the deduction, for each Company/Pay Group.
Object Name	RUNCTL_PAYINIT2
Navigation	Compensate Employees, Administer Payroll Interface, Report, Ded/Benefits Register
Prerequisites	This report can be run only after you have run the deduction calculation process.
Access Requirements	Enter a Run Control ID.

Deductions and Benefits Register report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

On-Cycle Run

If you use this group box the process will reference the Pay Run ID and note all of the associated pay calendars attached to the Pay Run ID.

Pay Run ID Select the **Pay Run ID** that identifies the pay calendars from which you want to produce a report.

Off-Cycle Pay Calendar



The Off-Cycle Pay Calendar section is not used for Payroll Interface.

You can use this group box to specify the selection criteria for producing a report for an off-cycle pay calendar.

Company Select the **Company** for the off-cycle pay calendar for which you want to produce a report.

Pay Group Select the **Pay Group** for the off-cycle pay calendar for which you want to produce a report.

Pay End Date Select the **Pay End Date** for the off-cycle pay calendar for which you want to produce a report.

Process Page # Enter the page numbers that correspond to the paysheets from which you want to produce a report.

Payroll Cycle

On-Cycle If you select the **On-Cycle** option, the report will include on-cycle run data.

Note. Use only this option for Payroll Interface.

Off-Cycle If you select the **Off-Cycle** option, the report will include off-cycle run data.

Both If you select the **Both** option, the report will include both on-cycle and off-cycle run data.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deductions and Benefits Register Report Details

Description	For each Company/Pay Group, this report lists the type of deduction for each employee, along with the calculated amount of the deduction.
Report ID	PAY031
Type of Report	SQR
Parameters	Pay Run ID for on-cycle runs and Company, Pay Group, Pay End Date, and Process Page Number for off-cycle pay calendars. You can also select to produce a report for on-cycle, off-cycle, or both types of runs.
Source	RUNCTL_PAYINIT2
Source Records	
Sorted By	



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Export Changes Report Page

Usage	Use the Export Changes report to produce a report that lists detailed information for employees who will be included in the export file, including both old and new values for fields that changed since the last export file was created.
Object Name	RUNCTL_PIEXPT
Navigation	Compensate Employees, Administer Payroll Interface, Report, Export Changes Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Export Changes report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

Language Select the language you would like for your report.

System ID Enter the **System ID**.

Run # Enter the Payroll Interface **Run Number**.

Additional Selection Criteria

If you wish to narrow your report output, you can use these criteria.

Config ID	Enter a Configuration ID .
Company	Enter a Company .
Pay Group	Enter a Pay Group .
EmplID	Enter an Employee ID .

Report Generation Options

You have control over which records and fields are included in the report.

Records	Select All if you want all records to be included in your report. Select Changed if you only want records that have changed since the last export to be included in your report.
Fields	Select All if you want all fields to be included in your report. Select Changed if you only want fields that have changed since the last export to be included in your report.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Export Changes Report Details

Description	This reports lists detailed information for employees who will be included in the export file, including both old and new values for fields that have changed since the last export file was created.
Report ID	PI001
Type of Report	SQR
Parameters	System ID. Enter a valid system ID. Run #. Enter the appropriate Payroll Interface run number.

	<p>Config ID. Enter a valid Configuration ID if you want the report only to display information about a specific Configuration.</p> <p>Company. Enter a valid Company Code.</p> <p>Pay Group. Enter a valid Pay Group.</p> <p>EmplID. Enter a valid Employee ID.</p> <p>Records. Enter whether you would like to see all records or only changed records on the report.</p> <p>Fields. Enter whether you would like to see all fields or only changed fields on the report. Optionally, the following may be entered to filter/limit the amount of data on the report:</p>
Source	RUNCTL_PIEPXT
Source Records	PS_PI_DEFN_FIELD , PS_PI_FIELD_TBL , PS_PI_DEFN_RECORD, PS_PI_FIELD_LANG, PS_PI_PARTIC_EXPT , PS_PI_PARTIC , PS_PI_RUN_PYGRP, PS_PI_SYSTEM_TBL, PS_PERSONAL_DATA, PS_PI_SYSTEM_LANG
Sorted By	PS_PI_PARTIC_EXPT.PI_CONFIG_ID, PS_PI_PARTIC.COMPANY, PS_PI_PARTIC.PAYGROUP, PS_PI_PARTIC_EXPT.EMPLID, PS_PI_PARTIC_EXPT.EMPL_RCD, PS_PI_PARTIC_EXPT.PI_FILE_ID, PS_PI_PARTIC_EXPT.PI_RECORD_SEQ, PS_PI_PARTIC_EXPT.PI_EXPORT_SEQ, PS_PI_PARTIC_EXPT.EFFDT DESC, C.COMPARE_DTTM DESC, PS_PI_PARTIC_EXPT.EXPORT_SEQ



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

System Table Listing Report Page

Usage	Use the System Table Listing report to report on the details of each System ID, the description and effective date for each one, and other data entered on the System Interface Table..
Navigation	Compensate Employees, Administer Payroll Interface, Report, System Table Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control		
Run Control ID: 1	Report Manager	Process Monitor
		<input type="button" value="Run"/>

System Table Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Payroll Interface Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

System Table Listing Report Details

Description	This report shows each System ID, its description and effective date, along with other data entered on the System Interface Table.
Report ID	PI701
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_SYSTEM_TBL , PS_PI_SYSTEM_STAT
Sorted By	PS_PI_SYSTEM_TBL .,PI_SYSTEM_ID, PS_PI_SYSTEM_TBLA.EFFDT, PS_PI_SYSTEM_STATB.EMPL_STATUS



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Record Listing Report Page

Usage	Use the PeopleSoft Record Listing report to list the PeopleSoft tables and views that are available to use in the Interface Process.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PS Record Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.



PeopleSoft Record Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Payroll Interface Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

PeopleSoft Record Listing Report Details

Description	This report lists the PeopleSoft records and views that are available to use in the Interface Process.
Report ID	PI702
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source	PS_PI_PS_RECORD , PS_PI_PS_REC_LANG

Records	
Sorted By	PI_SYSTEM_ID, RECNAME



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Record-Field Listing Report Page

Usage	Use the PeopleSoft Record-Field Listing report to list each field on the PeopleSoft records and views that are available to use in the Interface Process.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PS Record-Field Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PeopleSoft Record-Field Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PeopleSoft Record-Field Listing Report Details

Description	This report lists each field on the PeopleSoft tables and views that are available to use in the Interface Process.
Report ID	PI703
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_PS_RECORD, PS_PI_PSREC_FLD
Sorted By	PS_PI_PS_RECORD.SYSTEM_ID, PS_PI_PS_RECORD.RECNAME, PS_PI_PS_RECORD.PI_PROCESS_TYPE, PS_PI_PSREC_FLD.FIELDNAME



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Field Listing Report Page

Usage	Use the PI Field Listing report to produce a report detailing the defined external Payroll system's fields and how PeopleSoft fields are mapped to them for both import and export processing.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PS Field Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)

PI Field Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Field Listing Report Details

Description	This report shows the defined external Payroll system's fields and how PeopleSoft fields are mapped to them for both import and export processing.
Report ID	PI704
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_FIELD_TBL , PS_PI_SYSTEM_TBL, PS_PI_FIELD_LANG, PS_PI_SYSTEM_LANG
Sorted By	PS_PI_FIELD_TBL.PI_SYSTEM_ID, PS_PI_FIELD_TBL.PI_FIELD_ID, PS_PI_FIELD_TBL.EFFDT DESC



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Field-Xlat Listing Report Page

Usage	Use the PI Field - Xlat Listing report that lists the specific external system's fields along with the PeopleSoft source for that field for each System ID defined. When conversion/translation from the value stored in PeopleSoft is required, this report lists all pertinent information for
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	the defined field.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Field Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Field - Xlat Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Payroll Interface Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

PI Field - Xlat Listing Report Details

Description	For each System ID defined, this report lists the specific external system's fields along with the PeopleSoft source for that field. When conversion/translation from the value stored in PeopleSoft is required, this report lists all pertinent information for the defined field.
Report ID	PI705
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_FIELD_XLAT, PS_PI_SYSTEM_TBL, PS_PI_FIELD_TBL , PS_PI_SYSTEM_LANG, PS_PI_FIELD_LANG

Sorted By	PS_PI_FIELD_XLAT.PI_SYSTEM_ID, PS_PI_FIELD_XLAT.PI_FIELD_ID, PS_PI_FIELD_XLAT.EFFDT, PS_PI_FIELD_XLAT.PS_FIELD1_VALUE, PS_PI_FIELD_XLAT.PS_FIELD2_VALUE, PS_PI_FIELD_XLAT.PS_FIELD3_VALUE
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For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Instance Listing Report Page

Usage	Use the PI Instance Listing report to detail each instance of a PeopleSoft record to be exported to the external Payroll system.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Instance Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.



PI Instance Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Instance Listing Report Details

Description	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.
Report ID	PI706
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_INSTANCE_TBL
Sorted By	PI_SYSTEM_ID, PI_INSTANCE_ID, EFFDT



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Process Listing Report Page

Usage	Use the PI Process Listing report to detail descriptions for each special (COBOL) process that has been defined to filter data before creating the export file.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Process Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Process Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Process Listing Report Details

Description	This report displays descriptions for each special (COBOL) process that has been defined to filter data before creating the export file.
Report ID	PI707
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_PROCESS_TBL , PS_PI_PROC_TB_LANG
Sorted By	PI_PROCESS_ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Process Values Report Page

Usage	Use the PI Process Values report to detail the values returned from a special COBOL process. These values are used in the field translation process.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Process Values

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Process Values report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Process Values Report Details

Description	This report displays the values returned from a special COBOL process. These values are used in the field translation process.
Report ID	PI708
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_PROCESS_TBL, PS_PI_PROC_TB_LANG
Sorted By	PI_PROCESS_ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Definition - File Report Page

Usage	Use the PI Definition - File report to list each file used in the interface process.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Definition-File
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

PI Definition - File report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Definition - File Report Details

Description	This report lists each file used in the interface process.
Report ID	PI709
Type of	SQR

Report	
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_DEFN_FILE , PS_PI_DEFN_F_LANG
Sorted By	PI_FILE_ID, EFFDT DESC



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Definition - Record Report Page

Usage	Use the PI Definition - Record report to list the layout of each record used to format the interface files for both import and export processing.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Definition-Record
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Definition - Record report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Definition - Record Report Details

Description	This report lists the layout of each record used to format the interface files for both import and export processing.
Report ID	PI710
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_DEFN_RECORD, PS_PI_DEFN_FILE, PS_PI_DEFN_R_LANG, PS_PI_DEFN_F_LANG, PS_PI_PROCESS_TBL, PS_PI_PROC_TB_LANG, PS_PI_PROCESS_TBL
Sorted By	PS_PI_DEFN_RECORD.PI_FILE_ID, PS_PI_DEFN_RECORD.EFFDT DESC, PS_PI_DEFN_RECORD.PI_RECORD_SEQ



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Definition - Field Report Page

Usage	Use the PI Definition - Field report to list the layout and content of each field for every record on each file used in the interface process.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Definition-Field
Prerequisites	None
Access Requirements	Enter a Run Control ID.



PI Definition - Field report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Definition - Field Report Details

Description	This report lists the layout and content of each field for every record on each file used in the interface process.
Report ID	PI711
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_DEFN_FIELD , PS_PI_DEFN_FILE , PS_PI_DEFN_RECORD, PS_PI_DEFN_F_LANG, PS_PI_DEFN_R_LANG, PS_PI_GROUP_TBL
Sorted By	PS_PI_DEFN_FIELD.PI_FILE_ID, PS_PI_DEFN_FIELD.EFFDT, PS_PI_DEFN_FIELD.PI_RECORD_SEQ, PS_PI_DEFN_FIELD.PI_FIELD_SEQ



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Configuration Listing Report Page

Usage	Use the PI Configuration Listing report to display processing groups, file names, and descriptions needed for the external Payroll system.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Config Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Run Control

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

PI Configuration Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Payroll Interface Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler in your PeopleSoft PeopleTools PeopleBook*.

PI Configuration Listing Report Details

Description	This report displays processing groups, file names, and descriptions needed for the external Payroll system.
Report ID	PI712
Type of Report	SQR
Parameters	None

Source	PRCSRUNCNTL
Source Records	PS_PI_CONFIG_FILE , PS_PI_CONFIG_TBL , PS_PI_DEFN_FILE , PS_PI_CONFIG_LANG , PS_PI_DEFN_F_LANG
Sorted By	PS_PI_CONFIG_FILE.PI_CONFIG_ID, PS_PI_CONFIG_FILE.EFFDT, PS_PI_CONFIG_FILE.PI_FILE_ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Group Listing Report Page

Usage	Use the PI Group Listing report to list Group IDs that represent multiple fields that must be processed together in the export file.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Group Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Group Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Group Listing Report Details

Description	This report lists Group IDs that represent multiple fields that must be processed together in the export file.
Report ID	PI713
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_GROUP_TBL , PS_PI_GROUP_LANG
Sorted By	PI_SYSTEM_ID, PI_GROUP_ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

PI Employee Listing Report Page

Usage	Use the PI Employee Listing report to list each PeopleSoft Employee ID along with the external Payroll system's Employee ID when they differ.
Navigation	Compensate Employees, Administer Payroll Interface, Report, PI Employee Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

PI Employee Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Payroll Interface Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

PI Employee Listing Report Details

Description	This report lists each PeopleSoft Employee ID along with the external Payroll system's Employee ID when they differ.
Report ID	PI714
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_PI_EMPLID_TBL , PS_PI_SYSTEM_TBL, PS_PI_SYSTEM_LANG
Sorted By	ORDER BY PS_PI_EMPLID_TBL.EMPLID, PS_PI_EMPLID_TBL.EMPL_RCD, PS_PI_EMPLID_TBL.EFFDT



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

File Handle Listing Report Page

Usage	Use the File Handle Listing report to detail each instance of a PeopleSoft record to be exported to the external Payroll system.
Navigation	Compensate Employees, Administer Payroll Interface, Report, File Handle Listing

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

File Handle Listing report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Payroll Interface Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

File Handle Listing Report Details

Description	This report displays each instance of a PeopleSoft record to be exported to the external Payroll system.
Report ID	PI715
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_FILE_HANDLE_TBL
Sorted By	FILE_HANDLE



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Other Reports Useful to Payroll Interface

The reports documented in this section, which can be found under various menu navigations, can be useful for PeopleSoft Payroll Interface users.



These are reports available for the Payroll for North America product. They have not been specifically developed for Payroll Interface and have only been provided to give you added reporting flexibility. If you need further reporting capabilities, you can modify the delivered SQRs or create your own.

Common Run Control Pages for Other Reports

Under the menu navigations listed below, you will find several variations of the same page. The object page name (PRCSRUNCNTL) remains the same throughout, as do the fields; however, the actual names of the page and the reports produced vary depending on the business process. The menu navigations sharing this common Run Control page are the following:

- Compensate Employees, Manage Payroll Process (US), Report 2
- Define Business Rules, Define Payroll Process, Report
- Compensate Employees, Define Payroll Taxes, Report
- Compensate Employees, Report Payroll Info (US), Report
- Compensate Employees, Report Payroll Info (CAN), Report
- Compensate Employee, Manage Payroll Process (US), Report 1
- Compensate Employees, Maintain Payroll Data (US), Report
- Compensate Employees, Maintain Annual Tax Rptg (CAN), Reports 1

The following is a list of the various report page names sharing the PRCSRUNCNTL object page name and the report produced by each.

Presheet Audit report page generates the Presheet Audit report.

Bank report page generates a Bank report.

Company report page generates a Company report.

General Deduction/Deduction Frequency report page generates a General Deduction/Deduction Frequency report.

Deduction/Deduction Frequency report page generates a Deduction/Deduction Frequency report.

Deduction Class report page generates a Deduction Class report.

Bond report page generates a Bond report.

Shift report page generates a Shift report.

Wage Loss Plan report page generates the contents of the Wage Loss Plan table for Canadian employers.

Pay Group report page generates a Pay Group report.

Earnings report page generates an Earnings report.

Pay Calendar report page generates a Pay Calendar report.

Earnings Program report page generates an Earnings Program table report.

Federal/State Tax Table report page generates a report detailing the contents of the State Tax Table and the Federal Tax Table.

Local Tax report page generates a report detailing the contents of the Local Tax Table.

Company Local Tax report page generates a report detailing the contents of the Company Local Tax Table.

State Tax Rate report page generates a report detailing the contents of the State Tax Rate Table.

Common Page Elements

The following elements are common to all of these pages: **Process Monitor, Report Manager, Run, Run Control ID**. You can find definitions for these elements in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions.

Presheet Audit Report Page

Usage	Use the Presheet Audit report page to run a Presheet Audit report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 2, Presheet Audit
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Presheet Audit report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Presheet Audit Report Details

Description	This Paysheet Audit report scans all the tables required by the paysheet process and identifies any orphan records and codes.
Report ID	PAY034
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Company, Employee ID, Employee Record Number, Message.

Bank Report Page

Usage	Use the Bank report page to run a Bank Table report.
Navigation	Define Business Rules, Define Payroll Process, Report, Bank/Branch
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Bank report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Bank Report Details

Description	<p>The Bank Table is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts established for paychecks and direct deposits. You must create at least one entry in this table for the bank where your company draws paychecks and direct deposits.</p> <p>The report lists each bank by transit number. For each bank there is a long and short bank name description, an address, and the deposit medium (tape, diskette, or report). The report also shows the waiting period for direct deposits after sending a prenote test.</p>
Report ID	PAY701
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	

Company Report Page

Usage	Use the Company report page to run a Company Table - GL Data report.
Object Name	PRCSRUNCNTRL
Navigation	Define Business Rules, Define Payroll Process, Report, Company
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Company Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Company report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Company Report Details

Description	<p>You establish all the individual companies within your corporate structure in the Company Table. Typically each company has a separate Federal ID number. At least one company must exist in this table before you use PeopleSoft Payroll applications.</p> <p>This report is a companion to PER707, the Company Table - General Data report. It lists the payroll-related General Ledger information entered in the Company Table.</p>
Report ID	PAY702
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Sorted By	

General Deduction/Deduction Frequency Report Page

Usage	Use the General Deduction/Deduction Frequency report page to run a General Deduction/Deduction Frequency Table report.
Navigation	Define Business Rules, Define Payroll Process, Report, General Ded/Frequency
Prerequisites	

Access Requirements	Enter a Run Control ID.
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General Ded/Frequency Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

General Ded/Frequency report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see [Common Run Control Pages for Other Reports](#).



For more information about the PeopleSoft Process Scheduler, see [Process Scheduler](#) in your *PeopleSoft PeopleTools* PeopleBook.

General Deduction/Deduction Frequency Report Details

Description	The General Deduction Table contains all payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees. It defines the deductions and the calculation routine or amount. The report lists valid general deduction codes and their effective dates. It shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the Special Accumulator code, the employee pay frequency, and any additional flat deduction amounts.
Report ID	PAY703
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Sorted By	

Deduction/Deduction Frequency Report Page

Usage	Use the Deduction/Deduction Frequency report page to run a Deduction/Deduction Frequency Table report.
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Navigation	Define Business Rules, Define Payroll Process, Report, Deduction/Frequency
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Deduction/Frequency report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Deduction/Deduction Frequency Report Details

Description	In PeopleSoft Payroll, deductions refer to all non-tax amounts, such as benefits and general deductions that will be taken out of an employee's paycheck. You store deduction priority, tax effect, and frequency of both benefit and non-benefit deductions in the Deduction Table. The report shows each deduction plan type, its description, and effective date. It prints the codes that determine how the deductions are handled during payroll processing.
Report ID	PAY704
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Sorted By	

Deduction Class Report Page

Usage	Use the Deduction Class report page to run a Deduction Class report.
Navigation	Define Business Rules, Define Payroll Process, Report, Deduction Class
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Deduction Class Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Deduction Class report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deduction Class Report Details

Description	<p>This report comes in two parts, one for U.S. companies and one for Canadian companies. Both reports print the classification codes you set up in the Deduction Table for each plan type. You must request each report separately according to its ID number:</p> <p>PAY705A (Part1) This format lists plan type, deduction code and classification code, and the effective date. For each plan type, it shows the flags set on the Deduction Table panels, such as effect of federal withholding amounts, maximum deductions, and associated general ledger account numbers.</p> <p>PAY705B (Part 2) This format lists the same data as for Canadian companies.</p>
Report ID	PAY705
Type of	SQR

Report	
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	
Sorted By	

Bond Report Page

Usage	Use the Bond report page to run a Bond Table report.
Navigation	Define Business Rules, Define Payroll Process, Report, Bond
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Bond report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Bond Table Report Details

Description	<p>You specify bond types in the Bond Table. Bond types are set up as one type of benefit that employees can purchase through payroll deductions.</p> <p>The report lists all valid bond types by ID number. Each type has an effective date, description, purchase amount, and value at maturity.</p>
Report ID	PAY706

Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	
Sorted By	

Shift Report Page

Usage	Use the Shift report page to run a Shift Table report.
Navigation	Define Business Rules, Define Payroll Process, Report, Shift
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Shift Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Shift report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Shift Table Report Details

Description	You use this table to identify the different work shifts that an employee may be assigned. Because it contains the rate or factor that you would like the system to use to calculate shift differential, this table works together with the Earnings and Special Accumulator Table to calculate earnings.
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	The report lists the shifts for each Earnings Table ID. It shows the date on which the shift became effective, the flag indicating whether you must specify the Rate/Factor at the employee level, the shift rate and factor, and shift time in hours and minutes.
Report ID	PAY708
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Shift Table
Sorted By	Earnings Table ID, Shift

Wage Loss Plan Report Page

Usage	Use the Wage Loss Plan report page to run a Wage Loss Plan report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Wage Loss Plan
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Wage Loss Plan report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Wage Loss Plan Report Details

Description	This report prints the contents of the Wage Loss Plan Table for Canadian employers.
Report ID	PAY709
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Canadian Wage Loss Plan Table
Sorted By	

Pay Group Report Page

Usage	Use the Pay Group report page to run a Pay Group report.
Navigation	Define Business Rules, Define Payroll Process, Report, Pay Group
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Pay Group report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Pay Group Report Details

Description	You use the Pay Group Table to establish pay groups within a company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions and use the same check or direct deposit stock. This report prints each pay group and its effective date along with the processing characteristics that apply to that group.
Report ID	PAY711
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Pay Group Table
Sorted By	Pay Group

Earnings Report Page

Usage	Use the Earnings report page to run an Earnings report.
Navigation	Define Business Rules, Define Payroll Process, Report, Earnings
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Earnings Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Earnings report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Earnings Report Details

Description	<p>The Earnings Table holds the various earnings categories your company uses for employee payroll calculations, such as regular, overtime, or sick pay. You can maintain different versions using separate Earnings Table ID numbers. The report prints all the earnings types established along with the payroll calculation characteristics you assign to each. It comes in three parts:</p> <p>PAY712A Lists selected tax effects related to earnings.</p> <p>PAY712B Lists selected tax effects related to earnings.</p> <p>PAY712C Contains the Canadian requirements for earnings types.</p>
Report ID	PAY712
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings Table
Sorted By	Earnings Code

Pay Calendar Report Page

Usage	Use the Pay Calendar report page to run a Pay Calendar report.
Navigation	Define Business Rules, Define Payroll Process, Report, Pay Calendar
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Calendar Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Pay Calendar report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Pay Calendar Report Details

Description	This report lists the contents of the Pay Calendar Table. The Pay Calendar Table stores the cycles you create for payroll processing by pay group. Each entry in the table corresponds to a specific pay period for a pay group. For example, a weekly pay group has 52 entries in the Pay Calendar Table, and represents one year of processing.
Report ID	PAY714
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Pay Calendar Table
Sorted By	Calendar ID, Paygroup

Default Tax Data Report Page

Usage	Use the Default Tax Data report page to generate a Default Tax Data report.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	Compensate Employees, Report Payroll Info (US), Report, Default Tax Data
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Default Tax Data report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

From Date Enter the **From Date**. The **From Date** and **Thru Date** are used to make a selection from the table according to effective date.

Thru Date Enter the **Thru Date**. The **From Date** and **Thru Date** are used to make a selection from the table according to effective date.

Default Tax Data Report (U.S.) Report Details

Description	When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee: federal, state (multiple if necessary), and local (multiple if necessary). The system picks up information such as the employee’s home address and job location from the individual’s personal data and job data records, and makes this information the default on the individual’s tax data record, with a marital status of Single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unexamined, you can run SQR TAX016, the Default Tax Data report - U.S. This report tells you which employees have such default data on their tax records. The report looks at records within a date range you specify.
Report ID	TAX016
Type of Report	SQR
Parameters	From Date, Thru Date
Source	RUNCTL_FRMTHRU_PAY
Sorted By	Company, Pay Group, Employee ID, Effective Date, State.

CAN Default Tax Data Report Page

Usage	Use the Default Tax Data report page to generate a Default Tax Data report.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Default Tax Data
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Default Tax Data report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

From Date Enter the **From Date**. The **From Date** and **Thru Date** are used to make a selection from the CAN_TAX_DATA according to effective date.

Thru Date Enter the **Thru Date**. The **From Date** and **Thru Date** are used to make a selection from the CAN_TAX_DATA according to effective date.

CAN Default Tax Data Report Details

Description	<p>When you hire an employee using PeopleSoft HRMS, the system automatically sets up tax records for the employee. The system picks up information such as the employee's home address and job location from the individual's personal data and job data records and makes this information the default on the individual's tax data record, with a marital status of Single and withholding allowances of zero.</p> <p>You can run SQR TAX016CN as a safeguard against incorrect default data slipping through unexamined.</p>
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Report ID	TAX016CN
Type of Report	SQR
Parameters	From Date, Thru Date
Source	RUNCTL_FRMTHRU_PAY
Source Record	CAN_TAX_DATA.
Sorted By	Company, Pay Group, Employee ID, Effective Date, State.

Earnings Program Report Page

Usage	Use the Earnings Program report page to run an Earnings Program Table report.
Navigation	Define Business Rules, Define Payroll Process, Report, Earnings Program
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Earnings Program Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Earnings Program report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Earnings Program Report Details

Description	This table is where you define your earnings programs.
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Report ID	PAY717
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings Program Table
Sorted By	Earnings Program

Employee Tax Information Report Page

Usage	Use the Employee Tax Information report page to generate an Employee Tax Information report.
Object Name	RUNCTL_TAX019
Navigation	Compensate Employee, Manage Payroll Process (US), Report 1, Employee Tax Information
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employee Tax Information report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

Pay Run ID Enter the **Pay Run ID**.

EmplID Enter the **EmplID** (employee ID) for the employee for whom you want to run the report.

Employee Tax Information Report Details

Description	This report provides an individual listing of the employee's tax withholding information. This includes company, effective date, state; local, resident, special status; additional amount/annual exempt, additional percent, marital status; allowances, additional allowances, SUT exempt; FICA status, EIC status and SDI status.
Report ID	TAX019
Type of Report	SQR
Parameters	Pay Run ID, Employee ID
Source	RUNCTL_TAX019
Sorted By	Employee, Company, Effective Dates, State

W-4 Exemptions Report Page

Usage	Use the W-4 Exemptions report page to generate a W-4 Exemptions report.
Object Name	RUNCTL_ASODATE_PAY
Navigation	Compensate Employees, Report Payroll Info (US), Report, W-4Exemptions
Prerequisites	None
Access Requirements	Enter a Run Control ID.

W-4 Exemptions report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

As Of Date Enter the **As Of Date** for which you want to run this report.

W-4 Exemptions Report Details

Description	<p>This report lists all employees within each company who are exempt from federal income tax withholding. You indicate this exemption by selecting the Exempt radio button on the Federal Tax Data 1 panel.</p> <p>For each employee listed, the report shows employee ID, name, effective date of the exemption; department information, social security number, and federal taxable gross year-to-date earnings. There is also a column to indicate whether the exemption is based on student status. The report lists employees who claim more than 10 exemptions.</p>
Report ID	TAX100
Type of Report	SQR
Parameters	As Of Date
Source	RUNCTL_ASODATE_PAY
Sorted By	Company (page break), Employee ID

CAN Exemption Report Page

Usage	Use the Exemption report page to generate an Exemption report.
Object Name	RUNCTL_ASODATE_PAY
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Exemption
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows a web interface for the 'Exemption Report'. It includes a 'Run Control ID' field with the value '1', a 'Language' dropdown menu set to 'English', and a 'Run' button. Below these is a 'Report Request Parameter(s)' section with an 'As Of Date' field containing '01/01/2000' and a calendar icon.

Canadian Exemption report page

As Of Date

Enter the **As Of Date** for which you want to run this report.

CAN Exemption Report Details

Description	This report lists all employees whose Canada/Quebec tax data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have less than 12 months subject to pension plan contributions.
Report ID	TAX100CN
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASODATE_PAY
Source Record	CAN_TAX_DATA.
Sorted By	Company, Employee Name

Reset W-4 Exempt Employees Report Page

Usage	Use the Reset W-4 Exempt Employee report page to generate report identifying employees who although notified by the W-4 Exempt Notification process, have not yet filed a new W-4 form by the due date in order to continue their exemption status.
Object Name	RUNCTL_TAX103
Navigation	Compensate Employees, Maintain Payroll Data (US), Report, Reset W-4 Exempt Employees
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Runcontrol TAX103/TAX113

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Due date for W-4/W-5 forms (e.g. 2/15/1997, 1/1/1997)

Date to be used for Effective date on inserted records

Scope

All Employees

By Company Company:

Report Mode

Report Only

Update

Reset W-4 Exempt Employees report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

- Due date for W-4/W-5 forms** Enter the appropriate due date.
- Date to be used for Effective date on inserted records** Enter the date to be used as the effective date on the records.
- Scope** Select the appropriate radio button to indicate whether you want the action carried out on all employees or those employees who belong to a specific company. If you choose **By Company**, then indicate the company in the **Company** field.
- Report Mode** Indicate whether you want to produce a **Report Only** or whether you wish to actually **Update** the records.

Reset W-4 Exempt Employees Report Details

Description	When run in Report mode, TAX103 identifies employees who although notified by the W-4 Exempt Notification process, have not yet filed a new W-4 form by the due date to continue their exemption status. When run in Update mode, TAX103 inserts a new tax record to reset the employee federal withholding status to non-exempt, marital status to single, and withholding allowances to 0. The SQR will also update any future-dated records that currently specify exempt status.
Report ID	TAX103
Type of Report	SQR
Parameters	Run Control ID, Company, Due date for W-4W-5 forms, Date to be used for Effective Date on Inserted Records, Scope, All Employees, By Company, Report Mode, Report Only, Update
Source	RUNCTL_TAX103
Source Records	EE_TAX_DATA
Sorted By	Company, Employer ID

CAN Update Source Deductions Report Page

Usage	Use the Update Source Deductions report page to generate new
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	CAN_TAX_DATA records for all employees who are active as of the Effective Date specified.
Object Name	RUNCTL_TAX103CN
Navigation	Compensate Employees, Maintain Annual Tax Rptg (CAN), Reports 1, Update Source Deductions
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Canadian Update Source Deductions report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Report Manager, Process Monitor, Run, Run Control ID.**

- Federal Increase By** Enter the **Percent** or **Amount** of change.
- Quebec Increase By** Enter the **Percent** or **Amount** of change.
- Reset Special Letters** Enter **Y** to reset Special Letters amount to zero.
- Reset Special Letters (Quebec)** Enter **Y** to reset Quebec Special Letters amount to zero.
- Reset CPP Subject Months.** Enter **Y** to reset employee’s CPP Subject Months to 12.
Enter **N** to reset employee’s CPP Subject Months to zero when the employee’s original CPP Subject Months is less than 12, e.g. to reset CPP Subject Months to zero for employees who no longer contribute to CPP.
- Reset Federal Commission** Enter **Y** or **N**.
- Reset Quebec Commission** Enter **Y** or **N**.

Reset Cross Province Enter *Y* or *N*.

CAN Update Source Deductions Report Details

Description	This process generates new CAN_TAX_DATA records for all employees who are active as of the Effective Date specified. This process is usually run at the beginning of the year for preparation of the new year's processing. This process generates a report of all records created.
Report ID	TAX103CN
Type of Report	SQR
Parameters	Run Control ID, Language, Effective Date, Federal Increase By, Percent, Amount, Quebec Increase By, Percent, Amount, Report Requested Parameters, Reset Special Letters, Reset Special Letter (Quebec), Reset CPP Subject Months, Reset Federal Commission, Reset Quebec, Reset Cross Providence
Source	RUNCTL_TAX103CN
Source Record	CAN_TAX_DATA
Sorted By	Employee Name

W-4 IRS Report Page

Usage	Use the W-4 IRS report page to produce a one-page per employee listing of all information on the W-4 Form along with the employer's name, address, and identification number.
Object Name	RUNCTL_TAX106
Navigation	Compensate Employees, Report Payroll Info (US), Report, W-4 IRS Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

W-4 Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Tax Year: Tax Quarter:

Report Type - Employees

All Employees Single Employee

Web created/Updated Employees EmplID:

Report Exception/Allowances

Claim Exempt More Than Ten Allowances

Exempt/>10 Allowances All

W-4 IRS report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

Tax Year Enter the **Tax Year** for which you want to run this report.

Tax Quarter Enter the **Tax Quarter** for which you want to run this report.

Report Type – Employees When the **All Employees** radio button is selected, all employees who have updated their W-4 information as of the date specified will be printed on the report.

When the **Web created/Updated Employees** radio button is selected, only employees who either created or updated their W-4 information via the Web will be printed on the report as of the date specified.

When the **Single Employee** radio button is selected, you will be asked to enter a specific employee ID number in the **EmplID** field. The specified employee's W-4 information will be printed on the report as of the date specified.

**Report Exemption/
Allowances**

When the **Claim Exempt** (claim exemption) radio button is selected, only employees who have claimed exemption from Federal withholding as of the specified date will be printed on the report.

When the **Exemption/>10 Allowances** radio button is selected, employees who have either claimed exemption from Federal withholding or claimed ten or more allowances as of the specified date will be printed on the report.

When the **More Than Ten Allowances** radio button is selected, only employees who have claimed ten or more allowances as of the specified date will be printed on the report.

When the **All** radio button is selected, all employees as of the specified date will be printed on the report.

W-4 IRS Report Details

Description	When an employee claims either exemption from Federal withholding or more than ten allowances, the Form W-4 (Employee's Withholding Allowance Certificate) must be sent to the IRS (Internal Revenue Service). This report will produce a one-page per employee listing of all information on the W-4 Form along with the Employer's name, address, and Identification number.
Report ID	TAX106
Type of Report	SQR
Parameters	Tax Year, Tax Quarter, Report Type-Employees, Report Exemption/Allowances
Source	RUNCTL_TAX106
Source Record	
Sorted By	Employee ID

W-4 Audit Report Page

Usage	Use the W-4 Audit report page to produce a report listing all employees who either created and/or updated their W-4 (Employee's Withholding Allowance Certificate) information via the Web.
-------	---

Object Name	RUNCTL_TAX107
Navigation	Compensate Employees, Report Payroll Info (US), Report, W-4 Audit Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

W-4 Audit report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

From and Thru Dates

Enter the **From Date** and **Thru Date** for which you want to run this report.

Order By

Select **Employee ID** to sort by employee ID. Select **Employee Name** to sort by employee name.

W-4 Audit Report Details

Description	This report produces a list of all employees who either created and/or updated their W-4 (Employee’s Withholding Allowance Certificate) information via the Web.
Report ID	TAX107
Type of Report	SQR
Parameters	From Date, Thru Date, Order By
Source	RUNCTL_TAX107
Source	

Records	
Sorted By	You can determine the sort selection by either Employee ID or Employee Name.

Reset W-5 EIC Employees Report Page

Usage	Use the Reset W-5 EIC Employees report page to generate a Reset W-5 EIC Employee report.
Object Name	RUNCTL_TAX103
Navigation	Compensate Employees, Maintain Payroll Data (US), Report, Reset W-5 EIC Employees
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Reset W-5 EIC Employees report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Report Manager, Process Monitor, Run, Run Control ID.**

Due date for W-4/W-5 forms Enter the appropriate due date.

Date to be used for Effective date on inserted records Enter the date to be used as the effective date on the records.

Scope Select the appropriate radio button to indicate whether you want the action carried out on all employees or those employees who belong to a specific company. If you choose **By Company**, then indicate which company in the **Company** field.

Report Mode Indicate whether you want to produce a **Report Only** or whether you wish to actually **Update** the records.

Reset W-5 EIC Employees Report Details

Description	When run in Report mode, TAX113 identifies employees who, although notified by the W-5 EIC Notification process, did not refile by the due date to continue their Advance Payments of Earned Income Credit. When run in Update mode, TAX113 inserts a new tax record to reset the employee EIC status to None. Update mode will also update any future-dated records that currently specify EIC status.
Report ID	TAX113
Type of Report	SQR
Parameters	Run Control ID, Company, W-4/W-5 forms, Date to be used for Effective date on inserted records, Scope, All Employees, By Company, Report Mode, Report Only, Update
Source	RUNCTL_TAX103
Source Records	EE_TAX_DATA
Sorted By	Employee

Federal/State Tax Table Report Page

Usage	Use the Federal/State Tax report page to generate a report detailing the contents of the State Tax Table and the Federal Tax Table.
Object Name	PRCSRUNCNTRL
Navigation	Define Business Rules, Define Payroll Taxes, Report, Federal/State Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Federal/State Tax report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see Common Run Control Pages for Other Reports.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Federal/State Tax Table Report Details

Description	TAX702 prints information found in two tables: the State Tax Table and the State Other Tax Table. These tables store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.
Report ID	TAX702
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	STATE_TAX_TABLE, STATE_OTH_TAX_TABLE
Sorted By	State

Local Tax Report Page

Usage	Use the Local Tax report page to generate a report detailing the contents of the Local Tax Table.
Object Name	PRCSRUNCNTRL
Navigation	Define Business Rules, Define Payroll Taxes, Report, Local Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control		
Run Control ID: 1	Report Manager	Process Monitor
		<input type="button" value="Run"/>

Federal/State Tax report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Local Tax Table Report Details

Description	TAX703 lists the entries in the Local Tax Table that contain calculations for local income taxes.
Report ID	TAX703
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	LOCAL_TAX_TABLE
Sorted By	STATE, LOCAL TAX

Company Local Tax Report Page

Usage	Use the Company Local Tax report page to generate a report detailing the contents of the Company Local Tax Table.
Object Name	PRCSRUNCNTRL
Navigation	Define Business Rules, Define Payroll Taxes, Report, Company Local Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Federal/State Tax report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see *Common Run Control Pages for Other Reports*.



For more information about the PeopleSoft Process Scheduler, see *Process Scheduler* in your *PeopleSoft PeopleTools PeopleBook*.

Company Local Tax Report Details

Description	TAX705 lists entries in the Company Local Tax Table that identifies the localities for which your company collects and pays taxes.
Report ID	TAX705
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Record	CO_STATE_TAX_TABLE
Sorted By	Company, State

State Tax Rate Report Page

Usage	Use the State Tax Rate report page to generate a report detailing the contents of the State Tax Rate Table.
Object Name	PRCSRUNCNTRL
Navigation	Define Business Rules, Define Payroll Taxes, Report, State Tax Rate
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control		
Run Control ID: 1	Report Manager	Process Monitor
		<input type="button" value="Run"/>

Federal/State Tax report page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information about the common fields and for a listing of the other variations of this report page, see [Common Run Control Pages for Other Reports](#).



For more information about the PeopleSoft Process Scheduler, see [Process Scheduler](#) in your *PeopleSoft PeopleTools* PeopleBook.

State Tax Rate Report Details

Description	TAX707 lists the contents of the State Tax Rate Table that contain bracket rates needed for calculation of state and federal taxes.
Report ID	TAX707
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	STATE_TAX_RATE_TABLE
Sorted By	STATE, TAX RATE

CHAPTER 14

Troubleshooting Tips

This section contains miscellaneous troubleshooting tips that can help you install and/or maintain your Payroll Interface system.



This chapter is of primary interest to technical readers, such as COBOL, PeopleTools, and SQL programmers and those who support the technical processing of PeopleSoft Payroll Interface.

Processing a Successful Export

Below are details to assist you in identifying a successful Payroll Interface export.

Successful Export Run

- Changes in PeopleSoft HRMS of mapped data elements are identified, exported, and either written to a file or a table.
- The compare process identifies correct changes.
- As required by the payroll vendor, additional processing logic beyond the delivered supported product functionality is accounted for and integrated. This additional functionality can be accommodated through a variety of means, to include:
 - Modifying the Delivered Payroll Interface COBOL. For example, creating a new Process ID.
 - File Processing via Application Engine, SQR, or other programming languages. For example, to re-format a record layout.
 - PeopleCode. For example, to force a new set of export records given a specific Job Action (i.e., rehire or transfer).
 - Creating new Views, incorporating any ANSI SQL Statement. For example:
 1. Join the Job Code table with Job to extract department GL Expense codes, or managers.
 2. Develop specific WHERE clauses.

3. Perform Logic/Arithmetic/SQL functions.

- The file is imported into the third-party payroll system and the data elements and transactions have been processed accurately per the third-party payroll vendor's import processing requirements. These types of transactions involve updating, inserting, or deleting employee data.

Export Process Phases

There are two main phases in the Payroll Interface process. The first is the compare process. During this process the employee data is gathered from the various PeopleSoft tables such as PERSONAL_DATA, EMPLOYMENT, JOB, and DED_CALC. It is then formatted in the format of the Payroll Interface process definition. It then compares every current field to the field stored on the PI_PARTIC_EXPT table. If no changes are found, it writes a row of data to the PI_PARTIC table with the change flag set to 'no' and retrieves the data for the next employee. If any fields have changed, it flags each changed field and writes rows to both the PI_PARTIC and the PI_PARTIC_EXPT tables.

The second phase of the Payroll Interface process is the export process. The export process retrieves all of the data from PI_PARTIC and PI_PARTIC_EXPT that has the change flags set to 'yes'. The process then formats the data into records and writes it to a sequential flat file or to a table. The third-party payroll provider then uses the flat file or the table to process a payroll.

For the Payroll Interface compare process to work the first time, you must first perform a full record export prior to the pay period begin date of the first pay period for which you would like to process. This will initialize the two compare tables, PI_PARTIC and PI_PARTIC_EXPT, to a baseline from which Payroll Interface will compare ongoing data transactions.

The overall Payroll Interface Export process is driven by the PI_INRUN Application Engine program. It selects the Payroll Interface run control and does a remote call to PIPINRUN, a Payroll Interface driver COBOL program. Upon completion of the COBOL process, the PI_PARTIC, PI_PARTIC_EXPT, and PI_EXTIO files should be loaded. When control is returned to the Application Engine program (PI_INRUN) it calls PI_EXTFL, another Application Engine program, which selects against PI_EXTIO and writes its contents to the external file. That process is followed up by deleting the Payroll Interface run control record and deleting the contents of PI_EXTIO based on the run control parameters.

Export Table Analysis

The Payroll Interface process updates two tables: PI_PARTIC (the Parent) and PI_PARTIC_EXPT (the Child).

The PI_PARTIC table contains one row of data for every employee and for every process. It contains high-level employee information and drives which employees the comparison process will execute. Two of the keys to this table are EMPLID and PI_RUN_NUM. The PI_RUN_NUM becomes very important when doing a Reprocess. A critical field on the PI_PARTIC table is PI_CHANGE_IND. If an employee has had a data change since the last Payroll Interface Process, this flag is set to 'Y'.

The PI_PARTIC_EXPT table contains a copy of the employee's data that reflects changes that might have been made previously. PI_PARTIC_EXPT contains the historical data of the comparison process. New rows are inserted into this table with each Payroll Interface Export run. Every field that will be sent to the third-party payroll provider is on this table. In front of each data element on the PI_PARTIC_EXPT table is a change flag. If the field has changed since the last process, this flag is set to '1', otherwise it is set to '0'. If the field is part of a Group By, the data element would be prefixed with '2'. For example, the Deduction Code in a Group By combination with Deduction Amount rarely changes so it would be prefixed with a '2'. This is how the Payroll Interface system knows which fields to write to the interface flat file or table.

Within PI_PARTIC_EXPT the Export Row column is a 250-byte character representation of employee-level data. This data field is the result of the mapping from the appropriate Interface Definition File. If there is more than 250 bytes of data, another row will be inserted into the table and the EXPORT_SEQ will be incremented.

The export row is positional and is based on the order of the fields in the Interface Record. This is very important when it comes to maintenance during live processing.



For more information, see Implications of Modifying the File Definition AFTER the initial Export.

The PI_FILE_ID, PI_RECORD_SEQ, and PI_RECORD_ID are directly associated with the Interface Definition.

An important field in these tables is PI_RUN_NUM. This key field is essential when identifying a unique row in the compare tables.

PI_PARTIC Table

This section details the PI_PARTIC table.

Keys

- EMPLID
- EMPL_RCD
- PI_RUN_NUM
- COMPANY
- PAYGROUP

Run status indicators that are possible on a successful run

PI_PARTIC_STATUS

- Compared (C). Process is complete.

- Compare Error (E).
- In Progress (P). Flag set to P **only** during the PI run. Will change to either C or E at end of process.

PI_CHANGE_IND

- Change (Y). Mapped data has changed for this employee since the previous Payroll Interface Export.
- Process Change (P). There is a data change that has an associated Process.
- No Change (N). No mapped data elements have changed for this employee.

PI_CHANGE_TYPE

- New Hire (N). The employee is a new hire. All data fields will be processed to PI_PARTIC_EXPT.
- Data (D). The employee's data has changed. For example, the employee might have changed departments. All data changes will be processed to PI_PARTIC_EXPT.
- Process (P). The employee's data changed and caused a process to occur. For example, the data change may have caused a Stop Deduction or Stop Additional Pay process. All data that changes will be processed to PI_PARTIC_EXPT.
- Blank. The employee's data did not change. No data will be processed to PI_PARTIC_EXPT.

PI_PARTIC_EXPT Table

This section details the PI_PARTIC_EXPT table.

Keys

- EMPLID
- EMPL_RCD
- PI_RUN_NUM
- COMPANY
- PAYGROUP
- EXPORT_SEQ
- EFFDT

PI_CHANGE_IND which are possible on a successful run

- No data has changed (N or blank). No data fields will be exported.

- Yes, data change (Y). Data has changed. Data fields with a '1' flag will be exported.
- Process change (P). An employee's data changed on an Interface Definition Record that has a Type equal to 'Process' and caused a process to occur. For example, the employee might have been terminated, so there was a need to stop all deductions.

PI_EXTIO Table

This section details the PI_EXTIO table.

Keys

- PI_RUN_TYPE
- RUN_ID
- PI_RUN_OPT
- PI_RUN_NUM
- FILE_HANDLE
- FILE_SEQ_NO

Processing Details

This file is written to by the COBOL process and its REC_DATA_PARTIAL field should contain the exact contents of the external file. However, if the record length of the external file exceeds 252 bytes, then the rows in PI_EXTIO will be split and the RECDATA_SEQ_NO field will be incremented. Upon completion of the COBOL process, the Application Engine program (PI_EXTFL) will select against this table in order to do the final write to the external file.

PI_EXTBL Table

This section details the PI_EXTBL table. This section is only relevant if you are running a table export instead of a file export, as defined on PI_SYSTEM_TBL.PI_EXPT_DEST.

Keys

- EMPLID
- EMPL_RCD
- PI_RUN_NUM
- COMPANY
- PAYGROUP
- SEQ_NUM

- PI_FIELD_ID

Processing Details

When running an export with the Export Destination = Table, a row for each changed field is written to this file. The SEQ_NUM field will increment by 1 unless the fields have a Group ID assigned to them in the Interface Record Definition. To increment properly, fields requiring the same SEQ_NUM need to have the same Group ID and the fields need to be physically next to each other on the Interface Record (i.e., there cannot be any fields in-between the grouped fields).

Unsuccessful Exports: Evaluating Results

This section explains how to evaluate your results if you have an unsuccessful export.

PI_PARTIC and PI_PARTIC_EXPT are Both Empty

If the failure of the export is not an obvious abort or Payroll Interface error message, such as MISSING RUN CONTROL, then analysis should probably turn to the employees. The RUN_ID entered on the Payroll Interface run control is used to determine the PAY_CALENDAR's company and pay group. At that point, a select against JOB.COMPANY and JOB.PAYGROUP is done in PIPCMPAR to collect the appropriate employees. The DMS statement used in PIPCMPAR.DMS to collect these employees does an insert into PI_PARTIC. Therefore, if PI_PARTIC is empty, it is a result of the PIPCMPAR SQL that is trying to select employees and do the insert.

Most likely there is an Interface error message in PI_MESSAGE stating that there were no records to export. However, the reason why no employees were collected will probably have to be determined by doing analysis on the Run ID, its associated pay calendar, pay group table, and the corresponding employee job records.

PI_PARTIC is Loaded and PI_PARTIC_EXPT is Empty

Since PI_PARTIC was successfully loaded with the employees, the Run ID, the Pay Calendar, the Pay Group table, and the Job records should be okay. If the process did not abend, then an empty PI_PARTIC_EXPT record should be explained by doing an inquiry on the Interface messages (PI_MESSAGE). This means that the process was not successful during the compare process. Once all of the issues are fixed, you should be able to reprocess the export.

PI_PARTIC.PI_PARTIC_STATUS

- In Progress (P). The Payroll Interface COBOL process is currently processing this employee. It should only be equal to 'P' **during** run time.
- Error (E). Compare Error for this employee.

PI_PARTIC is Loaded, PI_PARTIC_EXPT is Loaded, PI_EXTIO is Loaded (when it should be Empty) and no External File was created. (This is not applicable to the 'Export Destination = Table' feature)

If PI_EXTIO has been loaded, it means that the collection of employees, the compare and the export all completed successfully. What did not complete was the Application Engine's File I/O

process which writes the contents of PI_EXTIO to the external file. It must have been unsuccessful because the end of the Application Engine process executes the delete of PI_EXTIO. Further analysis of the two P.I. Application Engine programs, PI_INRUN and PI_EXTFL, will be required.

PI_PARTIC is loaded, PI_PARTIC_EXPT is loaded, PI_EXTIO is loaded (when it should be empty) and no external file was created.

This is not applicable to the 'Export Destination = Table' feature.

If PI_EXTIO has been loaded, it means that the collection of employees, the compare, and the export all completed successfully. What did not complete was the Application Engine's File I/O process that writes the contents of PI_EXTIO to the external file. It must have been unsuccessful because the end of the Application Engine process executes the delete of PI_EXTIO. Further analysis of the two Payroll Interface Application Engine programs, PI_INRUN and PI_EXTFL, will be required.

PI_PARTIC is loaded, PI_PARTIC_EXPT is loaded, PI_EXTIO is empty and no external file was created.

This is not applicable to the 'Export Destination = Table' feature.

This scenario could mean that it was a successful run and no changes existed. It also could be a successful run and the external file **was** created, but it is not where you expected it.

If known employee changes have occurred and the file cannot be found, then the PSPSEQIO COBOL program would have to be evaluated for issues surrounding the insert into the PI_EXTIO table. It would be helpful to run the COBOL process separately to insure that PI_EXTIO is being loaded at the end of the compare/export. At that point the analysis should shift to the Application Engine's write to the external file.

Evaluating Soft Errors

If the explanation in the Interface Message table is not clear and information on exactly where the COBOL produced the error is required, the message number can be looked up in the Payroll Interface programs as follows:

If the message were '004030':

```
The Dedcalc process was not confirmed. This data is not available until the
confirm is processed. The message data below identifies 2 field values. 1.
Company 2. Paygroup
```

Look for '004030' in PSCPMSG.CBL to determine the corresponding 88 level name for MSGID. In this case it is, MSGID-DEDCALC-NOT-CONFIRMED. Using a search tool, do a search against PI*.CBL to look for all the occurrences of MSGID-DEDCALC-NOT-CONFIRMED. The result would be PIPINRUN.CBL in paragraph MM100-CONFIRM-DEDCALC. By finding the COBOL location of the error, it may point to a SQL statement or array search that may give additional clues to the problem, if needed.

Evaluating Hard Errors

This section will assist you in evaluating hard errors.

Dynamic SQL failure due to invalid PS Table set up

If the tables/fields that are in the PeopleSoft Tables in the Payroll Interface set up tables have been changed in the Application Designer, but not in Payroll Interface, then the COBOL process will abort when attempting to execute the dynamically created SQL statement. If it is not obvious what record/field is causing the error and you can run the COBOL from a DOS prompt, a SQL trace can be run when executing the COBOL driver PIPINRUN. By running PIPINRUN from DOS and entering 191 at the SQL Trace prompt, a trace file will be written to C:\TEMP\PS\

Maximum Number of Export Records Exceeded for EMPLID: xxxx

This error message may occur when you run Payroll Interface. The value of PLEXPT-COUNT-MAX is the maximum number of records to be generated for an EMPLID. However during the running of Payroll Interface, this maximum number can be reached during the processing of files which comprise a high number of rows in PS_JOB. It is possible to increase the value of the maximum number of records.

This value is set to 200 by default. If you want to increase this number, you will have to make modifications to the COBOL in two places.

In PICIEXPT.CBL, insert the desired number where you see 200 bolded.

```

...
02  PLEXPT-COUNT          PIC 9999      VALUE ZERO  COMP.
      88  PLEXPT-COUNT-MAX      VALUE 200
...

```

In PIPIEXPT.CBL, insert the desired number where you see 200 bolded.

```

...
01  PLEXPT.
      02  PLEXPT-DATA          OCCURS  200
...

```

Make sure to recompile the programs when you are done.

There are additional similar error messages that are related to the “Maximum Number of xxx Exceeded “. Again, just follow the codeline through and increase the level 88 VALUE and the corresponding OCCURS.

Error Prevention

This section explains some methods by which you may avoid errors during Payroll Interface processing.

Application Designer Changes

If you make a change to a PeopleSoft record in the Application Designer, make sure the change is reflected in the Interface PS Table page definition. This only applies if you are using the record for mapping information to your third-party provider.



If it appears that a change you have made has not taken affect, delete the database cache file and log back into the system.

Implications of Modifying the File Definition AFTER the initial Export

In PI_PARTIC_EXPT the export row is positional and is based on the order of the fields in the Interface Record. For example, if you were to add a field to the Interface Record between two existing fields, the positional relationship will be lost. The compare should work fine for the fields up to the change. Starting with the new field, the comparison process will most likely fail to accurately process.

Solutions to the above:

- If possible, add new fields to the end of the Interface Record.
- If adding new fields to the end of the Interface Record is not a viable solution, you must delete the PI_PARTIC and PI_PARTIC_EXPT tables for all Configuration IDs using the File ID. The timing of this is very important. Deletion from these tables will cause the next export process created using this file ID to generate a “full set of records” even though the run control selection may be changes only. A new baseline will be created. You will probably want to do this immediately following your final successful export for the pay period and prior to any user changes for subsequent runs.

Stop Deductions in your file definition

If you make changes to your configuration’s fields and/or records, make sure that the corresponding Stop record is formatted in a similar manner. For example, if you change field ‘054’, Banking Deposit Amount, from a length of 7 to a length of 8, then you should change the corresponding field, ‘BLNK07’, on the Stop Deduction record to a length of 8.

Also make sure your PI_RECORD_ID on the PI_RECORD_DEFN tables are named correctly. Here is a list of the record names for the COBOL program PIPSPRCS.cbl:

The PI_RECORD_ID for additional pay data must be 'APAY'

The PI_RECORD_ID for pre tax savings must be 'SAVE'

The PU_RECORD_ID for after tax savings must be 'SPAT'

```

02  PI-RECORD-ID          PIC X(10) .

      88  PI-RECORD-ID-APAY          VALUE 'APAY' .

      88  PI-RECORD-ID-SAVE          VALUE 'SAVE' .

      88  PI-RECORD-ID-SPAT          VALUE 'SPAT' .

```

SETIDs

Insure the SETID is properly set up in order to build the Pay Calendar and Balance ID Tables.



For more information, see your PeopleSoft Human Resources PeopleBooks.

In order to build pay calendars, perform the following:

- Create a tableset ID for each company (under PeopleTools, Utilities). Create a Balance ID = 'CY' for each company or shared SetID. Create entries for each applicable year.
- If a shared SetID/Balance ID is desired, change the SetID (under PeopleTools, Utilities, TablesSetControl) on the PY_01 record group to the shared SetID.

CSV Tips

To get the Stop Transaction working for DED_CALC, Savings, and Additional Pay (generate a tilde), insure you have The following setup:

For Process ID 00005 (PI Process Phase of Export File Creation, Type = Field), insure that the User Defined Process check box is turned on and that the User Exit Program is set to 'PIPXPRCS'. This Process ID should be attached to the deduction code and earnings code interface field definitions.

Left justify the deduction code and earnings code interface fields.

Savings and Additional Pay must have the Process ID 000050 entered on the Interface Definition Record (Record Type = Data).

The Interface Record ID must be 'SAVE' for before tax Savings and 'SPAT' for after tax savings. Additional Pay must be 'APAY'.

Instance Table Translate Values

If you need to create an instance ID based on the value of zero, insure the literal of 'ZERO' is entered instead of 0.

If you need to create an instance ID based on the value of space, insure the literal of 'SPACE' is entered instead of using the space bar.

Export Testing

This section details how to test your export process.

How to Set Up and Run P.I. for the First Time

Delete the following Payroll Interface tables:

- PS_PI_RUNCTL
- PS_PI_RUN_TBL
- PS_PI_PARTIC
- PS_PI_PARTIC_EXPT
- PS_PI_RUN_PYGRP
- PS_PI_MESSAGE
- PS_PI_EXTIO
- PS_PI_PARTIC_EXTBL

Run a "dummy" Payroll Interface Run. Select the Pay Run ID prior to the pay run to be used for production to create your baseline.

Insure that there are no error messages.

When the initial "dummy" Payroll Interface export run is complete, the maximum PI_RUN_NUM should equal 1. The next time the export is run, the PI_RUN_NUM should equal 2.

Running the Application Engine and the COBOL Separately

In order to debug or animate via NetExpress, it may be useful to run the COBOL driver PIPINRUN, and not run the Application Engine. In this case you can enter the Run Control and save, but do not run the process via the Process Scheduler. By executing the process this way, the results will only go as far as writing the contents of the external file to the PI_EXTIO table. To re-run/re-process, the contents of this table will have to be deleted. Please note that the run control will also not be deleted because that is done at the end of the Application Engine process.

The following tables have PI_RUN_NUM as part of the key

- PS_PI_RUNCTL

- PS_PI_RUN_TBL
- PS_PI_PARTIC
- PS_PI_PARTIC_EXPT
- PS_PI_RUN_PYGRP
- PS_PI_MESSAGE
- PS_PI_EXTIO
- PS_PI_PARTIC_EXTBL
- PS_PI_CHECK
- PS_PI_DED_DETAIL
- PS_PI_EARN_DETAIL
- PS_PI_TAX_DETAIL
- PS_PI_DED_BAL
- PS_PI_EARN_BAL
- PS_PI_TAX_BAL

Records can be deleted from these tables based on the current PI_RUN_NUM (WHERE PI_RUN_NUM = nn). Be aware that any non-effective dated data changes will be lost.

Processing a Successful Import

Below are details to assist you in identifying a successful Payroll Interface import.

Successful Import Run

- The Payroll Interface batch process (Application Engine/COBOL) successfully imports data represented in a file into the Payroll Interface Import tables.
- The data can be viewed through the online panels.

Payroll Interface will only import into the following tables

- PI_CHECK
- PI_DED_BAL
- PI_EARN_BAL
- PI_TAX_BAL

- PI_DED_DETAIL
- PI_EARN_DETAIL
- PI_TAX_DETAIL

Within the Payroll Interface application, the results inserted into these tables are display only.

If you need to run Accruals, or need processed payroll data in other PS_% tables, you can accomplish this through Application Engine, SQR, etc. by directly populating the tables. PeopleSoft recommends that you perform a detailed technical analysis and understand the implications of this action before implementing this solution. This is not recommended for customers who use Payroll for North America and Payroll Interface on the same database.

Be aware not to delete from the following tables after you have run the Payroll Interface Import (using any key values in the tables below). They are used as prompts for the Inquire pages. If the data is deleted in these tables, you will not be able to view the Inquire panels, even though the underlying tables contain data.

- PS_PI_RUN_TBL
- PS_PI_SYSTEM_TBL
- PS_PI_CONFIG_TBL

Payroll Interface and Data Migration

This section explains how to migrate Payroll Interface setups between databases.

From the source database, run the following export in Data Mover:

```
-- This Data Mover script is used to export the Payroll Interface system tables
to a file.

-- Release 8.0

-- Replace the 'XXX' with the appropriate values as needed.

SET OUTPUT C:\TEMP\PI_TABLES.DAT;

SET LOG C:\TEMP\PI_TABLES.LOG;

EXPORT FILE_HANDLE_LNG WHERE FILE_HANDLE = 'XXX' AND FILE_HANDLE_LNG 'XXX';

EXPORT FILE_HANDLE_TBL WHERE FILE_HANDLE = 'XXX';

EXPORT PI_CONFIG_FILE WHERE PI_CONFIG_ID = 'XXX' AND PI_FILE_ID = 'XXX';

EXPORT PI_CONFIG_LANG WHERE PI_CONFIG_ID = 'XXX' AND LANGUAGE_CD = 'XXX';

EXPORT PI_CONFIG_TBL WHERE PI_CONFIG_ID = 'XXX';
```

```
EXPORT PI_DEFN_F_LANG WHERE PI_FILE_ID = 'XXX' AND LANGUAGE_CD = 'XXX' ;

EXPORT PI_DEFN_FIELD WHERE PI_FILE_ID = 'XXX' AND PI_RECORD_SEQ = 'XXX' AND
PI_FIELD_SEQ = 'XXX' ;

EXPORT PI_DEFN_FILE WHERE PI_FILE_ID = 'XXX' ;

EXPORT PI_DEFN_R_LANG WHERE PI_FILE_ID = 'XXX' AND PI_RECORD_SEQ = 'XXX' AND
LANGUAGE_CD = 'XXX' ;

EXPORT PI_DEFN_RECORD WHERE PI_FILE_ID = 'XXX' AND PI_RECORD_SEQ = 'XXX' ;

EXPORT PI_FIELD_LANG WHERE PI_SYSTEM_ID = 'XXX' AND PI_FIELD_ID = 'XXX' AND
LANGUAGE_CD = 'XXX' ;

EXPORT PI_FIELD_TBL WHERE PI_SYSTEM_ID = 'XXX' AND PI_FIELD_ID = 'XXX' ;

EXPORT PI_FIELD_XLAT WHERE PI_SYSTEM_ID = 'XXX' AND PI_FIELD_ID = 'XXX' AND
PS_FIELD1_VALUE = 'XXX'

AND PS_FIELD2_VALUE = 'XXX' AND PS_FIELD3_VALUE = 'XXX' ;

EXPORT PI_GROUP_LANG WHERE PI_SYSTEM_ID = 'XXX' AND PI_GROUP_ID = 'XXX' AND
LANGUAGE_CD = 'XXX' ;

EXPORT PI_GROUP_TBL WHERE PI_SYSTEM_ID = 'XXX' AND PI_GROUP_ID = 'XXX' ;

EXPORT PI_INST_VALUE WHERE PI_SYSTEM_ID = 'XXX' AND PI_INSTANCE_ID = 'XXX' AND
PI_INSTANCE_SEQ = 'XXX' ;

EXPORT PI_INSTANC_LANG WHERE PI_SYSTEM_ID = 'XXX' AND PI_INSTANCE_ID = 'XXX' AND
LANGUAGE_CD = 'XXX' ;

EXPORT PI_INSTANCE_TBL WHERE PI_SYSTEM_ID = 'XXX' AND PI_INSTANCE_ID = 'XXX' ;

EXPORT PI_PROC_TB_LANG WHERE PI_PROCESS_ID = 'XXX' AND PI_PROCESS_PHASE = 'XXX'
AND LANGUAGE_CD = 'XXX' ;

EXPORT PI_PROC_VA_LANG WHERE PI_PROCESS_ID = 'XXX' AND PI_PROCESS_PHASE = 'XXX'
AND LANGUAGE_CD = 'XXX'

AND RETURN_VALUE = 'XXX' ;

EXPORT PI_PROCESS_TBL WHERE PI_PROCESS_ID = 'XXX' AND PI_PROCESS_PHASE = 'XXX' ;

EXPORT PI_PROCESS_VAL WHERE PI_PROCESS_ID = 'XXX' AND PI_PROCESS_PHASE = 'XXX'
AND RETURN_VALUE = 'XXX' ;

EXPORT PI_PS_REC_LANG WHERE PI_SYSTEM_ID = 'XXX' AND RECNAME = 'XXX' AND
PI_PROCESS_TYPE = 'XXX' AND

LANGUAGE_CD = 'XXX' ;

EXPORT PI_PS_RECORD WHERE PI_SYSTEM_ID = 'XXX' AND RECNAME = 'XXX' AND
PI_PROCESS_TYPE = 'XXX' ;
```

```
EXPORT PI_PSREC_FLD WHERE PI_SYSTEM_ID = 'XXX' AND RECNAME = 'XXX' AND
PI_PROCESS_TYPE = 'XXX'

AND FIELDNAME = 'XXX';

EXPORT PI_SYSTEM_LANG WHERE PI_SYSTEM_ID = 'XXX';

EXPORT PI_SYSTEM_STAT WHERE PI_SYSTEM_ID = 'XXX' AND EMPL_STATUS = 'XXX';

EXPORT PI_SYSTEM_TBL WHERE PI_SYSTEM_ID = 'XXX' AND LANGUAGE_CD = 'XXX';
```

From the target database, run the following import in Data Mover:

```
Set input C:\temp\PI_Tables.dat;

set log c:\temp\PI_IMPORT.log;

IMPORT * [IGNORE_DUPS];
```

Be sure that you do not insert duplicate data values into the tables. If you are not sure, you can either modify the where clause in the export, or possibly delete the table data in the target database prior to importing

A Closer Look at Deduction Calculation and Multiple Jobs

Three modifications to the Benefits/Payroll for North America modules affect Payroll Interface and the handling of Multiple Jobs Functionality:

- General Deductions are no longer attached to the key field Empl_Rcd_No. The key fields are now EmplID and Company. This modification was made to prevent the deduction from being deducted from both jobs for one employee.
- An employee with Multiple Jobs has the option have having different Benefit programs (Benefit Program Numbers) for each Job.
- The PRIMARY_JOBS table determines which job the Benefit Deductions should be deducted from. This is a setup table supported by processing rules which determines how the Benefit Program enrolled deductions should be attached to a multiple job employee. If an employee has multiple jobs that use the same Benefit program, one of the jobs must be selected as the primary benefit deduction target. Each job may use a different Benefit Program. In this case, there will be a primary job for each Benefit Program that the employee has assigned to them. For example:

<i>EmplID</i>	<i>Empl Rcd No</i>	<i>Benefit Program</i>	<i>Ben Rcd No</i>	<i>Pri Ben Job No</i>
8412	0	BAS	0	Y
8412	1	FLX	1	Y
8412	2	FLX	1	N

<i>EmplID</i>	<i>Empl Rcd No</i>	<i>Benefit Program</i>	<i>Ben Rcd No</i>	<i>Pri Ben Job No</i>
8200	0	BAS	0	Y
8300	0	BAS	0	Y
8300	1	BAS	0	N

End Result of New Modifications

The end result of Benefit's multiple job enhancement design is that Benefits and General Deductions are treated differently in the Deduction Calculation process.

- Payroll for North America calculates the deductions based on the assumption all of the deductions will be subtracted from one check, or all checks.
- Payroll Interface has to treat each EmplID/Empl_Rec_No as a separate row of information. Each job will be treated as a separate check. Running the COBOL process, the entire EmplID and all multiple jobs will be run through the deduction calculation process. Although a separate row will be created for each multiple job in the payroll interface, all of the employee's multiple job deductions will be processed at the same time.
- The Deduction Calculation Process. Payroll Interface has four COBOL programs that are specific to the Deduction Calculation Process.

Payroll Interface Specific COBOLS in the CALCULATION DEDUCTION Process

<i>Program</i>	<i>Description</i>
PSPDCRUN	Starts the Deduction Calculation process. Not affected by the new modifications.
PSPDCCAL	Calls the necessary COBOL programs needed to process deductions. This includes common programs used by both Payroll for North America and Payroll Interface.
PSPDCEMP	Selects the Jobs and Benefit Programs that need to be processed through the PSPDARRAY COBOL. The PSPDCEMP.cbl populates an array, called CHECK, which is used to store the employee ID and one-to-many Benefit programs (Ben_Rcd_No and Empl_Rcd_nos) that could exist for one EMPLID.

Program	Description
PSPDARRY	PSPDARRY.cbl is a commonly used program that selects and calculates the deduction values that should be taken from an Employee's check. The data from CHECK is used to capture the deductions for the right EMPLID and BENEFIT_RCD_NO. You will notice that the deduction program does not use the Employee's Record Number. Payroll Interface is different in that we must be able to identify which deduction belongs to an employee's unique EMPLID, Empl_Rcd_No. We added functionality to PSPUPDED.cbl that will determine the correct EMPLID/Empl_Rcd_No when populating the DED_CALC table. PSPUPDED.cbl uses the deduction values in the DARRY array to insert into the DED_CALC table. The DARRY array does not have the EMPL_RCD_NO, so we have to determine the correct EMPL_RCD_NO using the CHECK and DARRY arrays.
PSPUPDED	Updates and Inserts the DED_LINE and DED_CALC tables that are specific to the Payroll Interface Deduction Calculation process. We had to modify the COBOL to process multiple jobs, and retrieve the correct EMPL_RCD_NO. Once again we used the CHECK and DARRY arrays and a Stored SQL statement to fetch the EMPL_RCD_NO.

We had to add extra functionality to this COBOL to handle the differences between General and Benefit deductions. For example:

CHECK Array

EmplID	Benefit Program (Index for more than one)	Ben_Rcd_No
8412	BAS	0
8412	FLX	1

DARRY Array

Benefit Plan	Benefit Program	Ben_Rcd_No
20 Life	BAS	0
00		999
20 LifeX	FLX	1

The DED_CALC table results would look as follows:

<i>Company</i>	<i>Pay Group</i>	<i>Pay End Dt</i>	<i>EMPLID</i>	<i>EMPLID_RCD</i>	<i>Plan Type</i>	<i>Benefit Plan</i>
PST	WK1	07/03/00	8412	0	20	LIFE
PST	WK1	07/03/00	8412	0	00	
PST	FLX	07/03/00	8412	1	20	LIFEX



The General deduction Primary Job field (on the Payroll Data page) will always default to the zero employee record number.

Processing Rule: An Employee ID is processed one at a time. The multiple jobs, meaning each employee record number and related deductions, will all be processed during this loop.

Notice that if you link each benefit in the DARRY array to the Ben_Rcd_No in the CHECK Array. This will give you enough information (EmplID and Ben_Rcd_No) to go and fetch the correct employee record number from the Employment table (using correct effective dating logic).

Notice that you cannot do this for the general deduction because the value is 999. With the current logic you cannot determine what Empl_Rcd_No you should attach this to for insert into the DED_CALC table.

Exception: This is only a problem if the multiple jobs are in the same company and each job uses a different Benefit program.

If a customer is going to give an employee the following:

- Multiple Jobs in the Same Company.
- Different Benefit Programs for Each Job.
- Use General Deductions.

The rule would be that General Deductions can only be taken against one of the Jobs in the above Scenario. You are allowed to choose which employee record number. There is a new Payroll Data page field that can be accessed using an Employee's EmplID and Company. A field would be created that would appear only if the employee had multiple jobs. The customer would need to determine which employee record number should be used for general deductions. The default value would be employee record zero. This would be populated even if there were only one employee record.

Payroll Interface Archiving

Because of the volume of data that can accumulate in both the DED_CALC tables and the PI_PARTIC tables, you may choose to archive or purge these tables on a predetermined schedule.

If you choose to purge the Payroll Interface tables, only purge the PI_PARTIC and the PI_PARTIC_EXPT tables. The remaining Payroll Interface tables will be needed to view your imported Payroll Interface Detail and Balance data.

Before you purge your Payroll Interface tables, run your normal Payroll Interface change process. Then capture and save the changes flat files for normal processing. Then purge the two tables, and run another Payroll Interface process. This will create a full set of records for all employees. You can then audit this file to see if your two systems are still in sync. Some third-party payroll systems will actually let you run these full file in an audit mode only cycle, which will produce reports but not actually update any data. This is an excellent auditing tool.

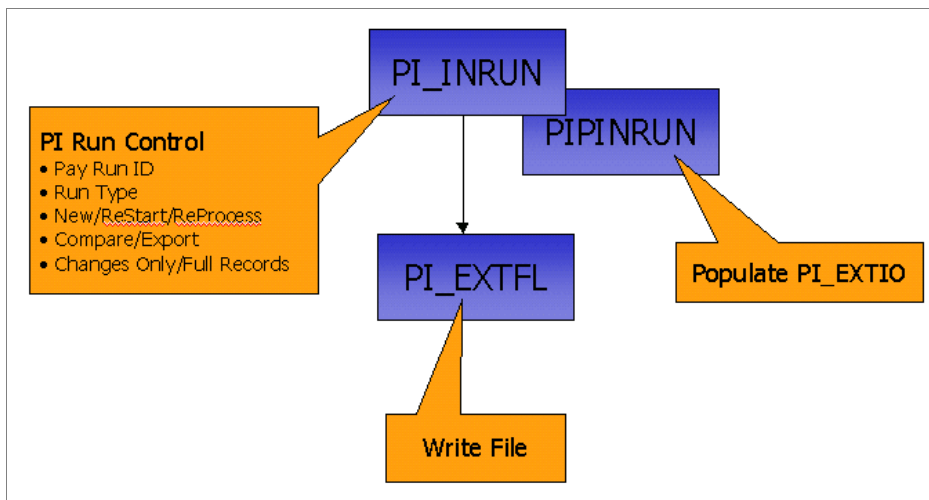


The PI_PARTIC and PI_PARTIC_EXPT tables can get very large. You should monitor the size of this table periodically to ensure the proper functioning of Payroll Interface. You may wish to archive historical data in these tables.

Process Flow Diagrams

The diagrams in this section will illustrate the process flows of the Payroll Interface application.

High Level View of Export



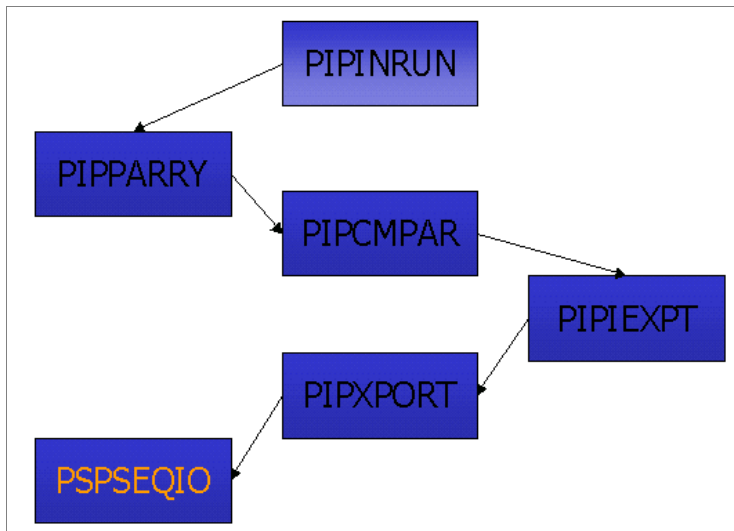
Export Process Flow

PI_INRUN

- This is a driver program for PIPINRUN and PI_EXTFL.
- Used for both Export and Import processes.

- Takes care of the Payroll Interface Run Control settings.
- Remote calls COBOL program PIPINRUN through PeopleCode.
- Calls Application Engine program PI_EXTFL.

COBOL



Payroll Interface COBOL Programs

After COBOL – PI_EXTFL

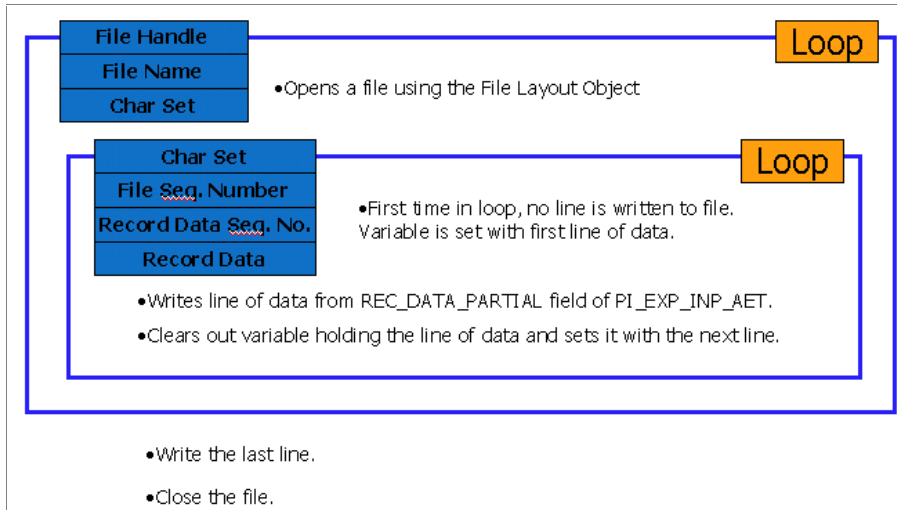
PI_EXTIO

- COBOL program PSPSEQIO populates PI_EXTIO.

Application Engine Program PI_EXTFL

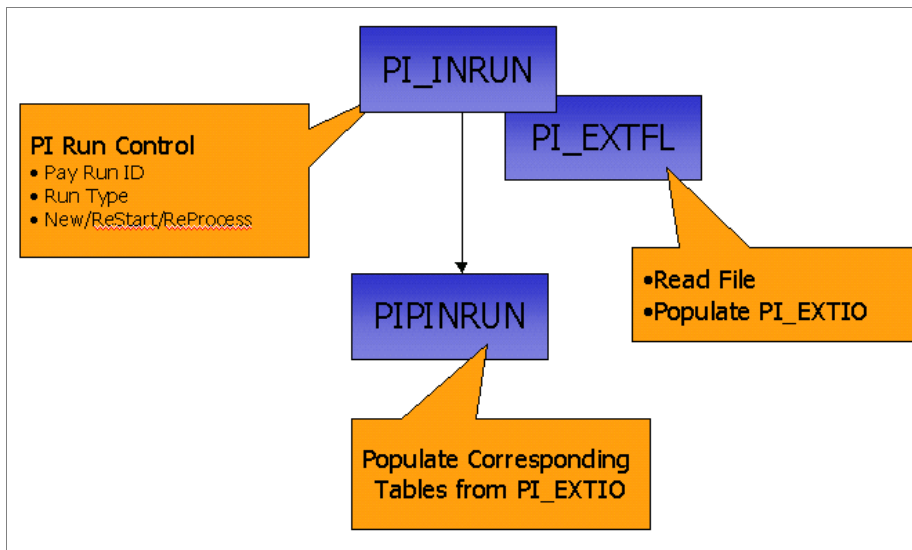
- File writing is accomplished through PeopleCode.
- Checks Run Type for Export flag.
- Clones data from PI_EXTIO to temp table PI_EXTIO_TAO.
- Prepares File Output using File Layout Object.
- Writes data into file.
- Closes file.

High Level of PI_EXTFL



PI_EXTFL Flow

High Level View of Import



Import Process Flow

PI_INRUN

- This is a driver program for PIPINRUN and PI_EXTFL.
- Used for both Export and Import processes.
- Takes care of the Payroll Interface Run Control settings.

- Calls Application Engine program PI_EXTFL to read file and populate PI_EXTIO table.
- Remote calls COBOL program PIPINRUN through PeopleCode to populate corresponding tables with data from PI_EXTIO.

PI_EXTFL

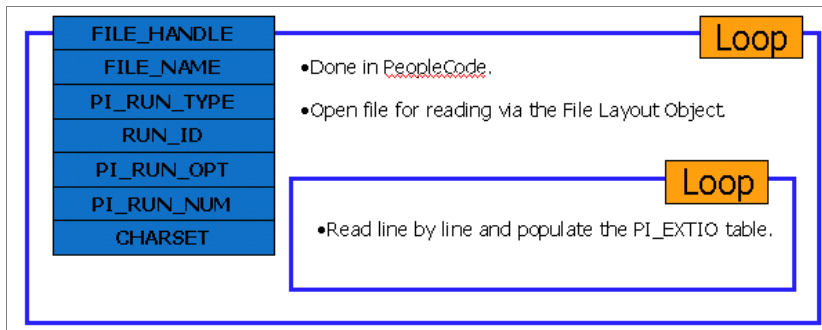
- Populates temporary tables PI_EXTIO_TAO and PI_EXTIO2_TAO with the following:

<i>Field</i>	<i>From Table...</i>
COMPANY	PS_PAY_CALENDAR
PAYGROUP	PS_PAY_CALENDAR
PI_CONFIG_ID	PS_PAYGROUP_TBL
PI_SYSTEM_ID	PS_PI_CONFIG_TBL
CHARSET	PS_PI_SYSTEM_TBL

- Each unique CHARSET value in the temporary table is checked to see if it is a 1-byte character set. If not, it errors out.
- Removes all rows from temporary table that is not a 1-byte character set.
- Checks to see if there are any rows left. If no rows present, then sets stop flag.
- Finishes populating the temporary table with the following:

<i>Field</i>	<i>From Table...</i>
FILE_HANDLE	PS_PI_CONFIG_FILE
FILE_NAME	PS_FILE_HANDLE_TBL
PI_RUN_TYPE	PI_EXP_INP_AET
RUN_ID	PI_EXP_INP_AET
PI_RUN_OPT	PI_EXP_INP_AET
PI_RUN_NUM	PI_EXP_INP_AET

PI_EXTFL File Processes



Final PI_EXTFL Processes

Finally, PI_EXTFL closes the file as the last step in the process

PIPINRUN Final Processes

- PeopleCode remote calls COBOL PIPINRUN.
- PIPINRUN uses the table PI_EXTIO to populate the corresponding tables, which are:
 - PS_PI_CHECK
 - PS_PI_EARN_DETAIL
 - PS_PI_DED_DETAIL
 - PS_PI_TAX_DETAIL
 - PS_PI_EARN_BAL
 - PS_PI_DED_BAL
 - PS_PI_TAX_BAL

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